



# Smithsonian Institution Archives

## Administrative Records, 1989-2004

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## Table of Contents

Collection Overview.....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subject Terms .....	1
Container Listing.....	3

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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
Dates:	1989-2004
Quantity:	5 cu. ft. (5 record storage boxes)

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 05-130, American Association of Museums. Registrars Committee, Administrative Records

### Use Restriction

Restricted for 15 years, until Jan-01-2020; Transferring office; 2/26/1988 Agreement of Transfer; Contact reference staff for details.

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## Descriptive Entry

This accession consists of the 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, Secretaries, Awards Task Force, and Operations Manual Coordinator; operation manuals, bylaws, reports, newsletters, brochures, and other publications; various information pertaining to membership, database development, regional committees, and awards; meeting minutes; survey questionnaires; membership lists; photographs of members at special events; and budget summaries.

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## Names and Subject Terms

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

Subjects:  
Awards  
Committees

Museum registrars  
Professional associations

Types of Materials:

Books  
Color photographs  
Manuscripts  
Newsletters

Names:

American Association of Museums

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## Container Listing

### Box 1

Chairperson Records (Janice B. Klein, Kristi L. Alexander, and Rebecca A. Buck)

Operations Manual (4th edition), 1990

Operations Manual Edits and Related Correspondence, 1991-1993

Operations Manual: Manual Revisions, 1992-1995

Registrars Committee Operations Manual [annotated], 1993

AAM/SPC Handbook, 1998-1999

Registrars Committee Operations Manual, 2000

AAM/SPC Chairperson Handbook, 2000

Membership Directory, 1998

Membership List, 1998

Membership List, 1997-2000

Correspondence with Chairpersons, 1991-1993

Letter to Margaret A. Willard, 1994

Letter: Andrew Dudley to Janice B. Klein, 1996

Postcards to Janice B. Klein, 1997

Correspondence: Lisa Rebori, 1997

Letter to Michele Assaf, 1997

Letters of Recommendation, 1997

Correspondence, 1998

Correspondence: Kristi Alexander, 1998

Correspondence: Janice B. Klein, 1998

Registrars Committee Newsletters, 1990-1994

Registrar, 1991-1993

Newsletter of the Australian Registrars Committee, 1995-1998

Oklahoma Registrars' Association, 1997

UK Registrars Group Newsletter, 1995-1998 (4 folders)

UK Registrars Group: Membership List, 1996-1997 (2 folders)

UK Registrars Group: Meeting Minutes, 1997

Lower Hudson Conference Newsletter, 2000

Bylaws Position, 1991-1994

Budget, 1995-1998

RC/AAM Board Information, 1997-1998

Financial, 1998

Regional Reports, 1998

Condition Report, 2001-2002

Reimbursements, 1998-1999

RC/AAM Treasury, 1999

Curators Committee, 1999

Cleveland Annual Meeting, 1999

Interview with Irma Wilkinson and Maryell Semal, 1994

RC/AAM Annual Report, 2001

Collection Care Training Kit, 1996

Role of the Registrars, 1996-1998

Development Database, 1996-1999

Publications, 1996-1999

Exploitation Without Abuse, 1997

Information for RC Members, 1998-1999

MAAM Meeting Photographs, 1999

RC/AAM Fliers

The Anatomy of an Appraisal, 1996

"A Few Thoughts on Job Changing" by Henry B. Crawford

Registrars: More than One Species?

Nomenclature

Box 2

Membership Directories, 1994-2003

Museum Registration Methods (MRM): 4th Revision, 1995-1997 (33 folders)

Box 3

Museum Registration Methods (MRM): 4th Revision, 1995-1997 (6 folders)

The New Museum Registration Methods, 1998 (2 folders)

Condition Report, 2003

Operations Manual 1991 (2 folders)

Secretary (Susan Lockhart and Nicola Ladkin)

RC Membership Project, 1992

Membership Lists and Ballots, 1993-1994

Membership Lists for Review, 1993-1994

Membership Card Sample, 1994

Membership Lists and Ballots, 1995-1996

Membership Questions, 1996-1997

Membership Report, 1997

Membership Renewal Letter, 1997

Membership Form, 1998

Membership Lists, 1998-2000 (3 folders)

Awards, 1998

Award Recipients, 1998-1999

Award Application Master Copies, 2000

Operations Manual Revisions, 1996-1999

Annual Reports (Jacobson), 1996

Annual Report, 1996-1997

Annual Meeting: Atlanta, Georgia, 1996-1997

Mid-Winter meeting, 1997-1998

Annual Meeting Activities (Atlanta), 1997

Annual Meeting: Los Angeles, California, 1997-1998

Annual Business Meeting Minutes, 1998-1999

Packet Originals from Annual Meeting (Los Angeles), 1998

Annual Business Meeting: Cleveland, Ohio, 1999

RC Materials for Cleveland, 1999

Annual Report, 2000

Annual Meeting: Baltimore, Maryland, 2000

Susan Lockhart: Label Requests, 1993-1996

PACIN Task Force, 1994

Lockhart Correspondence with Martha Fulton, 1993

Lockhart Directory Memos, 1995

Chairperson, 1995

International Liaison, 1995

Vice-Chair, 1995-1996

Membership Coordinator, 1993-1995

Position Description for Secretary

Brochure and Letterhead, 1994

Letterhead Orders, 1992

Stationary Orders, 1995-1998 (2 folders)

RC Brochures (old gray), 1997

Incoming Correspondence, 1991-1993 (3 folders)

#### Box 4

Outgoing Correspondence, 1992-1993

Correspondence: Janice B. Klein, 1996-1998

Correspondence: Kristi Alexander, 1997-1998

Regional Chair Survey, 1989

Long-range planning, 1990-1995

Invoices, 1992-1993

Data Entry Information, 1992-1993

Bylaws Amendment, 1994-2000

Budget (Jacobson), 1996

Computer Files, 1996



RC Pins, 1996-1998

Invitations, 1997

Mailing Label Orders, 1997-2000

20th Anniversary party, 1997

Term Election and Ballets, 1998

RC/AAM Membership Requirements: Correspondence, 1997-1999

Registrars Code of Ethics

History of the Registrars Committee: 25 years, 2002

Awards Task Force (Pat Whitesides, Margaret Willard, Ann E. Erbacher,  
and Diane Hart-Agee)

Pat Whitesides: Dudley Wilkerson Certificate, 1990

Maggy Willard: Correspondence, 1990-1991

Maggy Willard: Crozier Award, 1990-1991

Maggy Willard: Kay Paris Award, 1990-1991

Maggy Willard: Correspondence/Annual Report, 1991-1992

Maggy Willard: Dudley Wilkensen Award, 1991-1992

Maggy Willard: Kay Paris Award, 1991-1992

Ann E. Erbacher: General, 1992-1994

Ann E. Erbacher: Dudley Wilkensen Award, 1993-1994

Diane Hart-Agee: Correspondence, 1994-1995

Diane Hart-Agee: Crozier Award, 1994-1995

Diane Hart-Agee: International Award, 1994-1995

Diane Hart-Agee: Kay Paris Award, 1994-1995

Diane Hart-Agee: Correspondence, 1995-1996

Diane Hart-Agee: Crozier Award and Other Applications, 1995-1996

Diane Hart-Agee: Crozier Award Selection, 1995-1996

Diane Hart-Agee: International Award, 1995-1996

Diane Hart-Agee: Kay Paris Award, 1995-1996

Diane Hart-Agee: Correspondence and Reports, 1996-1997

Diane Hart-Agee: Crozier Winners, 1996-1997

Diane Hart-Agee: Crozier and Other Applications, 1996-1997

Diane Hart-Agee: International Award, 1996-1997

Diane Hart-Agee: Kay Paris Award, 1996-1997

Diane Hart-Agee: Young Professional Award, 1996-1997 (2 folders)

Box 5

Awards Task Force (Holly Young)

Holly Young: Correspondence, 1997-1998

Holly Young: Crozier Award, 1997-1998

Holly Young: International Award, 1997-1998

Holly Young: Kay Paris Award, 1997-1998

Holly Young: Margaret Willard Award, 1997-1998

Holly Young: Young Professionals Award, 1997-1998

Holly Young: Correspondence, 1998-1999

Holly Young: Crozier Award, 1998-1999

Holly Young: Kay Paris Award, 1998-1999

Holly Young: Margaret Willard Award, 1998-1999

Holly Young: Young Professionals Award, 1998-1999

Holly Young: Correspondence, 1999-2000

Holly Young: Crozier Award, 1999-2000

Holly Young: International Award, 1999-2000

Holly Young: Kay Paris Award, 1999-2000

Holly Young: Margaret Willard Award, 1999-2000

Holly Young: Young Professionals Award, 1999-2000

Holly Young: Correspondence, 2000-2001

Holly Young: Crozier Award, 2000-2001

Holly Young: Dudley Wilkinson Award, 2000-2001

Holly Young: International Award, 2000-2001

Holly Young: Kay Paris Award, 2000-2001

Holly Young: Margaret Willard Award, 2000-2001

Holly Young: Young Professionals Award, 2000-2001

Holly Young: Crozier Award, 2001-2002

Holly Young: Kay Paris Award, 2001-2002

Holly Young: Margaret Willard Award, 2001-2002

Holly Young: Young Professionals Award, 2001-2002

Holly Young: Crozier Award, 2002-2003

Holly Young: International Award, 2003

Holly Young: Kay Paris Award, 2002-2003

Holly Young: Margaret Willard Award, 2003

Holly Young: Young Professionals Award, 2002-2003

Holly Young: Administrative, 2003-2004

Holly Young: Kay Paris Award, 2003-2004

Holly Young: Young Professionals Award, 2004

Operations Manual Coordinator (Laura Andrew)

Registrars Committee Operations Manual, 2000

Laura Andrew: Correspondence/Notes, 2000-2002