

# **Records Management Manual**

## **Institutional Archives**

**Updated November 2011**

**National Museum of Women in the Arts**



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## **Introduction and Acknowledgments**

The creation of the records management program at the National Museum of Women in the Arts commenced in June, 1997 with the hiring of the first full-time archivist. That year was a milestone for the museum, as it marked ten years in its permanent location on New York Avenue in Washington, D.C. The museum was incorporated in 1981 to “show the achievements of women artists, American and foreign, of all times, through permanent display of painting, sculpture, graphic arts, photography, and crafts.” The core assemblage of art and library materials came from the private collection of Wallace and Wilhelmina Holladay, whose generous, untiring efforts helped the museum grow into an international force in the art world.

In late 1996, the museum was awarded a grant from the Department of Education to enhance collection management and Library and Research Center services. With this grant, an archivist was hired, the archives established, and a records management program was created. After collecting sixteen years worth of records in file cabinets and closets, the museum was ready for a formal program, complete with records disposition schedules.

To create the records management program, the archivist met with every department head to determine the kinds of records generated by his or her office. Records were appraised and dispositions determined according to legal, financial, historical, and administrative value to the department, the museum, and future researchers. After much discussion with department heads, schedules were submitted to the director for final approval. This manual contains the records schedules in their final version, fully authorized by museum administrators. Recognizing that needs and methods change, the manual is meant to be a dynamic document which will incorporate changes as needed.

The library went without an archivist from 2007-2011

## **Use of This Manual**

This Records Management Manual is to be consulted by all personnel of the National Museum of Women in the Arts when making decisions about official records disposition. Policies and procedures, records disposition schedules, and records transferal forms, which may be photocopied, are contained in this manual.

When making decisions regarding records disposition, museum staff should refer to the Guidelines for Weeding Records, the General Museum Schedule and their own department's record schedule. When a record series is included in both schedules, the department records schedule takes precedence (i.e. Publications Department should keep one copy of *Women in the Arts* permanently in the office, in accordance with the Publications Department Records Schedule, instead of discarding in accordance with the General Museum Schedule).

Records schedules contain lists of categories of records found in each department. For each series of records, a description is given and a disposition is recommended. Disposition for some records is determined by the "active" (ongoing project; records currently needed in the office) or "inactive" (finished project; records no longer needed in the office) status of the group. For some records, disposition is determined by age and may be kept in offices according to calendar year or fiscal year. Finally, some records are meant to be used in the office only for reference purposes and are kept at the discretion of the office. In each case, the disposition of the record group is clearly given on the records schedule. If a department head finds that any part of her department records schedule does not meet the record-keeping needs of her office, she should contact the archivist for review and re-appraisal of records.

Record keeping in a growing organization is vital to its survival. Records management programs have been shown to increase organizational efficiency and decrease costs related to records storage and retrieval. Therefore, museum staff is encouraged to follow their records schedules and routinely weed and dispose of records. For assistance in managing departmental records, please feel free to consult the archivist.

## *Archives Policies*

### **Description of the Collection**

Under the direction of the Library and Research Center, the Archives of The National Museum of Women in the Arts was established in 1996. It serves as a repository for the inactive museum records of enduring value. These may include papers, photographs, publications, architectural drawings, video and sound recordings, machine-readable records, ephemera, and more. The archives also accepts donations of personal and professional papers from staff, members of governing bodies, and other pivotal figures in the development of the museum.

In addition to housing the permanent records of the museum, the archives is responsible for records management and oversees care of permanently active archival records held in various offices of the museum. The archives also provides storage for records that must be maintained temporarily for fiscal or legal purposes. Restrictions on these materials shall be imposed in the same manner as permanent records.

The archives provides physical and environmental security for the permanent storage of records according to archival standards. Certain materials, particularly those pertaining to litigation or personnel, may be designated as “sensitive material” and kept in a secure area within the archives.

The archives is open to researchers and staff by appointment. To contact the archivist, please call ext. 2807. Staff members interested in gathering historical information on the museum for official purposes should contact the archives to avoid duplication of efforts.

## **Collection Policy**

In accordance with its mission, the archives will collect those records of enduring value that were created or received by the museum during the conduct of business. The Archives will also be a repository for certain collections of personal papers which have relevance to the historical development of the museum. All museum records are the property of The National Museum of Women in the Arts and may not be destroyed or removed from the museum except in accordance with established procedures. The different types of records to be collected are clarified below.

### **Official Records**

Official records are materials created by founders, board members, employees, and volunteers during the conduct of museum business. All museum personnel shall be responsible for maintaining documentation of their activities on behalf of the museum and for properly disposing or transferring official records to the archives. The disposition of official inactive or non-current records shall be determined by the archivist and administrators and be set forth in records disposition schedules.

### **Personal Materials**

In museum offices, staff members are likely to maintain materials relating to their personal lives or to outside professional activities. Staff should keep these materials separate from official records. In those instances in which information relating to museum affairs is included in private materials, essential information should be removed and placed within relevant official files.

The archives encourages staff to donate personal papers relating to their career and professional activities to the archives, especially at the time they leave museum employment. Such materials may make valuable supplements to official records.

## **Disposition of Official Records**

### **Appraisal of Records**

The archivist, in conjunction with department heads and key administrators, will review museum records to determine which groups have sufficient enduring value to warrant preservation in the archives. Those records deemed to have permanent value will be transferred to the archives when they are no longer needed regularly for the conduct of current business. Those records that lack sufficient long-term value to warrant transfer to the archives may be authorized for destruction with the joint approval of the archivist and designated administrators. If materials are of a sensitive nature, the archivist will help provide secure destruction of the items.

The archivist will annually review NMWA records policies and procedures.

### **Records Disposition Schedules**

The archives will create schedules authorizing periodic disposal of common or recurring records, transferal of permanent records to the archives, and future appraisals. Schedules providing for the disposal of records must be jointly approved by the archivist and designated administrators.

## **Access and Restrictions to Archival Holdings**

### **Access**

To facilitate access to the museum's records, the archivist will create finding aids and provide research assistance to staff and other users. The archives will inform the scholarly community of the museum's archival resources through the Research Libraries Information Network, the Internet, and other appropriate scholarly resources.

### **Restrictions**

Restrictions on access to certain materials, particularly those relating to personnel matters, financial matters, or current transactions, shall be imposed in order to protect the rights of privacy of individuals and the legitimate proprietary rights of the museum. Restricted files shall be marked "restricted" on the folder or designated as a restricted series. Only the creating office and certain administrators will have access to these restricted files. In certain cases, restricted files may be viewed by other individuals, but only after the archivist has consulted with the creating office and has evaluated the researcher's position and need to know. The archivist will apply any necessary restrictions equitably and with discretion, with reference to the *Code of Ethics for Archivists* of the Society of American Archivists. The archivist may use restricted files to answer questions for researchers, with the permission of the creating office.

Restrictions on donated materials will be set forth in the terms of transfer documents. In the absence of such terms, the archives may impose restrictions, particularly for security or preservation reasons. In cases of extremely rare or valuable materials, surrogates (photocopies, photographs, etc.) may be used instead of originals for research.

## **Guidelines for Weeding Records**

For research purposes and storage space considerations, files transferred to the archive should be purged of certain routine documents, multiple copies of documents, and documents not produced by the transferring department. These guidelines will aid each department's staff in weeding its files before transferring. Each department is responsible for reviewing and weeding its own files. When in doubt, leave materials in the files. The archivist will aid in the review of files if necessary.

**Drafts:** Archive should receive the final version of a document only. Transfer drafts only when significant comments or annotations appear, or when there is original material not included in the final version.

**Routine Correspondence:** Weed letters of transmittal or cover letters that merely forward an enclosure and add nothing to the content of the item transmitted. Also weed meeting announcements, reservations, confirmations, and routine requests for general information such as brochures and catalogs. Discard envelopes unless there are important annotations.

**Memoranda:** Only those memoranda sent by your department should be transferred to the archive. Discard those concerning routine matters such as holidays, vacation schedules, strategies on projects, personnel, instructions to staff, etc. Retain those concerning policies, procedures, and collections.

**Financial Records:** Detailed and summary financial records come to the archive from the Accounting Department. Weed purchase orders, invoices, budget working papers, and other records documenting routine expenditures at the departmental level. Retain department financial records in the department for the current fiscal year for Accounting Department purposes.

**Minutes and Reports:** Weed out those not created by your department. Board reports will come to the archive as a packet from the Board, not from each department.

**Press Clippings:** PR is the office of record for maintaining releases and clippings.

**Reference Materials:** Weed out vendor and supply catalogs, directories, non-NMWA promotional material, samples, etc. used as reference by your office.

**Multiple Copies:** In general, the archive will keep one copy of all correspondence and no more than two copies of publications, documents, photographs, etc. Remaining copies should either be discarded or stored by individual departments as needed.

**Miscellaneous:** Weed out blank forms, obsolete equipment manuals, envelopes (unless annotated), personal materials, etc.

## **Guidelines for Transferring Records to the Archives**

Follow these step-by-step guidelines for transferring your records to the Archives. Records are usually transferred at the end of the fiscal year or calendar year as stipulated in the retention and disposal schedules.

1. Review records for items that may be discarded based on Guidelines for Weeding Records, the General Museum Records Schedule and your department's records schedule. If discarded items appear to be of a sensitive nature, separate and contact the Archives for disposal.
2. Request records boxes from the Archives. Each box will hold approximately  $\frac{1}{2}$  of a file cabinet drawer or more.
3. Transfer records from hanging files (Pendaflex) to manila folders. Write folder titles on the manila folders.
4. Keep files in their original order and fill boxes. Do not overfill!
5. Complete a Record Inventory Form for each box and place it inside. Be sure to list the title of each folder or a general description of the group of records with dates on the inventory form.
6. Complete the Box Label and slide it back into the Mylar envelope on the outside of the box. Do not write on the box itself.
7. When the boxes are ready, call the building engineer to have them picked up and transferred to the Archives. Return unused boxes to the Archives.

## **Guidelines for Managing Electronic Records**

The museum is bound by federal and local legislation as well as budgetary requirements to exercise the same control over its electronic records as it does over its paper records. Electronic records include e-mail (and attachments), voice mail, digital photographs and images, documents, and spreadsheets.

Like paper records, the content of all electronic records is subject to preservation or destruction according to the Records Schedule for each department, found in the Records Management Manual. A copy of the manual can be found on the Archives drive. Each museum employee is responsible for appraising the informational, legal, and historical value of records he or she creates, stores and accesses via the computer. Please refer to the Records Schedule for your department or call the LRC if you are uncertain about a record's value.

Electronic records identified for permanent retention should be saved as a PDF in your department's folder in the Archives drive to be properly arranged by an archivist after your monthly transfer date is complete. Regardless of format, the following is a list of records which should be considered for permanent retention:

- Documents that reflect the position or business of the department
- Documents that initiate, authorize, or complete a significant transaction, program, or project.
- Policies and/or directives.
- Calendars, work schedules and assignments.
- Agenda and minutes of meetings.
- Final reports and recommendations.
- Publications and outreach materials.

In addition to these general guidelines, listed below are specific requirements for handling various types of electronic records:

### *E-mail*

Electronic messages are a form of correspondence and should be treated as such. Important messages are to be saved and filed electronically, as are any attachments which also conform to the general guidelines for retention, listed above. Personal messages and their attachments should be deleted from the museum's server as soon as possible. Day-to-day communications, reminders, alerts, and logistical messages should also be deleted. Finally, e-mail messages which are simple notes of transmission (accompanying an attachment) should be deleted. Attachments with significant archival value should be filed electronically.

### *Voice mail*

Most voice mail messages can be deleted. However, if a message conforms to the general guidelines for retention listed above, or if you feel a message's content represents a legal liability

for the museum, please retain the voice message in your Outlook e-mail program and contact the archivist for further assistance.

*Digital photographs*

Digital photographs should be in the Images drive unless they are truly no longer useful to the department. If that is the case, please place them in your department's folder in the Archives drive.

*Documents and spreadsheets*

Final drafts of significant documents and spreadsheets are to be saved to PDF and transferred to the Archives drive upon their retirement from active use in the department.

## *Records Schedules*

### **General Schedules**

Type of Record	Description	Recommendation
<b>Appointment Calendars</b>	Daily appointment and meeting schedules	Retain in office as long as needed; discard (selective calendars are retained in the archive—see individual dept. schedules.)
<b>Department Board Reports</b>	Report to Board of Directors on department activities	Retain in office as long as needed; discard (archive will receive entire packet of reports from the Board)
<b>Budget Files</b>	Includes budget, invoices, purchase orders, and other routine budget files.	Retain in office current fiscal year; discard (Accounting is the office of record)
<b>Contracts</b>	Official museum contracts for services, publications, etc.	Director's Office will retain originals in external projects files; individual dept. may keep copies, but should weed these out and discard before transferring files to archive.
<b>Grants</b>	Proposals for funding	Retain in Office as long as needed; discard (Development is the office of record for the actual proposals); transfer files relating to accepted proposals to archive each calendar year for permanent retention.
<b>Reference Files</b>	Info on artists, outside organizations, etc. used for reference	Retain in office as long as needed, contact library for possible transfer or discard when no longer useful.

## Wilhelmina Cole Holladay Collection

Type of Record	Description	Recommendation
<b>Biographical Material</b>	News Clippings/articles related to the Holladays, not museum-related; bio sheets; resumes; etc.	Retain current year and send the rest to archive.
<b>Correspondence (Chron. Files)</b>	Correspondence, filed alphabetically, then chronologically	Retain current year plus preceding 3 years in office; transfer to archive for permanent retention.
<b>Daily Record</b>	Typed record of phone conversations and meetings during the day; filed chronologically	Retain current calendar year plus preceding year in office; transfer to archive for permanent retention.
<b>Project/Exhibition Files</b>	Info on museum exhibitions and projects (television productions, magazine articles, etc.) includes correspondence, articles, proposals, etc.	Retain active files in office; retain inactive files for 2 calendar years in office; weed extensively; transfer to archive for permanent retention.
<b>Luncheon Files</b>	Info on business luncheons sponsored by WCH	Retain current calendar year plus preceding year in office; transfer to archive for permanent retention.
<b>Monthly Calendars</b>	Monthly appointment schedules	Retain current calendar year plus preceding year in office; transfer to archive for permanent retention.
<b>Honors/Awards/Memberships</b>	Clippings, certificates, etc. and renewals on professional associations	Retain active files in office permanently; consult with archive for disposition of inactive files.
<b>Trip/Engagement Files</b>	Info on business trips including itineraries, correspondence, contacts, etc. as well as events taking place during that time.	Retain current calendar year plus preceding 4 years in office; weed; transfer to archive for permanent retention.
<b>State Committee Files</b>	Info on state committees including correspondence, minutes of meetings, etc.	Retain 2 years in office; then weed; transfer to archive for permanent retention.

## Board of Directors

Type of Record	Description	Recommendation
<b>Articles of Incorporation &amp; Amendments, Bylaws, Certificate of Good Standing</b>	Official museum founding documents	Retain copies in office; transfer originals to archives as they are produced.
<b>Budget</b>	Museum budget, approved by the Board	Transfer 1 copy at the end of each fiscal year to the archives for permanent retention.
<b>Committee Files</b>	Working files of such Board committees as membership, nominating, etc.	Retain active files in office; weed; transfer inactive files to archives for permanent retention.
<b>Correspondence (Chron Files)</b>	Correspondence to and from the Board	Retain current calendar year plus preceding 2 years in office; transfer to archives for permanent retention.
<b>Lists and Resumes</b>	Professional info on Board members	Retain active files in office; transfer inactive files to archives for permanent retention; transfer 1 copy of lists as they supersede others.
<b>Minutes</b>	Monthly minutes of Board meetings; includes reports from each museum department and the budget	Retain current fiscal year plus preceding year in office; transfer 1 copy to archives for permanent retention as minutes are produced.
<b>Monthly Meeting Tapes</b>	Cassette tapes of monthly Board meetings; used to transcribe minutes	Retain in office 6 months; re-use or destroy tapes.

## Office of the Director

Type of Record	Description	Recommendation
<b>Biographical Files</b>	News clippings, articles, bio sheets, resumes on the Director	Transfer to archive for permanent retention.
<b>Accreditation Files</b>	Self-study and surveys to become accredited by AAM	Retain active files in office; transfer to archive when inactive.
<b>Correspondence</b>	Incoming and outgoing	Retain current calendar year plus preceding year in office; weed; transfer to archive for permanent retention.
<b>Calendar</b>	Schedule of appointments for the director	Retain current calendar year in office; transfer to archive for permanent retention.
<b>Exhibition Files</b>	Info on exhibitions including correspondence, notes, etc.	Retain active exhibition and future exhibition files in office; weed extensively; transfer inactive files to archive for permanent retention.
<b>External Projects Files</b>	Info on projects related to the museum and outside organizations.	Retain active files in office; weed; transfer inactive to archive for permanent retention.
<b>Internal Projects Files</b>	Info on museum projects including drafts, corresp., contracts, reports, itineraries, etc.	Retain active files in office; weed; transfer inactive files to archive for permanent retention.
<b>Lectures</b>	Written copies of lectures given by director	Retain active lectures in office; transfer inactive to archive.
<b>Legal Documents and Issues</b>	Copies of leases, agreements, building contracts, etc. as well as info on legal matters in which the museum is involved	Retain active files in office; transfer inactive files to archive for permanent retention; transfer original signed legal documents to archive immediately upon execution and keep copies in office for reference.
<b>Long-Range Plan Files</b>	For museum- notes, etc.	Retain current fiscal year plus preceding year in office; weed; transfer to archive for permanent retention.

## Administration/Personnel Department

Type of Record	Description	Recommendation
<b>COBRA Files</b>	Materials regarding administration of this health plan for terminated staff	Retain employee files in office 7 years after employee's termination; retain reference materials in office as long as needed
<b>Employee Sign-In Sheets</b>	Daily log-in of staff members	Retain current fiscal year plus preceding year in office; discard
<b>Health Plans</b>	Info on health benefits offered to staff	Retain active files in office; discard inactive files
<b>ID Requests</b>	Employee requests for museum identification	Retain in office until no longer useful; discard
<b>Insurance Policies</b>	Info on insurance companies and actual policies	Retain in office 7 years past termination date; discard
<b>Insurance Records</b>	Including claims, current accident reports, workman's compensation etc.	Retain active files in office; transfer inactive files to archives for permanent retention
<b>Job Files</b>	Resumes of potential employees	Retain unsolicited resumes 6 months from office response date; retain solicited resumes 1 year from deadline; discard
<b>Monthly Calendar</b>	Calendar of museum events, compiled from every department; distributed monthly	Retain current calendar year in office; transfer to archives for permanent retention
<b>Organizational Charts</b>	Chart of museum personnel organization	Retain active charts in office; transfer one copy of superseding versions to archives for permanent retention

## **Administration/Personnel Department (cont'd)**

<b>Personnel Files</b>	Includes salary history, address, health insurance forms, reviews, etc.	Retain in office 7 years after employee's termination; destroy; as folders are destroyed, transfer list of employees and their employment dates to the archives for permanent retention; transfer significant documents (such as letters of commendation relating to key staff members (director, deputy director, heads of departments) to archive for permanent retention before file is destroyed.
<b>Personnel Handbook and Policies</b>	Manual for terms of employment by NMWA	Retain active copies in office; transfer one copy of superseding versions to archive for permanent retention.
<b>Position Descriptions</b>	Written description of responsibilities for each museum position	Retain active descriptions in office; transfer one copy of superseding versions to archive for permanent retention.
<b>Property Use Report</b>	Annual report of building usage	Retain current calendar year plus preceding year in office; transfer to archive for permanent retention.
<b>Staff Lists</b>	Lists of active personnel	Retain active lists in office; transfer one copy of superseding lists to archive for permanent retention.
<b>TIAA CREF Retirement Plan</b>	Info regarding plan	For office ref. only; retain active files in office; discard when no longer useful; (individual employee info will be kept in personnel files as described above).
<b>Time Sheets</b>	Full-time and part-time employee time sheets	Retain in office 7 years past employees terminations; discard (Accounting is the office of record for archival information).
<b>Workers Comp files</b>	Records associated with a claim including medical reports, accident reports, etc.	Retain active files in office; transfer inactive files to archive for permanent retention.

## **Accounting Department**

**\*\*Please separate out the temporary material from the permanent retention material before sending to the archives.**

### **For Files Sent to Temporary Storage Closet in Basement:**

Type of Record	Description	Recommendation	Action
<b>Accounts Payable</b>	Invoices, purchase orders, and check copies organized by month	Retain current fiscal year in office; transfer to archive for 6 years of secure retention; destroy	Send to Temporary Storage
<b>Bank Statements and Reconciliation</b>	Reports from the bank on NMWA accounts and check registers	Retain current fiscal year plus preceding year in office; transfer to archive for 5 years secure retention; destroy	Send to Temporary Storage
<b>Canceled Checks</b>	Checks already paid from NMWA accounts	Retain current fiscal year in office; transfer to archive for 6 years secure retention; destroy	Send to Temporary Storage
<b>Deposit Records</b>	Copies of checks deposited, credit card charges, and register tapes from all museum operations including the Cafe, Shop, and Membership; includes batches from Membership department; organized by month	Retain current fiscal year in office; transfer to archive for 6 years secure retention; destroy (Membership department batches will remain in membership department for the current fiscal year, then be transferred to Accounting to join the deposit records for that year)	Send to Temporary Storage
<b>Internal Audit Records</b>	Backup paperwork including journal entries, spreadsheets, accessions, financial reports, NMWA invoice copies, inventories, and schedules for annual audit	Retain current fiscal year plus preceding year in office; transfer to archive for 5 years secure retention; destroy	Send to Temporary Storage

## **Accounting Department (cont'd)**

### **For Files Sent to Temporary Storage Closet in Basement:**

<b>Employee Timesheets</b>	Tracking the pay period hours employee has worked	Retain in temporary storage for 7 years then destroy. (final reports from payroll company will be kept in permanent retention as record of hours)	Send to temporary storage.
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## Files Kept Permanently in the Institutional Archive:

Type of Record	Description	Recommendation	Action
<b>Payroll Records/ Reports</b>	Contains employee data and salaries	Retain current calendar year plus preceding year in office; transfer to archive for permanent retention	Send to Archive in LRC
<b>Chart of Accounts</b>	Listing of NMWA accounts	Transfer a copy to the archive at the end of every fiscal year for permanent retention	Send to Archive in LRC
<b>Federal and District Grants</b>	Includes financial info from NEA grants, National Capital Arts Grant, etc.	Retain active files in office; transfer inactive grants to archive for permanent retention	Send to Archive in LRC
<b>Financial Statement/ Auditor's Report</b>	Yearly report prepared by the auditor	Transfer 1 copy to archive upon receipt for permanent retention	Send to Archive in LRC
<b>General Ledger</b>	Computer print-out of all NMWA financial activity for the year	Retain current fiscal year plus the preceding 7 years in office; transfer to archive for permanent retention	Send to Archive in LRC
<b>IRS 1099 Tax Forms</b>	Annual federal tax forms for contractors	Retain in office current fiscal year plus 10 years; destroy	Send to Archive in LRC
<b>Loan Payment Records</b>	Check copies and loan statement for the NMWA loan	Retain current fiscal year in office; transfer to archive for permanent retention	Send to Archive in LRC
<b>Management Letter</b>	Letter from the auditors to NMWA's finance committee with recommendations	Transfer 1 copy to archive upon receipt for permanent retention	Send to Archive in LRC
<b>Securities Statements</b>	Statements regarding the purchase and sale of stocks and bonds	Retain current fiscal year plus preceding year in office; transfer to archive for permanent retention	Send to Archive in LRC
<b>Tax Returns</b>	Annual federal and state returns	Transfer 1 copy upon receipt each year to archive for permanent retention	Send to Archive in LRC
<b>Workman's Compensation Audits</b>	Summary of claims for the insurance company	Transfer 1 copy to archive upon receipt for permanent retention	Send to Archive in LRC

## Retail/Store Department

Type of Record	Description	Recommendation
<b>Customer and Vendor Invoices</b>	Invoices for mail orders and whole sale orders	Retain current fiscal year plus 2 years in office; contact archives for disposal (Accounting is the office of record)
<b>Daily Register Reconciliation</b>	Register tape recording all transactions plus a written report	Retain current fiscal year in office until completion of annual audit; contact archives for disposal (Accounting is the office of record)
<b>Inventory Sheets</b>	Annual tallies of shop inventory	Retain current fiscal year plus 2 years in office; contact archives for disposal (Accounting is the office of record)
<b>Publications</b>	Books, postcards, note cards, posters, etc. sold in shop	Archives will receive 1 copy of all books through the LRC's order; transfer 1 copy of all other new publications to archives as they are received
<b>Vendor Catalogs</b>	Catalogs from various vendors	Retain catalogs in office for reference; discard when no longer useful
<b>Vendor Files</b>	Includes purchase orders, vendor catalogs, etc. from current active vendors	Retain current fiscal year plus preceding two years in office; weed outdated information; discard purchase orders (Accounting is the office of record)
<b>NMWA Merchandise</b>	Objects advertising NMWA (totes, t-shirts, etc.)	Send 1 copy to the archives for permanent retention

## IT Department

Type of Record	Description	Recommendation
<b>Database Files</b>	Information on Multi MIMSY database including specs	Retain active files in office; weed extensively; transfer inactive files to archives for permanent retention
<b>Manuals</b>	Equipment technical manuals; software manuals	Retain in office for reference; discard when no longer useful
<b>Telephone / Web Page Files</b>	Information on negotiations with providers of telephone and Internet services	Retain in office for reference; discard when no longer useful
<b>Web Page</b>	HTML code and screen prints of the Museum web page	Periodically produce print-outs (frequency to be determined) for permanent retention in the archives; save web pages on zip drive and transfer discs to archives for permanent retention each time significant changes appear (re-evaluate annually with archivist)
<b>Multi MIMSY Database</b>	Computer database of museum holdings	Save text on tapes and transfer to archives every 6 months; archives will retain only the latest version (re-evaluate annually with archivist)

## Curatorial Department

Type of Record	Description	Recommendation
<b>Correspondence</b>	Departmental correspondence; arranged alphabetically within year	Retain current calendar year plus preceding year in office; weed; transfer to archives for permanent retention
<b>Curator's Calendar</b>	Schedule of appointments by the head curator	Retain current calendar year plus preceding year in office; transfer to archives for permanent retention
<b>Exhibition Files</b>	Info on exhibitions including notes, correspondence, budget, grant proposals, photos, etc.; arranged by exhibition chronologically	Retain current calendar year plus preceding year in office; weed; transfer to archives for permanent retention; transfer canceled exhibition files to archives upon cancellation
<b>Exhibition Videos</b>	Video tapes used during exhibitions	Retain active videos; transfer inactive videos to archives for permanent retention
<b>Lender Files</b>	Info on lenders of art for exhibitions; used as reference	Retain in office as reference; discard when no longer useful
<b>Object Files</b>	Info on donated and purchased works of art in the permanent collection including notes, correspondence, evaluation, slides; etc.; arranged alphabetically by artist	Retain files on active objects permanently in office; transfer files on deaccessioned objects to archives for permanent retention
<b>Outside Organization Files</b>	Info on other organizations including catalogs and exhibit calendars; used as reference	Retain in office as reference; contact library for possible transfer or discard when no longer useful
<b>Professional Activities Files</b>	Docs by staff including articles, resumes, and juror's statements	Transfer to archives as new documents or updates are produced

## Curatorial Department (cont'd)

<b>Projects Files</b>	Info on special one-time projects (such as WAM conference); includes correspondence, budget, notes, etc.	Retain current calendar year plus preceding year in office; weed; transfer to archives for permanent retention
<b>Unsolicited Correspondence</b>	Correspondence to and from artists and others not affiliated with an exhibition or work of art in the collection; arranged alphabetically	Retain current calendar year plus preceding 5 years in office; weed; transfer to archives for permanent retention
<b>Works of Art Committee</b>	Material for meetings including minutes and agenda	Retain current calendar year plus preceding 4 years in office; weed; transfer to archives for permanent retention

## Curatorial Department, Registrar

Type of Record	Description	Recommendation
<b>Conservator Files</b>	Info on conservators to contact if needed	Retain in office for reference; discard when no longer needed
<b>Exhibition Files</b>	Documentation regarding all exhibitions; includes correspondence, insurance, checklists, assembly, condition reports, packing and crating, lender lists, etc.; arranged chronologically	Retain active files in office; retain inactive files in office for 1 year; transfer to archives for permanent retention; transfer canceled exhibition files to archives upon cancellation
<b>Facility Report Files</b>	Copies of facility reports from other institutions	Retain in office for reference; discard when no longer needed
<b>Incoming Loan Files</b>	Info on long-term loans of art to the museum; includes loan agreements, correspondence, transportation info, condition reports, insurance, etc.; arranged alphabetically by lender	Retain active files in office; retain inactive files in office for 6 months; transfer to archives for permanent retention
<b>Outgoing Loan Files</b>	Info on loans of art to other institutions; includes loan agreements, correspondence, facility reports, shipping info, insurance, etc.; arranged alphabetically by institution	Retain active files in office; retain inactive files in office for 6 months; transfer to archives for permanent retention

## Curatorial Department, Collection Manager

Type of Record	Description	Recommendation
<b>Acquisitions Files</b>	Includes correspondence, deed of gift, checklist, condition report, etc.; arranged alphabetically by donor	Retain active files permanently in office; weed periodically; transfer files on deaccessioned objects to archives for permanent retention
<b>Acquisitions List</b>	Yearly list of museum acquisitions	Transfer 1 copy to archives each fiscal year for permanent retention
<b>Multi MIMSY Database</b>	Computer database of museum holdings	Archives will receive updated tapes from Systems Department.
<b>Photo Files</b>	8x10 and 4x5 photos and negatives of the permanent collection; used for reproductions	Retain permanently in office; periodically weed poor quality photos and negatives and replace with professional quality
<b>Requests for Reproduction</b>	Agreements, invoicing, etc. related to requests for reproduction of permanent collection photos	Retain current calendar year plus preceding 2 years in office; discard

## **Curatorial Department, Exhibition Design**

<b>Type of Record</b>	<b>Description</b>	<b>Recommendation</b>
<b>Blueprints/Drawings</b>	For exhibitions	Retain current calendar in office; transfer to archive for permanent retention.
<b>Installation Files</b>	Relating to installation of exhibitions including design budget, drawings images, graphics, calendars, etc.; arranged by year.	Retain current calendar year in office; weed; transfer to archive for permanent retention.
<b>Exhibition Images</b>	Binders of slides/digital images taken of exhibitions	Retain current calendar year in office; weed; transfer to archive for permanent retention.
<b>Wall Text</b>		Update text on paper copies to reflect changes made for exhibitions; file with corresponding exhibition installation files and transfer to archive for permanent retention.

## **Development Department**

Type of Record	Description	Recommendation
<b>Corporate Packet &amp; Media Kit</b>	Folders of general information for corporate donors and for the media	Transfer new basic kits to archive as they supersede others.
<b>Grant Proposals</b>	Accepted and rejected grant proposals for funding	Retain active files in office; retain rejected proposals as long as needed for reference, then discard; transfer a list of rejected proposals to archive each calendar year for permanent retention; transfer accepted proposals to archive each calendar year for permanent retention.
<b>Planned Giving Files</b>	Information regarding bequeaths, trusts and wills	Retain active files in office; transfer inactive files to archive for permanent retention.

## Education Department

Type of Record	Description	Recommendation
<b>Announcements Files</b>	Info regarding program flyers, brochures, quarterly calendar	Retain current calendar year plus preceding year in office; transfer to archive for permanent retention; transfer 2 copies of each published brochure, flyer, etc. to archive for permanent retention.
<b>Artist of the Month Series Files</b>	Reference materials and resulting handouts on individual artists	Retain reference material in office as long as needed; transfer 2 copies of each handout produced to archive for permanent retention.
<b>Correspondence</b>	Outgoing and incoming; arranged chronologically	Retain current calendar year plus preceding year in office; weed transfer to archive for permanent retention.
<b>Mailing Lists</b>	Lists of addresses for mass mailings	Retain in office as long as needed.
<b>McGraw-Hill Project</b>	Study prints for elementary schools	Retain active files in office; weed; transfer inactive files to archive for permanent retention; transfer 1 copy of published study materials to archive for permanent retention.
<b>Photos &amp; Slides</b>	Prints, negatives, and slides of programs and exhibitions	Retain active photos and slides in office; transfer inactive photos, slides, and negatives to archive for permanent retention. If possible, keep negatives and accompanying photographic materials together.
<b>Public Programs files</b>	Information on public programs produced by the education department including literary program, family programs, exhibition-related programs etc.; includes correspondence, summaries, notes, letters of agreement, info on corresponding exhibitions, etc.; arranged chronologically	Transfer 1987-1990 files to archive for permanent retention; retain 1991-present files in office permanently; review disposition yearly with archivist.

## Education Department (cont'd)

<b>Publications</b>	<i>Art Venture, NMWA Teacher Newsletter, Family Festival booklet, etc.</i> produced by the Education office	Transfer 2 copies each issue to archive each calendar year for permanent retention.
<b>Recordings</b>	Video and cassette recordings of artist lectures, walk-thrus, etc.	Retain in office as long as regularly needed; transfer 1 copy of artist lectures only to archive for permanent retention; re-use all other tapes. Label all tapes.
<b>Reference Files</b>	Information on exhibitions, artists, etc.	Retain in office as long as needed.
<b>State Conference Files</b>	Notes from education programs during state conferences	Retain in office as long as needed.
<b>Statistics</b>	Summary of statistics including number of museum visitors, attendance at public programs, and attendance at tours; summarized in the monthly board reports	Retain current fiscal year plus preceding year in office; discard (archive will receive as part of the monthly meeting minutes from the Board of Directors).
<b>Teacher Packets and Training Materials</b>	Information for teachers	Transfer 1 copy of current packet and materials plus any preceding packets and materials to archive for permanent retention; transfer 1 copy of future packets and materials when they supersede current packets for permanent retention.

## Education Department- Volunteer & Visitor Services

Type of Record	Description	Recommendation
<b>Docent &amp; Volunteer Schedules</b>	Listing of assignments for events requiring docents and volunteers or held for docents and volunteers	Retain in office as long as needed.
<b>Docent, Volunteer, and Intern Packets</b>	Information on museum policies and procedures. This includes training materials and handbooks	Retain active packets in office; transfer new packets to archive as they supersede others for permanent retention.
<b>Personnel Files</b>	Info and evaluations of docents, volunteers, and interns; also a database of names and years worked	Retain files in office 7 years after person is terminated; continually add names and years worked to database; transfer printout of database to archive each calendar year for permanent retention.
<b>Publications</b>	Docent monthly newsletter	Transfer 2 copies each issue to archive each calendar year for permanent retention.
<b>Tour Files</b>	Information and notes on museum tours	Retain in office as long as needed.
<b>Correspondence</b>	Good reviews for programs, tours, etc.	Make copies for Archive and send as received. Keep copy for office.

## LRC Department

Type of Record	Description	Recommendation
<b>Bookplates</b>	LRC bookplates attached to book donations	Retain in office as long as needed; transfer 2 copies of each to archive for permanent retention as succeeding plates are introduced
<b>Correspondence Files</b>	LRC Director's correspondence	Retain current calendar year plus preceding year in office; transfer to archives for permanent retention
<b>Gift Files</b>	All records of monetary and other gifts given to the LRC; includes acknowledgments, correspondence, etc.	Retain current fiscal year plus preceding year in office; create a list of significant donors for future office reference; weed extensively; transfer to archives for permanent retention
<b>Library Fellows Files</b>	Documents relating to the Library Fellows program including minutes and agendas from meetings, new artist book proposals, artist book marketing, etc.	Retain current calendar year plus preceding three years in office; transfer to archives for permanent retention
<b>Policies</b>	Includes collection development policy, research policy, etc.	Transfer copies as they supersede old policies to archives for permanent retention; retain 1 copy of an outdated policy and weed duplicates.
<b>Reference Question Files</b>	Includes question form and written answer by the LRC staff	Retain current fiscal year in office; file significant responses in artist files in the Archives of Women Artists; discard
<b>Researcher Forms</b>	Forms filled in by visiting researchers stating name, address, and nature of research	Retain current fiscal year plus preceding four years in office; discard or file in vertical file of significant research on women artists

## Membership Department

Type of Record	Description	Recommendation
<b>Batches</b>	Original documents accompanying donations of money; info entered into database	Retain current fiscal year in office; transfer to Accounting department for inclusion in Deposit Records (records will be kept in archives for 6 years, then destroyed).
<b>Campaign Files</b>	Info, invitations, brochures, etc. regarding individual campaigns; kept in notebooks from 1997	Retain current calendar year plus preceding 2 years in office; weed; transfer to archives for permanent retention.
<b>Donor Files</b>	Includes files on Women's Committee, BPWC, Board, NAB, Museum Council and President's Club	Retain active files in office; transfer weeded inactive files to archives for permanent retention.
<b>Events Files</b>	Information from events including tours, menus, etc.	Retain current calendar year plus preceding 2 years in office; weed; transfer to archives for permanent retention.
<b>Fundraising Reports</b>	Annual and monthly reports from telemarketing, direct mail	Retain current fiscal year plus preceding 3 years in office; transfer to archives for permanent retention.
<b>Honor Roll</b>	Bound printed book of donors	Keep current edition at docent's desk; transfer inactive edition to archives for permanent retention.
<b>Management Information Reports (MIR)</b>	Cumulative monthly reports generated from Saturn Co.	Retain current fiscal year in office; transfer to archives for retention for 2 years; destroy.
<b>Misc. Subject Files</b>	Misc. files on office activities such as the Affinity Card and membership list rental	Keep active files in office; transfer weeded inactive files to archives for possible permanent retention.
<b>Raiser's Edge &amp; Saturn databases</b>	Contains list of members	Retain current active discs in office.
<b>Year-end report</b>	Report from direct mail consulting firm, Lautman & Co.	Retain current fiscal year plus preceding 5 years in office; transfer to archives for permanent retention.

## **Membership Department (cont'd)**

<b>State Registrations</b>	Contracts and other paperwork allowing NMWA to solicit money in each US State	Retain current calendar year in office; transfer to archive for permanent retention.
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SAA Museum Archives Section Working Group Example

## Communications & Marketing Department

Type of Record	Description	Recommendation
<b>Advertising Files</b>	Info on museum print and broadcast ads including corresp., mock-ups, etc.	Retain active files plus preceding 2 calendar years in office; discard all but final ad; transfer final ad to archives for permanent retention.
<b>Correspondence</b>	PR director's outgoing correspondence	Retain current calendar year plus preceding 2 years in office; weed routine correspondence; transfer remaining to archives for permanent retention.
<b>Education and other events Files</b>	PR info on education-sponsored events including notes, correspondence, press releases, etc.	Retain current calendar year plus preceding year in office; transfer to archives for permanent retention.
<b>Event Calendars</b>	Calendars of exhibitions and education events	Retain in office as long as needed; no need for permanent retention (info should already be in exhibition and event files).
<b>Exhibition Files</b>	Documents relating to exhibitions and other events including correspondence, press kits, media plans, press releases, photos	Retain current calendar year plus preceding year in office; transfer to archives for permanent retention.
<b>News Clippings</b>	Binders of press clippings arranged by exhibition or event within year	Retain current calendar year plus preceding 2 years in office, transfer to archives for permanent retention.
<b>Staff Bios</b>	Biographies of key people including WCH, J. Larson, and S. Sterling	Retain current active bios in office; transfer 1 copy of new bios to archives for permanent retention as they supersede others.
<b>Video Tapes</b>	Copies of commercials and television segments	Retain current calendar year in office; transfer to archives for permanent retention.

## Publications Department

Type of Record	Description	Recommendation
<b>Book and Catalog Files</b>	All info on the publishing of museum books and catalogs including correspondence, text drafts, contracts, research, proofs, transparencies, etc.	Retain active files in office; weed extensively; transfer inactive files to archives for permanent retention (files are usually inactive 1 year after publication or after the related exhibition is over); original contracts will be kept in administration
<b>Books and Catalogs</b>	Books, permanent collection catalog, and other exhibition catalogs published by the museum	Retain 1 copy of each in office; archives will receive 2 copies via the LRC's order
<b>Ephemeral Publications Files</b>	Info on the publication of brochures and other ephemeral materials	Retain active files in office; weed extensively; transfer to archives for permanent retention
<b>Ephemeral Publications</b>	Brochures, etc., produced for museum publications and exhibitions	Transfer 2 copies of each to the archives for permanent retention; retain 1 copy of each in office permanently
<b>Correspondence</b>	Letters from readers of publications	Retain current calendar year plus preceding 2 years in office; transfer to archives for permanent retention
<b>Gift Shop Photos</b>	Transparencies of gift shop items for use in the magazine	Retain in office in archival enclosures until no longer useful; transfer inactive photos to archives for permanent retention
<b>ISBN Files</b>	List of ISBN numbers assigned to the museum to be assigned to future books	Retain in office permanently
<b>Logo Files</b>	Info on the design and acquisition of a museum logo	Retain active files in office; transfer inactive files to archives for permanent retention
<b>Magazine Files</b>	All info on the publishing of <i>Women in the Arts</i> including correspondence, advertisers, contracts, etc.; sorted by magazine issue	Retain current calendar year plus the preceding year in office; weed extensively; transfer to archives for permanent retention

## **Publications Department (cont'd)**

<b>Potential Projects / Book Proposals</b>	Files containing info on possible projects and books the museum may produce	Retain active files in office; weed extensively; transfer inactive files to archives for permanent retention
<b>Permission Letters</b>	Letters from holders of non-NMWA works of art giving permission for publication	Retain active files in office; transfer inactive files to archives for permanent retention (files are usually inactive 1 year after publication)
<b>Women in the Arts</b>	Magazine published quarterly by the museum	Transfer 2 copies of each issue to the archives for permanent retention; retain 1 copy of each in office permanently

## Special Events Department

Type of Record	Description	Recommendation
<b>Ephemera</b>	Printed invitations, menus, etc. to museum events	Transfer 2 copies of each to archives for permanent retention; retain any others in office as needed
<b>Events Calendars</b>	Calendar with NMWA events	Retain current year plus preceding two years in office; transfer to archives for permanent retention
<b>External Events Files</b>	Info regarding corporate and private events including correspondence, copies of checks, insurance, invitations, etc.; filed alphabetically by event	Retain current fiscal year plus preceding four years in office; weed; transfer to archives for permanent retention
<b>Gala Chron. Books</b>	Binders of info on the annual Gala including advertising, press, correspondence, etc.	Retain current year plus preceding four years in office; weed; transfer to archives for permanent retention
<b>Guest Books</b>	Guest sign-in books for events	Retain active books in office; transfer books after event to archives for permanent retention
<b>Internal Events Files</b>	Info regarding museum-sponsored events; filed alphabetically by event	Retain current fiscal year plus preceding four years in office; weed; transfer to archives for permanent retention
<b>Photographs</b>	Prints from events	Retain current fiscal year in office; weed; transfer to archives for permanent retention
<b>Reference Files</b>	Info on the building, caterers, etc.	Retain in office as long as needed

## National Programs Department

Type of Record	Description	Recommendation
<b>International Files</b>	Information on international programs	Retain active files in office; weed; transfer inactive files to archives for permanent retention; re-evaluate when the program is more developed
<b>NAB Files</b>	National Advisory Board minutes, information packets	Retain current calendar year plus preceding two years in office; transfer to archives for permanent retention
<b>State Bylaws, Incorporation Papers, Guidelines</b>	Arranged by state	Retain active files in office; transfer copies to archives as they supersede old versions
<b>State Committee Files</b>	Correspondence, press releases, meeting minutes, info on events, etc., regarding each state committee; arranged chronologically within each state	For active and inactive state committees: retain current calendar year plus preceding two years in office; weed extensively; transfer to archives for permanent retention  For inactive state committees: retain copies of materials transferred in office for reference
<b>State Files</b>	Similar information as the State Committee Files, for states without official state committees	Retain in office permanently; transfer to State Committee Files as state committees are formed and follow schedule above
<b>State Committee Newsletter</b>	Newsletter created by National Programs Director for the state committees	Transfer 2 copies of each issue to the archives for permanent retention
<b>State Exhibitions Files</b>	Information regarding exhibitions of work sponsored by the state committees	Some information will overlap with the Curatorial Department; retain active files in office; weed extraneous material, including that which was not created by the National Programs office; transfer to archives for permanent retention
<b>State Leadership Conferences</b>	Summary, notes, contracts, etc., relating to state leadership conference; arranged chronologically	Retain current calendar year plus preceding three years in office; weed; transfer to archives for permanent retention

## National Programs Department (cont'd)

<b>State Leadership Conferences</b> <b>Cassette Tapes</b>	Cassette recordings of various sessions	Retain current calendar year in office; transfer to archives for retention for 10 years
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## National Programs Department- State Committees

Note: Archives will receive records from individual state committees directly or via the National Programs director.

Type of Record	Description	Recommendation
<b>Business Files</b>	Correspondence, minutes, and other materials relating to the business of the committee	Weed extensively; transfer to archives for permanent retention at the end of office tenure or when files become inactive.
<b>State Bylaws, Incorporation Papers, Guidelines</b>	State committee founding and governing documents	Archives will receive these from the National Programs office (see National Programs schedule) for permanent retention.
<b>State Committee Publications</b>	Newsletter, catalogs, and other publications created by state committees; also includes ephemeral publications such as invitations and announcements	Transfer 2 copies of each to the archives for permanent retention.

## National Programs Department- Girl Scout Programs

Type of Record	Description	Recommendation
<b>Program Files</b>	Information about various museum-sponsored programs	Retain active files in office; weed extensively and transfer inactive files to archive for permanent retention.
<b>Publications Information</b>	Info regarding the GS publications produced by NMWA	Retain active files in office; weed extensively and transfer inactive files to archive for permanent retention.
<b>Publications</b>	Including Discovering Art, Girl Scouts About, and Project Pathways	Transfer two copies of each to archive for permanent retention.

## Museum-Related Groups/Committees

Note: This is material accumulated from the groups: Friends of NMWA, National Advisory Board (NAB), Women's Committee and the Business and Professional Women's Council (BPWC).

Type of Record	Description	Recommendation
<b>Correspondence</b>	Correspondence of groups	Weed extensively; transfer to archives for permanent retention at the end of office tenure or when files become inactive.
<b>Event Files</b>	Info regarding events by group	Weed extensively; transfer to archives for permanent retention at the end of office tenure or when files become inactive.
<b>Publications</b>	Newsletter, catalogs, and other publications created by groups	Transfer 2 copies of each to the archives for permanent retention.

**THE NATIONAL MUSEUM OF WOMEN IN THE ARTS**  
**INSTITUTIONAL ARCHIVE**  
**Record Inventory Form**

Please complete nos. 1-11 on this form and place it in the box to be transferred to the Archives. Use only 1 Record Inventory Form per box. Use an inventory form supplement if needed.

1. Page ____ of ____	2. Date:	3. Person submitting records:	
4. Department / Office:		5. Creator of Records (Person's name):	
6. Record Series (description of contents—may use series name on records schedule):			
7. Are Records Still Created? 9Yes      9No		8. Number of Folders:	9. Box Number: _____/_____(total)
10. Record Formats: <input type="checkbox"/> Paper <input type="checkbox"/> Bound Volume <input type="checkbox"/> Binder <input type="checkbox"/> Card <input type="checkbox"/> Computer Disc <input type="checkbox"/> Cassette Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Photographs <input type="checkbox"/> Slides <input type="checkbox"/> Negatives <input type="checkbox"/> Transparencies <input type="checkbox"/> Other			
11. Contents (Fill in chart below; use the Record Inventory Supplement if needed)			
Folder No.	Folder Title and Dates	Restricted? (please Y)	Arrangement (chron., alpha., etc.)
Acc. # _____ Acc. Date _____ Location _____ RG# _____ RG Title / Series _____ Total Volume _____ Inclusive Dates _____ Preservation Needs: _____			

**THE NATIONAL MUSEUM OF WOMEN IN THE ARTS  
INSTITUTIONAL ARCHIVES  
Record Inventory Supplement Form**

Use this form as an additional page(s) to the Record Inventory Form.

Page \_\_\_ of \_\_\_

Folder No.	Folder Title and Dates	Restricted? (please Y)	Arrangement (chron., alpha., etc.)

**THE NATIONAL MUSEUM OF WOMEN IN THE ARTS  
Archives Deposit**

<b>Department:</b>		
<b>Box Contents:</b>		
<b>Date:</b>	<b>Box #:</b>	<b>Total # of Boxes:</b>
<b>Accession #:</b>		

**THE NATIONAL MUSEUM OF WOMEN IN THE ARTS  
Archives Deposit**

<b>Department:</b>		
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Archives Deposit**

<b>Department:</b>		
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<b>Date:</b>	<b>Box #:</b>	<b>Total # of Boxes:</b>
<b>Accession #:</b>		

SAA Museum Archives Section Working Group Example