

## Cleveland Museum of Art Archives Collection Development Policy

### Mission Statement

The primary mission of the Archives of the Cleveland Museum of Art (CMA) is to preserve records, regardless of format, that document the origins, development, achievements, and activities of the Museum. The majority of collections come from museum offices. However, our collection development goals include the acquisition of historical collections that document the interaction of the museum with significant figures and organizations in the art world including those of:

- Affiliated organizations with a significant historical relationship with the museum
- Studios and arts businesses and industries with significant contributions to the local and broader artistic communities
- Manuscript collections of artists, collectors, and scholars that relate to the museum's history, and
- Papers of museum benefactors

Records in the collection date from the 1880s to the present, and consist of paper documents, photographs, CMA publications, scrapbooks, video- and audio-tapes, posters, slides, ephemera, and electronic files. These materials are valuable resources for researching the history of the Museum and its collection, the evolution of CMA exhibitions and other projects, the social background of the major art movements of the twentieth century, and the social and cultural history of the Cleveland area.

### Programs supported by the collection

The collection supports research by a variety of constituencies on the history of the museum and Cleveland area. Institutional and archival exhibitions both in house and on line are enhanced by archival collections. Outreach includes workshops, lectures to groups, blogs and other posts to social media, and on line presentations. The archives contributes catalog records to the Ingalls Library and Worldcat.

### Clientele served by the collection

The primary constituency is museum staff who use the collection when researching projects such as exhibitions, programming, development, marketing, publications, design, etc. Other constituents include scholars and graduate students researching art history topics and the general public, particularly persons owning artworks previously exhibited at the museum.

### Priorities and limitations of the collection

The archives houses the institutional records of the museum with the exception of records related to artwork which are housed in the registrar's office and curatorial offices. In order to ensure that records of enduring value are properly accessioned the archives is also responsible for the museum's records management program. The museum has a records policy in effect detailing the responsibilities of the archives and museum staff for maintaining records. Departmental records retention schedules detail the types of records created by staff and their retention period. The archives is responsible for the temporary storage and destruction of non permanent records as well as the storage of permanent records. Record retention schedules are created for each department and updated regularly to reflect changes in departmental record keeping practices and museum organizational structure.

Strengths of the collection include records of the director's office, board of trustees, exhibition files, May Show records, photographs, and architectural drawings. All other museum departments are represented at a comprehensive level dating to the early 20<sup>th</sup> century.

#### Cooperative agreements affecting collecting

Although we have no formal agreements with other local archives we routinely refer research patrons to more appropriate repositories.

#### Deaccessioning

Records scheduled for permanent retention are processed according to standard archival procedure which may include the disposal of certain types of materials. However, whole scale deaccessioning of permanent records does not occur.