

**COLLEGE OF LIBERAL ARTS**

**UNIVERSITY MUSEUM**

**660.01 Museum Catalog Cards**

Dates: 1930 -

Volume: 7 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological/Numerical

This record series contains the "Museum Specimen Catalog Cards" and the "Art Catalog Cards" which are the links between each object's location in the Museum, the "Donor Files", and the research files which is called the "Permanent Collection Document File" (or PCD file). See this application, items 497 and 499. A "Museum Specimen Catalog Card" contains the following information: specimen number; name and classification of the specimen; a photo of the specimen shown to scale; photo number; a description of the specimen such as colors, finish, dimensions and other characteristics; field numbers, locality and other field notes; information on age and value of specimen as well as an indication of who collected, recorded and classified the specimen. The "Art Catalog Card" contains the following information: the SIU, gallery and temporary number; name of artist; title of work; media; size; country of origin; school and period of the art work; a brief description including subject and distinct features; the support for the work whether canvas, wood, paper or other material; the condition of the frame, the glass, the mat, the base, the liner and the backing as well as details about deterioration; acquisition data such as value, source (origin), and whether the art piece was a gift or purchase or student work assessment; date of work; accession date; slide number and negative number; the value, both insured and real, with date; inventory information; index and reference numbers to the document file, accession file, artist file, research file and publications and history file plus, last but not least, a photograph of the art itself.

This item supersedes State Records Application 87-63, item 496, to provide for the incorporation of the file series into this

revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain permanently in the University Museum.

**660.02 Donor File**

Dates: 1930 -  
Volume: 7 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by donor's name

This record series contains the University Museum's donor files that include information about the donor, especially the certificate of gifts which is the legal link between the university collection and the donor, and correspondence with donors.

This item supersedes State Records Application 87-63, item 497, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain permanently in the University Museum.

**660.03 Computer Data Input Sheet File**

Dates: 1985 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series contains the "Computer Data Sheet" (that consists of detailed information about the items in the university's Museum collection) which is being used to computerize the information in the "Museum Specimen Catalog Card" and the "Art Catalog Card" systems. The "Computer Data Sheet" is being used temporarily to enter information into the computer. After the program is debugged, the "Computer Data Sheets" will be disposed

of. According to the American Association of Museums, the "Museum Specimen Catalog Card" and the "Art Catalog Card" must be retained permanently as a hard copy back up; and moreover, these cards will contain more information than the computer system.

The information being entered into the computer is as follows: name of artist or manufacturer, the title or name of museum piece, the accession/catalog number, the field/SIU number, the nationality/origin/formation of the artist or piece, life dates of artist or age of piece, the execution date of the piece, the acquisition date, the site found, the school, the object class (major or minor), the medium or materials of art work or rock type of a museum specimen, dimensions of work in metric and English systems, the signature or stamp on item, a brief description or discussion of subject, the condition and details about deterioration, the location in the museum with date, the value, the insurance value, the source or donor, the credit line and a note about a photograph or slide of the piece.

This item supersedes State Records Application 87-63, item 498, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain until debugging of computer system is completed and until all other administrative value has expired, then dispose of paper.

**660.04 Permanent Collection Document (PCD) File**

Dates: 1965 -  
Volume: 22 1/2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by artist's name

This record series consists of information on artists whose work is represented in the University Museum collection for research. The information includes many courses such as biographical information, brochures, newsclippings, and publications as well as student research papers on a particular artist.

This item supersedes State Records Application 87-63, item 499, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain permanently in the University Museum.

**660.05 Personnel Files**

Dates: 1864 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of personnel files for the University Museum, containing resumes, attendance records and commendations for professional/administrative staff, graduate assistants and civil service employees.

This item supersedes State Records Application 87-63, item 500, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years after termination of employment, then transfer to the Museum Archives.

**660.06 Budget File**

Dates: 1983 -  
Volume: 3 3/4 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series contains the University Museum's Budget documents such as purchase orders, invoice vouchers, computer printouts on the accounts and information about any changes in any account. The original fiscal records are maintained by the

General Accounting Office for six (6) years as per Application 87-66.

This item supersedes State Records Application 87-63, item 501, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**660.07 Grant Records (Duplicates)**

Dates: 1960 -  
Volume: 8 1/2 Cu. Ft.  
Annual Accumulation: --  
Arrangement: Chronological

This record series consists of copies of grant proposals, grant applications, budget narratives for grants, grant monitoring reports, and final grant report (most grant reports have been published). The agency record copy of all grants are maintained by the Office of Research Development and Administration under the authority of State Records Application 87-63.

This item supersedes State Records Application 87-63, item 502, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for six (6) years, then dispose of provided all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**660.08 Annual Property Control Inventory and Collections Inventory**

Dates: 1975 -  
Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

The museum maintains permanently an inventory of their complete collection. (See Museum Catalog Cards in this application.)

This item supersedes State Records Application 87-63, item 503, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**660.09 Folk and Oral History Interviews (Original Written Transcripts)**

Dates: 1950 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By project

This record series consists of written transcripts made from tape recordings with individuals discussing such subjects as ethnic music, ethnic folkways, ethnic folk art, medicinal uses of plants, etc. in Southern Illinois. Also included are collections of music of 1950's.

This item supersedes State Records Application 87-63, item 504, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office permanently.

**660.10 Mastercopies of Publications by the Museum (Agency Record Copies)**

Dates: 1960 -

Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical

This item supersedes State Records Application 87-63, item 505, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office permanently.

**660.11 Procurement Records for Publications (Duplicates)**

Dates: 1960 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Included in this record series are budget records for the procurement of books, newsletters, etc. by the museum, book orders, and other related fiscal records (invoice vouchers, bills, etc.).

This item supersedes State Records Application 87-63, item 506, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**660.12 Administrative Correspondence and Reference Files (Agency Record Copies and Duplicates)**

Dates: 1950 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: Negligible

Arrangement:                      Alphabetical

Included in this record series are reports of weekly attendance in the museum gallery, staff meeting minutes, annual reports to the Vice-President and Dean of the College, correspondence with other departments (i.e., Risk Management-memo on insurance coverage for an exhibit), professional organizations, etc. and historical documentation on the creation and operation of the museum.

This item supersedes State Records Application 87-63, item 507, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for three (3) years, then review files and dispose of all informational or routine items. Retain all original/agency record copies of minutes of meetings, historical data, material documenting unique activities or significant policy decisions permanently in the office or transfer to the University Archives.

**660.13                      Payroll Records (Duplicates)**

Dates:                                      1980 -

Volume:                                    1 1/2 Cu. Ft.

Annual Accumulation:                  Negligible

Arrangement:                              Chronological

Included in this record series are duplicate copies of Salary and Fringe Benefits Reports, student worker time sheets, and bi-weekly/monthly payroll distribution reports.

This item supersedes State Records Application 87-63, item 508, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.