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Administrative Records, 1975-2001

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
Creator:	American Association of Museums. Registrars Committee
Title:	Administrative Records
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Administrative Information

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Registrars Committee, Administrative Records

Use Restriction

Restricted for 15 years, until Jan-01-2017; Transferring office; Agreement of Transfer; Contact reference staff for details.

Descriptive Entry

This accession includes administrative records of the Registrars Committee of the American Association of Museums. The Registrars Committee mission is to foster understanding, communication, and cooperation among registrars and other museum professionals; increase professionalism through training, education, and promotion of high standards; and coordinate the exchange of new ideas.

Materials include correspondence, memoranda, and notes documenting activities of the Chairs, Vice Chairs, Treasurers, Secretaries, Development Officers, and International Liaisons; annual reports, operation manuals, brochures, newsletters, bylaws, and other publications; various information pertaining to marketing, awards, membership, workshops, and regional committees; meeting minutes; survey questionnaires; photographs of members at special events; budget summaries; annual meeting session proposals and related information; and logo artwork.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:
Committees

Museum registrars
Professional associations

Types of Materials:

Black-and-white photographs
Brochures
Color photographs
Drawings
Floppy disks
Manuscripts
Video recordings

Names:

American Association of Museums

Container Listing

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Louis Goldich: Disaster Planning, 1985
Louis Jones: Learning About Technology, 1987
Virginia Mann: Record Keeping as an Intellectual Pursuit, 1985
Ellen Myette: History of the Registrars Committee, 1985
Carol O'Biso: International Travel, 1985
Richard Porter: Future of Museum Registrar, 1984-1985

Edward Quick: Standards of Practice for Couriers, 1985

Barbara Redjinski: Registrar as Manager, 1985

Daniel Reibel: Registrar as Manager of Human Resources, 1985

Cordelia Rose: Code of Ethics for Registrars, 1984

Margaret Santiago: Museum Registration in a Natural History Museum, 1987

Karol Schmeigel: Managing Collections Information, 1987

Jane Sledge: Changing Technologies, 1985

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Session Proposal: "Who Needs Consultant Registrars" (Patrick Ladden),
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Session Proposal: "Assignment of Insurance Values" (Susan Leidy), 1991

Session Proposal: "Deaccessioning. . ." (Bruce Moseley), 1991

Session Proposal: "Museums and Art Insurance" (Gale Rawson), 1991

Session Proposal: "Unclaimed Museum Loans" (Greg Schwarz), 1991

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Session Proposal: "Coping w/ Institutional Change" (Sue Hanna), 1993

Session Proposal: "The Artist and the Museum" (Lela Hersh), 1993

Session Proposal: "Good Neighbors. . ." (Sue Jeffers), 1993

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Session Proposal: "Soft Packing" (Brent Powell), 1993

Session Proposal: "Traditional Methods Challenged. . ." (Brent Powell), 1993

Session Proposal: "Loan Agreement Forms in the Real World" (Gale Rawson), 1993

Session Proposal: "Communal Language of Cultural Exchange" (Cordelia Rose), 1993

Session Proposal: "Photograph Pricing and Reproduction Rights" (Greg Schwarz), 1993

Session Proposal: "So You Want to Deaccession?" (Maggy Willard), 1993

Session Proposal: RC Co-Sponsors, 1993

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Session Proposal: "Reinsurance for Art and Artifacts" (Gwen Bitz), 1994

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Session Proposal: "Collection Objects Not So. . ." (Suzanne Cowan), 1995

Session Proposal: "After the Disaster. . ." (Marianna Munyer), 1995

Session Proposal: "The Hiring of the Preparator. . ." (Brent Powell), 1995

Session Proposal: "Insurance 101/102" (Nancy Powell), 1995

Session Proposal: "Truth or Consequences. . ." (Karen Potje), 1995

Session Proposal: "The Arts and Artifact Idemnity Program" (Alice Whelihan), 1995

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Session Proposal: "Old Loan Legislation" (Jean Benas), 1996

Session Proposal: "Upgrading Software and Hardware" (Ted Greenberg), 1996

Session Proposal: "Right and Reproduction Policies" (Robin Lipp), 1996

Session Proposal: "Marketing Material and Techniques" (Marianna Munyer), 1996

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Session Proposal: "Integrated Pest Management" (Peggy Tolbert), 1996

Session Proposal: "Capitalization of Collections FASB" (William Tompkins), 1996

Session Proposal: "International Registrars" (Frederick Williams), 1996

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Publications

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Registrars Committee: Annual Report, 1981 [two folders]

Registrars Committee: Annual Reports, 1993-1995 [three folders]

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Registrars Committee: Condition Report, 2001

Registrars Committee Newsletter:

Regional Registrar Committees

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Regional Registrar Associations: Listing of Officers, 1993

Regional Reports, 1982-1984

Kay Paris: Speech at AAM Meeting, 1990

Mid-Atlantic Association of Museums:

Midwest Registrars Committee:

Mountain-Plains Museum Association:

New England Registrars Association:

Southeastern Registrars Association:

Northeast Museums Conference Correspondence, 1984

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Registrars Committee-Western Region:

Australian Registrars Committee:

Registrars Committee Files

Secretary-Treasurer: Correspondence, 1984

Secretary-Treasurer: Membership, 1984

Vice-Chairperson: AAM Council Report, 1984

Vice-Chairperson: Councilor-at-Large Petitions, 1984-1985

Vice-Chairperson: AAM Councilor-at-Large, 1984-1986

Vice-Chairperson: Bylaws Correspondence, 1985

Membership Drive, 1985

Chairperson: AAM Meeting Correspondence, 1985

Chairperson: Bylaws Correspondence, 1985

Chairperson: Registrar Correspondence/Pat Nauert Report, 1985

Chairperson: Correspondence re: "Orderly Thinking," 1985

Chairperson: Packing Manual Correspondence (Betty Burnham), 1985

Five Year Plan, 1985

Chairperson: Awards Task Force Correspondence, 1986

Chairperson: Business/Board Meeting Correspondence, 1986

Chairperson: Logo Contest Correspondence, 1986

Chairperson: Newsletter Correspondence, 1986

Chairperson: Newsletter Planning, 1986

Secretary-Treasurer: Correspondence, 1985-1986 [two folders]

Vice-Chairperson: Correspondence, 1986

Chairperson: Correspondence (general), 1986-1987

Membership List, 1986

Chairperson: AAM Futures Committee, 1987

Chairperson: Annual Meeting, 1987

Chairperson: Award of Distinction Correspondence, 1987

Chairperson: Bylaws Amendments, 1987

Chairperson: Correspondence re: Editing for "Orderly Thinking," 1987-1988

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Vice-Chairperson: Councilor-at-Large Correspondence, 1987

Secretary-Treasurer: Correspondence, 1987

Chairperson: Correspondence (general), 1987-1991

Chairperson: Correspondence re: Bylaws, 1988

Chairperson: Muse-Logic Correspondence, 1988

Chairperson: Correspondence re: Facilities Report, 1989

Chairperson: Loan Task Force Correspondence, 1989-1990

Chairperson: Correspondence (general), 1988-1990

Chairperson: Correspondence re: Bylaws, 1988-1990

Chairperson: Contributions Correspondence, 1988-1990

Chairperson: Publications Correspondence, 1988-1990

Chairperson: Regional Registrars Committees, 1988-1990

Chairperson: Standing Professional Committees, 1988-1989

Chairperson: PACIN Correspondence, 1989

Chairperson: Correspondence (general), 1988-1990

Aprons and Pocket Patch Orders, 1990

Award of Distinction, 1990

Councilor-at-Large Nominee, 1990

Draft of Courier-Speak, 1990

Speakers Bureau Project, 1990

Secretary-Treasurer: Correspondence, 1990-1991

Secretary-Treasurer: Communications/Chairperson, 1990-1991

Secretary-Treasurer: Correspondence re: Education, 1990-1991

Secretary-Treasurer: Foreign Liaison Correspondence, 1990-1991

Secretary-Treasurer: Development Officer, 1990-1992

Secretary-Treasurer: Correspondence re: Letterhead, 1990

Secretary-Treasurer: AAM Annual Meeting, 1990

Secretary-Treasurer: Working Budget, 1990

Secretary-Treasurer: Membership Information, 1990-1991

Secretary-Treasurer: AAM Annual Meeting, 1991

Secretary-Treasurer: Bylaws/Chairperson Correspondence, 1991-1992

Secretary-Treasurer: Correspondence re: Budget, 1991-1992

Secretary-Treasurer: Correspondence re: Renewal Form, 1991

Secretary-Treasurer: Kay Paris Memorial Fund, 1991

Secretary-Treasurer: Professional Practices Information, 1991

Secretary-Treasurer: Correspondence (general), 1991

Secretary-Treasurer: SEMC Conference, 1991

Secretary-Treasurer: Vice-Chairperson Correspondence, 1991-1992

Secretary-Treasurer: Pre-Convention Conference on PACIN, 1992

Chairperson: Correspondence, 1991

Preparation Materials for Annual Meeting (Los Angeles), 1991

Chairperson: Correspondence re: Awards, 1991-1992

Chairperson: Correspondence (general), 1992

Apron Sales, 1992-1994

Vice-Chairperson: Requests for Reimbursement, 1992-1993

Treasurer: Correspondence (general), 1993

Vice-Chairperson: Correspondence and Reports, 1993

Chairperson: Correspondence (general), 1993

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Board Member-at-Large for AAM Council, 1995

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Northeast Museums Conference, 1978-1981

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Med-West Region, 1978-1980

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Chairperson: Correspondence (general), 1978-1982 [three folders]

Richard Porter: General Files, 1979-1985

Salary Survey Results, 1980

AAM Annual Meeting, 1982

AAM Miscellaneous File, 1982-1984

Commissions on Museums for a New Century, 1982

Vice-Chairperson: Correspondence, 1980-1982

Vice-Chairperson: Correspondence, 1982-1983

Vice-Chairperson: Challenges, New Ideas, 1982

Task Force on Condition Reporting, 1982

Task Force on Loan Agreements, 1982

Professional Practices Subcommittee: Code of Ethics, 1982-1984 [eleven folders]

AAM Annual Meeting, 1983

Customs Regulations, 1983

Brochures (general), 1983

Newsletters, 1983

Northwest Museums Conference, 1983

Task Force on Loan Agreements, 1983

Vice-Chairperson: General Inquiries, 1983-1984

Vice-Chairperson: Museums for a New Century, 1984

Chairperson: Registrar Correspondence, 1984

Museum Documentation Association, 1986-1988

Membership Reports, 1986-1990

Budget, 1987-1989 [four folders]

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Membership Renewal Information, 1987-1991

Budget: Quarterly Statements, 1988-1990

Product Sales, 1988-1990

Budget: Procedures, Chart of Accounts, 1987

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Computer Discs, 1989

Computer: Sequitur Instructions, 1989

Computer: Outside Service, 1989

Foreign Membership Drive, 1989

Mailing: New Members, 1989

Meeting Minutes, Officers, 1989-1990

Membership List, 1989

Standing Professional Committee: Guidelines, 1989

Supplies: Membership Card, 1989

Supplies: Letterhead/Envelope, 1989

Supplies: Brochure, 1989

New and Renewal Applications, 1990

Chairperson: Foreign Liaison Correspondence, 1990

Development Officer: Correspondence, 1988-1989

Contributions, 1989-1990

Secretary-Treasurer: Membership Records, 1989

Budget: Interim Treasurers Reports, 1989
Workshop Fundraising, 1989
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Chairperson: AAM Council Report, 1990
Chairperson: Awards Correspondence, 1990
Chairperson: Programs Correspondence, 1990
Chairperson: Membership Report Correspondence, 1990
Vice-Chairperson: Correspondence and Reports, 1990
Secretary-Treasurer: Background Correspondence, 1990
Proposed Revised AAM Code of Ethics, 1990
Chairperson: Lapsed Members Correspondence, 1991
AAM Long Range Planning, 1990-1995
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Vice-Chairperson: Newsletter Correspondence, 1992
Vice-Chairperson: PACIN Correspondence, 1992
Vice-Chairperson: Travel Expenses, 1992
Vice-Chairperson: Correspondence (general), 1992
Development Officer: Correspondence, 1992-1993
Election Correspondence, 1992
Chairperson: Bylaws, 1988-1990
Chairperson: Long Range Planning, 1988
AAM Fundraising Issues, 1994
Northeast Region, 1976-1977
Operations Manual (Fifth Edition), 1991
Registrars Committee: August Report, 1978
Operations Manual (Fourth Edition), 1990
Operations Manual (First Edition), 1988
Chairperson: Operations Manual Correspondence, 1988
MRC Courier, 1999

Registrars Committee: November Report, 1978
Registrars Committee: April Report, 1979
Registrars Committee: August Report, 1979
Registrars Committee: January Report, 1980
Registrars Committee: May Report, 1980
Registrars Committee: December Report, 1980
AAM Newsletter, Spring 1999
MRC Newsletter, Winter 1999
20th Anniversary Party, 1996
Chairperson: Donor Correspondence, 1995
Chairperson: Correspondence (general), 1995-1996
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AAM Council-At-Large, 1982
AAM Annual Report, 1997-1998
Operations Manual, 2000 (electronic records)
Photographs: RC 10th Anniversary, 1986
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Mid-Atlantic Association of Museums, 1982-1993
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Registrars Committee: General Information, c. 1978-1991 [four folders]
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AAM Annual Meeting: Committee Booth, 1996
AAM Annual Meeting: Committee Booth, 1994
Regional Notebook, c. 1990 [two folders]

Registrars Committee: General Information, 1992-1994 [three folders]

AAM Annual Meeting: Program Proposal, 1994

Vice-Chairperson Records

AAM Annual Meeting, 1985 [two folders]

Brochures, 1985

Standing Professional Committee: Correspondence, 1985 [two folders]

Bylaw Changes, 1985

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Correspondence, 1984-1985 [three folders]

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Development Officer: Correspondence, 1985-1988

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