

Provost and Vice Chancellor for Academic Affairs
University Museum

740.001 Museum Contract Files (Originals)

Dates: 1982-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year/Alphabetical by name

This record series consist of files, which summarize repairs to objects as performed by staff or the University's Museum. (Agreements vary with length of renewal cycles and are formulated between the Museum and individual owners of objects).

Recommendation: Retain in office for five (5) years following expiration of contract, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
Disposition Approved 08/20/08

This item 74.002 cancelled. See 740.002 below

740.002 Donor and Artist Object Files (Originals)

Dates: 1959-
Volume: 24 Cubic Feet
Annual Accumulation: 8 Cubic Feet
Arrangement: Chronological by year/Alphabetical by name

This record series consists of files, which identify donors and artists who give "objects" to the University Museum.

Donor Files include appraisals, transfer of titles, and supporting correspondence. Artist files contain accession work sheets (i.e., source, physical description), purchase orders/invoices, specifications, bill of lading, change of location, research documents, photos, donor records for the Harrington Collection, and supporting documentation.

SIU Carbondale permanently maintains "Donor Files" per item 660.02 of Application 97-43.

Recommendation: Microfilm, then dispose of original paper. Retain all record series microforms in office permanently.
Disposition Approved 08/20/08

740.002 Donor and Artist Object Files

Dates: 1959-
Volume: 24 Cubic Feet
Annual Accumulation: 8 Cubic Feet
Arrangement: Chronological by year/Alphabetical by name

This record series consists of files which identify donors and artists who give or donate “objects” to the University Museum.

The donor files include appraisals, transfer of titles, and supporting correspondence. Artist files contain accession work sheets (i.e., source, physical description), purchase orders/invoices, specifications, bill of lading, change of location, research documents, photos, donor records for the Harrington Collection, and supporting documentation.

This item supersedes State Records Application 07-09, item 740.002 in order to revise the record series description and discontinue “microfilming” of the record series per agency request.

Recommendation: Retain in office permanently.
Disposition Approved 10/19/16

740.003 Exhibition Files (Originals)

Dates: 1988-
Volume: 4 Cubic Feet
Annual Accumulation: ¼ Cubic Feet
Arrangement: Chronological by year

This record series consists of files, which verify the internal exhibition of objects within the university. Contents include log sheets (e.g., attendance, environmental conditions), gallery guides, and type sets.

Recommendation: Retain in office for one (1) year, then dispose of.

Disposition Approved 08/20/08

This item 740.004 cancelled see item 740.004 below

740.004 "Loan In" and "Loan Out" Files (Originals)

Dates: 1979-
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of files, which verify the movement of objects between the university Museum and external entities.

Contents include agreements between the museum and external entity, certificate of insurance, inspection documents, receipts, and bill of lading. (Agreements expire at various terms.)

Recommendation: Microfilm, then dispose of original paper in a secure fashion. Retain all record series microforms in office for five (5) years following expiration of agreement, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
Disposition Approved 08/20/08

740.004 "Loan In" and "Loan Out" Files

Dates: 1979-
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year/Alphabetical by name

Application 07-09

This record series consists of files which verify the movement of objects between the university Museum and external entities.

The contents include agreements between the museum and external entity, certificate of insurance, inspection documents, receipts, and bill of lading. (Agreements expire at various terms.)

This item supersedes State Records Application 07-09, item 740.004 in order to discontinue “microfilming” of the record series per agency request.

Recommendation: Retain in office for five (5) years following expiration of the terms of the agreement, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, if necessary, and no litigation is pending or anticipated.
Disposition Approved 10/19/16

740.005 National Association for the Exchange of Industrial Resources File

Dates: 1987-
Volume: 1 Cubic Foot
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of files, which verify receipt of commodities at the Museum via the “National Association for the Exchange of Industrial Resources.”

Contents include bills of lading, notifications of delivery, record of value of shipment, various fiscal printouts, and supporting correspondence

Recommendation: Retain in office for six (6) years, then dispose of in a secure fashion provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
Disposition Approved 08/20/08