Records Management at The Baltimore Museum of Art
Anna Clarkson, Project Archivist

BMA Overview

- 1914 – Baltimore Museum of Art established
- 1999 – Library Director added a physical archives space and focus onto the Archives
- 2000 – Basement emptied
- 2000 – Library staff member designated as BMA Archivist
- 2010 – Applied for NHPRC Start-Up Grant
- 2011 – Awarded NHPRC Grant
- 2012 – Records Retention Schedule completed

Impact on Institution

- Time and Cost Savings
- Legally compliant
- Minimized litigation risks
- New Policies protect staff and institution
- Vital and important information protected
- Increased understanding of BMA records & how they relate to each other
- Increased levels of respect and mutual understanding between staff
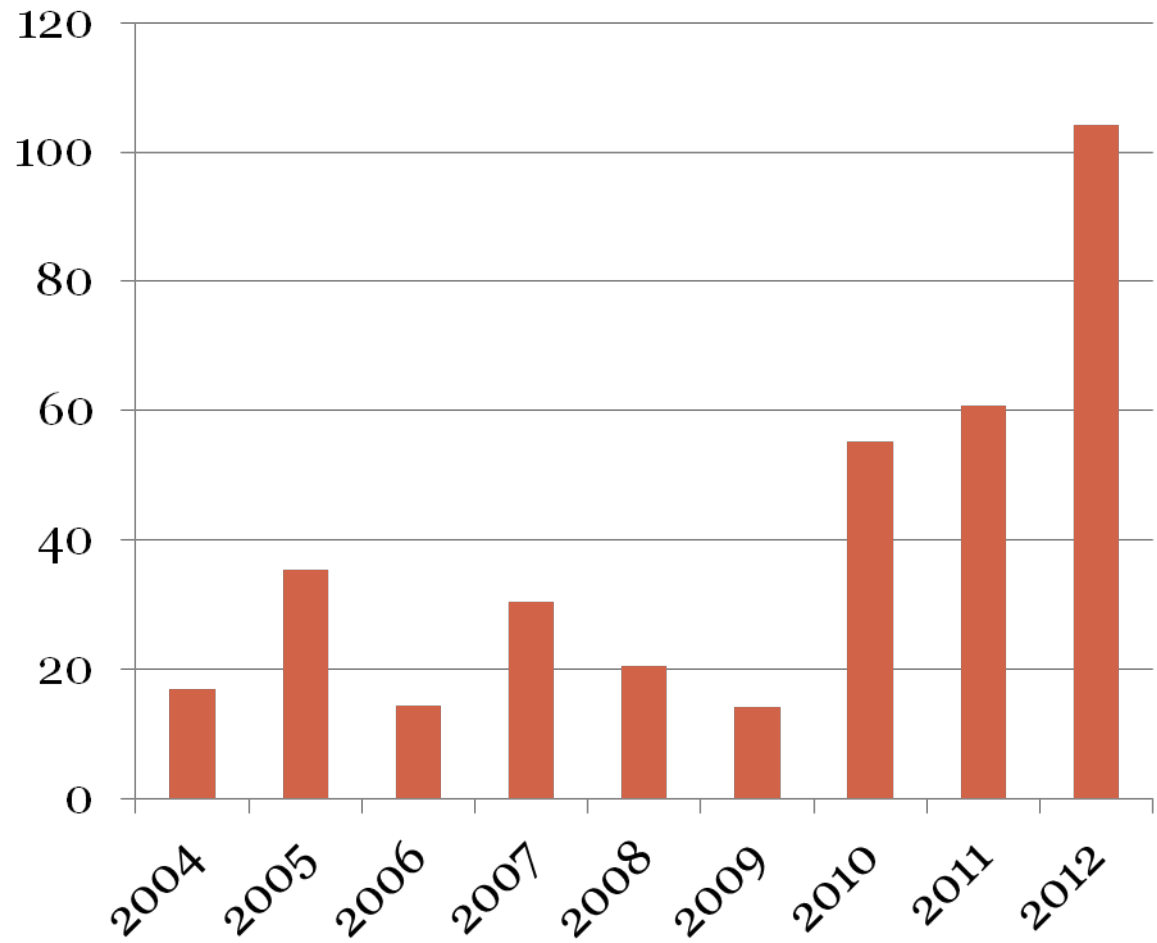
Cooperation with Records Creators

- Records creators know …
  - What to keep and for how long
  - What to weed before sending materials to the Archives
  - Records are being cared for
  - Records can be easily located & retrieved
  - Archives provides public access when appropriate
  - Confidential records will be kept closed

Archives: A work in progress

Records Management System

- Developed free, open source, password-protected *WordPress* website to display records retention schedules, policies, and procedures
  - Allows staff to change and update information in real time
  - Reduces Museum's paper footprint
  - Easily searchable
  - Open-source software is widely supported and allows information to be freely imported and exported
- Customized existing free, open source software, *Archivists' Toolkit,* to track records sent to the Records Center and their ultimate destruction
  - No additional software required
  - No maintenance fees
  - Searchable
  - Can print destruction reports

Web Page: Home Page

Web Page: Records Retention Schedules

Web Page: Example of RRS

Archives vs. Records Center Workflow

Archives	Records Center
• Create accession record in Archives section of Archivists' Toolkit • Put the material in line for processing	• Create accession record in Records Center of Archivists' Toolkit • Assign the appropriate destruction date and a location in the RC • Physically move the box to the RC

Archives Accession Record

Records Center Accession Record

Sorting by Destruction Date

Conclusion

- Proactive Archivist can actively play a role in what materials come to the Archives through Records Management
  - Step away from passive Jenkinsonian model
  - Adopt approach in keeping with T. R. Schellenberg
  - Improve and expand Archives holdings as well as fill in gaps
- A developed Records Retention Program will help you to apply for future grants for processing and preservation
- Strengthens role of Archivist in everyday lives of staff

The End

Thank You:

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- Emily Rafferty, Associate Librarian & Archivist

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