

# Administrative Records, 1985-2008

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives Washington, D.C. Contact us at osiaref@si.edu

## Table of Contents

Collection Overview	1
Administrative Information	1
Descriptive Entry	1
Names and Subjects	1
Container Listing	3

Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Administrative Records
1985-2008
Accession 13-279
American Association of Museums. Registrars Committee
5 cu. ft. (5 record storage boxes)
English

## **Collection Overview**

### **Administrative Information**

### Prefered Citation

Smithsonian Institution Archives, Accession 13-279, American Association of Museums, Registrars Committee, Administrative Records

#### **Use Restriction**

Restricted for 15 years. until Jan-01-2024; Transferring office; 2/26/1988 Agreement of Transfer; Contact reference staff for details.

## **Descriptive Entry**

This accession consists of records documenting the administrative activities of the Registrars Committee of the American Association of Museums. The Registrars Committee's 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; meeting agendas and minutes; reports; budget summaries; proposals; agreements; information about annual meetings, workshops, membership, awards, symposiums, development, publications, and professional practices; brochures and newsletters; and photographs. Some materials are in electronic format.

## Names and Subject Terms

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

Subjects:

Committees Museum registrars

Types of Materials:

Black-and-white photographs Brochures

Color photographs Compact discs Electronic records Floppy disks Manuscripts Newsletters

#### Names:

American Association of Museums

## **Container Listing**

	Box 1
	Rebecca A. Buck, Chair Summary: Rebecca A. Buck, Chair
Box 1 of 5	Student Publication Award Competition: Susan Jo Morohaski, 2002
Box 1 of 5	Student Publication Award Competition: Barbara A. Skryja, 2002
Box 1 of 5	Student Publication Award Competition: Susan E. Copley, 2002
Box 1 of 5	Student Publication Award Competition: Gillian A. Flynn, 2002
Box 1 of 5	Student Publication Award Competition: Mary L. Parks, 2002
Box 1 of 5	Student Publication Award Competition: Alison Gilchrest, 2002
Box 1 of 5	Student Publication Award Competition: Katherine E. Jones, 2002
Box 1 of 5	Student Publication Award Competition: Kathie Zehren, 2002
Box 1 of 5	Correspondence (general), 1998-2002
Box 1 of 5	Standard Facility Report: Professional Practices (Standing Committee), 1996-2000
Box 1 of 5	Standard Facility Report: Spanish Translation (Task Force), 2000-2001
Box 1 of 5	Standing Professional Committees: Meetings (Saturday and Sunday), 2001-2002
Box 1 of 5	Change of Officers (Dallas, Texas), 2002
Box 1 of 5	American Association of Museums (AAM): Annual Meeting (Dallas, Texas), 2002 (2 folders)
Box 1 of 5	AAM Annual Meeting (Dallas, Texas): Sessions, 2001-2002
Box 1 of 5	AAM Annual Meeting (St. Louis, Missouri), 2001
Box 1 of 5	AAM Annual Meeting (St. Louis, Missouri): Standing Committee, 2000-2001
Box 1 of 5	AAM Annual Meeting (St. Louis, Missouri): Sessions, 2001
Box 1 of 5	AAM Annual Meeting (Baltimore, Maryland), 2000 (2 folders)

- Box 1 of 5 AAM Annual Meeting (Cleveland, Ohio), 1999 (2 folders)
- Box 1 of 5 AAM Annual Meeting (Cleveland, Ohio): Sessions, 1999
- Box 1 of 5 AAM Annual Meeting (Los Angeles, California), 1998
- Box 1 of 5 AAM Annual Meeting (Los Angeles, California): Exhibition Booth, 1998
- Box 1 of 5 AAM Annual Meeting (Atlanta, Georgia), 1997
- Box 1 of 5 AAM Annual Meeting (Atlanta, Georgia): Exhibition Booth, 1997
- Box 1 of 5 AAM Annual Meeting (Atlanta, Georgia): Marketplace, 1997
- Box 1 of 5 AAM Brochure Update, 2001
- Box 1 of 5 AAM Budget and Membership, 2000-2001
- Box 1 of 5 AAM Correspondence (general), 2000-2001
- Box 1 of 5 AAM General Information, 1998-2000
- Box 1 of 5 Annual Report, 2000-2001 (includes electronic records)
- Box 1 of 5 Bylaws Amendments, 1994
- Box 1 of 5 Bylaws Amendments, 1993
- Box 1 of 5 Bylaws Amendments, 1991
- Box 1 of 5 Changeover of Officers, 1998-2000

#### Box 2

Box 2 of 5	Communications (Standing Committee), 2000
Box 2 of 5	Communications: Registrar Committee Listserv (Standing Committee), 1998-2000
Box 2 of 5	Communications: Membership Directory (Standing Committee), 1999-2000
Box 2 of 5	Communications: Newsletter (Standing Committee), 1999-2000
Box 2 of 5	Communications: Website (Standing Committee), 1998-2000
Box 2 of 5	Correspondence: Kristi Alexander, 1998-2000

- Box 2 of 5 Correspondence: Janice Klein, 1998
- Box 2 of 5 Development, 2000
- Box 2 of 5 Development, 1998
- Box 2 of 5 Development, 1996-1997
- Box 2 of 5 Development (Janice Klein), 1997-2001
- Box 2 of 5 Education, Registrars Committee (RC), 2000
- Box 2 of 5 Election, 2000
- Box 2 of 5 Executive Board: Notes, 1990-2000
- Box 2 of 5 Executive Board Meeting (Full), 1999
- Box 2 of 5 Executive Board Meeting (Full), 1998
- Box 2 of 5 Executive Board Meeting (Full), 1997
- Box 2 of 5 Executive Board Meeting, Winter 2003
- Box 2 of 5 Executive Committee Meeting, Fall 2001
- Box 2 of 5 Executive Committee Meeting, Winter 2000
- Box 2 of 5 Executive Committee Meeting, Mid-Winter 1999
- Box 2 of 5 Executive Committee Meeting, Mid-Winter 1998
- Box 2 of 5 Forms (RC-AAM)
- Box 2 of 5 Founding Members, 1997
- Box 2 of 5 History, 1999
- Box 2 of 5 International Convention of Exhibition and Fine Art Transporters (ICEFAT), 2001
- Box 2 of 5International Registrars Conference, 1994-1998
- Box 2 of 5 International: Registrars' Special Interest Group (Canada), 1991
- Box 2 of 5 International: United Kingdom Registrars, 1997-1998
- Box 2 of 5 International: Australia Registrars Committee (ARC), 1995-1998

- Box 2 of 5 International Liaison: Committee Services, 1995-2001
- Box 2 of 5 Internships Task Force, 1989-1998
- Box 2 of 5 Issues, 2001
- Box 2 of 5 Job Descriptions (Membership Services), 1991-2000
- Box 2 of 5 Letterhead (RC-AAM), 2000
- Box 2 of 5 Listserv, 1998-2002
- Box 2 of 5 Logo (includes electronic records)
- Box 2 of 5 Logo Contest, 2001
- Box 2 of 5 Members: Current RC-AAM Lists, 2000
- Box 2 of 5 Membership Brochure, 1998
- Box 2 of 5 Membership Directory, 2000-2001
- Box 2 of 5 Membership Directory, 2000
- Box 2 of 5 Membership Directory, 1998-1999
- Box 2 of 5 Membership Directory, 1996-1997
- Box 2 of 5 Membership (general), 1998-2000
- Box 2 of 5 Membership: New Member's Packet, 1998
- Box 2 of 5 Members: AAM Monthly Updates, 2000-2001
- Box 2 of 5 Members: Lastest AAM Lists, 2000
- Box 2 of 5 Mentoring Task Force, 1997
- Box 2 of 5 Annual Report, 2000
- Box 2 of 5 Annual Report (Final), 1999-2000
- Box 2 of 5 Annual Report, 1999-2000
- Box 2 of 5 Annual Report, 1999
- Box 2 of 5 Archives, Committee Services, 1996-2000

- Box 2 of 5 Awards: Application Guidelines and Forms, 1999-2001
- Box 2 of 5 Awards: Task Force (general), 1993-2002
- Box 2 of 5 Awards: Crozier Fine Arts, Inc., 2001

Box 3

- Box 3 of 5 Awards: Dudley-Wilkinson Award of Distinction, 1997
- Box 3 of 5 Awards: Margaret A. Willard Memorial Scholarship, 1998-2001
- Box 3 of 5 Awards: Student Publication, 2001
- Box 3 of 5 Board Lists, 1996
- Box 3 of 5 Board Vote Results, 2000
- Box 3 of 5 Brochures and Flyers, 2003
- Box 3 of 5 Budget and Finance, 2000-2001
- Box 3 of 5 Bylaws and Mission, 2000
- Box 3 of 5 Newsletter: Condition Report, 2000-2001
- Box 3 of 5 Condition Report, April 2001
- Box 3 of 5 Condition Report, November 2001
- Box 3 of 5 Condition Report, Winter 2002-2003
- Box 3 of 5 Nominations (Standing Committee), 2000-2001
- Box 3 of 5 Operations Manual, 2000-2001
- Box 3 of 5 Packing and Crating Information Network (PACIN), 1994-1996
- Box 3 of 5 Policies and Guidelines on Exhibiting Borrowed Objects, 2000
- Box 3 of 5 Products, 2000-2001
- Box 3 of 5 Professional Practices: Deaccessions, 1996-1998
- Box 3 of 5 Professional Practices: Education, 2001
- Box 3 of 5 Professional Practices: Emergency Planning, 1993-1995

- Box 3 of 5 Professional Practices: Ethics Review (Standing Committee), 2000
- Box 3 of 5 Professional Practices: Interns
- Box 3 of 5 Professional Practices: Loan Agreements, 1995-2000

Box 3 of 5 Professional Practices: Object Marking, 1995-2000

- Box 3 of 5 Professional Practices: Object Marking Workshop, 1996-1997
- Box 3 of 5 Professional Practices: Pest Control, 1997-1998
- Box 3 of 5 Programs: Chair, 2000-2001
- Box 3 of 5 Programs: Exhibition Booth (Standing Committee), 2000
- Box 3 of 5 Programs: Marketplace (Standing Committee), 1997-2002
- Box 3 of 5 Publications, 1997-1998
- Box 3 of 5 Publication Contest, 2001-2002
- Box 3 of 5 RARIN Task Force, 1996-2001
- Box 3 of 5 Regional Grants, 1996-1997
- Box 3 of 5 Regional Organizations (general), 1995-2000
- Box 3 of 5 Regional: Mid-Atlantic Association of Museums (MAAM), 2000-2001 (2 folders)
- Box 3 of 5 Regional: Mid-West, 2000
- Box 3 of 5Regional: RC/Mountain-Plains Museum Association (MPMA), 1998-2000
- Box 3 of 5Regional: RC/New England Museum Association (NEMA), PAG,<br/>1998-2001
- Box 3 of 5 Regional; Southeast Registrars Association (SERA), 1989-1998
- Box 3 of 5Regional: Southeast Museums Conference (SEMC), Louisville, Kentucky,<br/>2001
- Box 3 of 5 Regional: Registrars Committee Western Region (RCWR), 1998-2001
- Box 3 of 5 Regional: Meeting Packets, 2000-2001
- Box 3 of 5 Reprints, Membership Services, 2001

- Box 3 of 5 Rights and Reproductions, 1995-1998
- Box 3 of 5 Salary Survey, 1998-1999
- Box 3 of 5 Session Proposals, 1998
- Box 3 of 5 Standing Professional Committees: Meeting, October 27, 2000
- Box 3 of 5 Standing Professional Committees: Council, Pre-2000
- Box 3 of 5 Standing Professional Committees, August 2001
- Box 3 of 5 Standing Professional Committees, November 5, 2001
- Box 3 of 5 Standing Professional Committees, August 2001
- Box 3 of 5 Transition Documents, 1998
- Box 3 of 5 Vendors, 2000
- Box 3 of 5 Volunteers, 2000
- Box 3 of 5 Web Site, 2001
- Box 3 of 5 Workshop (general), 1996-1998
- Box 3 of 5 Workshop: Insurance, 2002
- Box 3 of 5 Workshop: Condition Reporting, 2001
- Box 3 of 5 Workshop: Move Collections, 2000-2001
- Box 3 of 5 Workshop: Digital Imaging, 2000-2001
- Box 3 of 5 Grants to Regions 2000-2001 (2 folders)
- Box 3 of 5 Reports, 2001

#### Box 4

- Box 4 of 5 Dudley-Wilkinson Award, 2001
- Box 4 of 5 Award Applications, 2001-2002
- Box 4 of 5 Midwest Registrars Committee (MRC): Annual Business Meeting (Columbus, Ohio), October 6, 2000

- Box 4 of 5 Association of Midwest Museums (AMM): Annual Conference (Rockford, Illinois), 2001
- Box 4 of 5 Southeastern Registrars Association, 2000
- Box 4 of 5 Mid-Atlantic Association of Museums, 2000-2001
- Box 4 of 5 Annual Report, 1997-1998
- Box 4 of 5 Board Meeting, 1998
- Box 4 of 5 Marking Collections Objects, 1997
- Box 4 of 5 RC-AAM Business Meeting Agenda, 2001
- Box 4 of 5 AAM Annual Meeting, 2002
- Box 4 of 5Rebecca Buck: Correspondence, 2000-2002
- Box 4 of 5 Student Publication Award Competition, 2001-2002.
- Box 4 of 5AAM Business Meeting Agenda, 2002
- Box 4 of 5 Museum Registration Methods: Various Forms
- Box 4 of 5 Museum Registration Methods: AAM Negotiations, 1993-1996
- Box 4 of 5 Museum Registration Methods: Correspondence, 1995-1998 (3 folders)
- Box 4 of 5 Museum Registration Methods: Irma Wilkerson Interview, 1994
- Box 4 of 5 Museum Registration Methods: Illustrations, 1997-1998
- Box 4 of 5 Museum Registration Methods: Publication, 1995-1997 (2 folders)
- Box 4 of 5 Registrar Articles/Leads, 1985-1991
- Box 4 of 5 RC Condition Report, 2004
- Box 4 of 5 RC Annual Report Information (general), 2001-2002
  - Devon Pyle-Vowes, Vice Chair Summary: Devon Pyle-Vowes, Vice Chair
- Box 4 of 5 RC-AAM Archives, 2005
- Box 4 of 5 Vice-Chair: Development Regions, 2003-2005

Box 4 of 5	Accreditation Program, 2001-2005
Box 4 of 5	Nominations, 2004-2006
Box 4 of 5	Newsletter, 2004-2005
Box 4 of 5	Standard Facility Report (Updating Team, Started 2005), 2005-2006
Box 4 of 5	Museum Roundtable (Philadelphia, Pennsylvania), 2004
Box 4 of 5	Renaming Registrars Committee, 2005
Box 4 of 5	Society for the Preservation of Natural History (SPNHC)/RC Chair Reports, 2004-2005
Box 4 of 5	AAM Announcements, 2006
Box 4 of 5	AAM Task Force on Standing Professional Committees, 2004-2006
Box 4 of 5	AAM Council of Standing Professional Committees, 2004-2006 (2 folders)
Box 4 of 5	Beverly Balger, Vice Chair: Award Application Guidelines, 2001-2002
Box 4 of 5	Beverly Balger, Vice Chair: Dudley-Wilkinson Award, 2001
Box 4 of 5	Beverly Balger, Vice Chair: Reports, 2000-2001
Box 4 of 5	Southeastern Registrars Association, 1999
Box 4 of 5	Mid-Atlantic Association of Museums, 2001
Box 4 of 5	Board Material, 2003
Box 4 of 5	AAM Annual Meeting (Portland, Oregon): RC Board Meeting, 2003
Box 4 of 5	AAM Annual Meeting (Portland, Oregon): International Registrars Reception, 2003
Box 4 of 5	AAM Annual Meeting (Portland, Oregon): New Registrars Breakfast, 2003
Box 4 of 5	AAM Annual Meeting (Portland, Oregon): Rights and Reproduction Information Network (RARIN), 2003
Box 4 of 5	AAM Annual Meeting (Portland, Oregon): Business Luncheon, 2003
Box 4 of 5	AAM Annual Meeting (Portland, Oregon): Exhibit Hall Booth, 2003
Box 4 of 5	AAM Annual Meeting (Portland, Oregon): General Information, 2003

Box 4 of 5	AAM Annual Meeting (Portland, Oregon): Marking Workshop, 2003
Box 4 of 5	AAM Annual Meeting (Indianapolis, Indiana): Board Meetings, 2005
Box 4 of 5	AAM Annual Meeting (Indianapolis, Indiana): Business Meeting Luncheon, 2005
Box 4 of 5	AAM Annual Meeting (Indianapolis, Indiana): Events and Workshops, 2005
Box 4 of 5	AAM Annual Meeting (Indianapolis, Indiana): Sessions, 2005
	Box 5
Box 5 of 5	AAM Annual Meeting (Boston, Massachusetts): Sessions, 2006
Box 5 of 5	AAM Annual Meeting (Boston, Massachusetts): Events Schedule, 2006
Box 5 of 5	AAM Annual Meeting (Boston, Massachusetts): Workshops, 2006
Box 5 of 5	Board Documents from AAM Meetings, 2002, 2004
Box 5 of 5	RC-AAM National Board Meeting Notes, 2004
Box 5 of 5	RC-AAM National Board Meeting Notes, 2005
Box 5 of 5	RC-AAM National Board Meeting Notes, 2006
Box 5 of 5	AAM Centennial (Boston, Massachusetts): Honor Roll, 2005
Box 5 of 5	RC-AAM Development, 2004-2006
Box 5 of 5	RC Code of Ethics: Courier and AAM Staff, 2004-2006
Box 5 of 5	Regional Reports, 2004-2006
Box 5 of 5	Non-Museum Professionals, 2005
Box 5 of 5	Publications, 2005
Box 5 of 5	Awards Task Force, 2004-2005
Box 5 of 5	Website, 2004-2005
	Heather Kajic, Secretary Summary: Heather Kajic, Secretary
Box 5 of 5	Responsibilities of Secretary, 2006-2008

- Box 5 of 5 AAM Annual Meeting (Chicago, Illinois), 2007
- Box 5 of 5 AAM Annual Meeting (Denver, Colorado), 2008
- Box 5 of 5 Regional Meeting Reports attended by Secretary, 2006-2007
- Box 5 of 5 Session Review Booklets, 2006-2007
- Box 5 of 5 RC-AAM Membership, 2006-2008 (includes electronic records)
- Box 5 of 5 Membership Directory Survey Task Force, 2006
- Box 5 of 5 Newsletters and Annual Report, 2005-2007
- Box 5 of 5 RC-AAM Executive Board Ballot Results, 2008
- Box 5 of 5 2008 RC-AAM Election Ballots (2 folders)
- Box 5 of 5 Membership Lists 2005-2008 (4 folders)
  - Patricia Loiko, Program Chair Summary: Patricia Loiko, Program Chair
- Box 5 of 5AAM Annual Meeting (New Orleans, Louisiana): Conference Statistics,<br/>2004
- Box 5 of 5 AAM Annual Meeting (New Orleans, Louisiana): Proposals, 2004
- Box 5 of 5 AAM Annual Meeting (Indianapolis, Indiana): Session Evaluations, 2005
- Box 5 of 5 AAM Annual Meeting (Boston, Massachusetts): Proposals, 2006
- Box 5 of 5 AAM Annual Meeting (Boston, Massachusetts), 2006
- Robyn Myretel, International Registrars Symposium ChairSummary:Robyn Myretel, International Registrars Symposium Chair
- Box 5 of 5 International Registrars Symposium 2 (Chicago, Illinois), 2007 (includes electronic records)