



## Smithsonian Institution Archives Guidance for Transfer of Museum Curatorial Records

### Curatorial Records

#### Permanent (Keep)

- **Committee Records** (if chair)
- **Correspondence**
- **Departmental Records** related to the administration and activities of individual departments within the museum
- **Grant Records** related to the application for and fulfillment of grants, awards, and other outside funding, includes proposals, project award notifications, reports, and final products
- **Lectures and Speeches**
- **Publications**

#### Temporary (Discard or Destroy)

- **Contracts**
- **Fellowship and Internship Records**
- **Grant Accounting and Administrative Records** including records of expenditures made using grant money, grant requests, closeout checklists, biographical information, and authorizations
- **Information Files** including reference files on research topics and publications
- **Object Images**
- **Publications Records** related to the production of a publication including draft manuscripts, proofs, galleys, layouts, editor's files, and accounting files.

### Exhibition Records

#### Permanent (Keep)

Records pertaining to the design, execution, and installation of exhibitions. Materials include correspondence, memoranda, concepts, proposals, final scripts, label texts, catalogs, promotional materials, clippings, installation photographs, floor plans, drawings, graphics, checklists, schedules, visitor comment books, and notes.

#### Temporary (Discard or Destroy)

Records pertaining to the research and planning of exhibitions. Materials include logistical files, research materials, object images, drafts, accounting files, travel files, copies of materials created by other offices, and design samples.

### Basic Steps for SI Staff

- Staff identifies records they would like to transfer to the Archives
- Staff consults the SI-Wide Records Disposition Schedule or Contacts the Archivist to appraise the records
- Archivist provides boxes for transfer of records
- Staff prepares records for transfer by placing them in the boxes and by creating a folder list
- Archivist retrieves, processes and catalogs the materials, and makes information about the collection available

### Resources

- Main website: [www.siarchives.si.edu](http://www.siarchives.si.edu)
- Records Management: [www.siarchives.si.edu/services/records-management](http://www.siarchives.si.edu/services/records-management)
- SI-Wide Records Disposition Schedules: [www.siarchives.si.edu/services/records-disposition-schedule](http://www.siarchives.si.edu/services/records-disposition-schedule)
- Search the Archives Collections: [www.siarchives.si.edu/collections](http://www.siarchives.si.edu/collections)