

Development Division Records

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Describing Archives: A Content Standard

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Archives and Manuscripts Collections, The Baltimore Museum of Art

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Summary Information

Repository	Archives and Manuscripts Collections, The Baltimore Museum of Art
Creator	Baltimore Museum of Art. Development Division.
Creator	Baltimore Museum of Art
Title	Development Division Records
Date [bulk]	Bulk, 1960-1999
Date [inclusive]	1937 - 2010
Extent	129.0 Linear feet
Language	English
Abstract	The Development Division records reflect the activities of the Division located within The Baltimore Museum of Art. The Division's records total 129 linear feet and date from 1937 - 2010. The bulk of the materials date from 1960 to 1999. The records consist of a variety of materials including correspondence, reports, lists, planning information, budgets, goals, statistics, and research.

Preferred Citation

Development Division Records, Archives and Manuscripts Collections, The Baltimore Museum of Art

Scope and Contents

The Development Division records reflect the activities of the Division located within The Baltimore Museum of Art. The Division's records total 129 linear feet and date from 1937 - 2010. The bulk of the materials date from 1960 to 1999. The records consist of a variety of materials including correspondence, reports, lists, planning information, budgets, goals, statistics, and research.

The records were created various staff members throughout the history of the Division to oversee membership and development activities of the Museum. As the organization of the department has changed significantly over the years, records are arranged primarily based on their function rather than creator.

Arrangement

Arranged into three series: Development; Membership; and Membership and Development.

Administrative Information

Publication Information

Archives and Manuscripts Collections, The Baltimore Museum of Art February 1, 2014

Restrictions on Use

The Development Division Records are the physical property of the Archives and Manuscripts Collections, The Baltimore Museum of Art. Copyright, except in cases where material has passed into the public domain, belongs to the authors or their legal heirs and assigns. The Development Division Records are closed to outside researchers for 25 years from the date of creation unless otherwise indicated in the Archives Access Policy. For further information, consult a Library staff member.

Provenance

Transferred from the Development Division in several undated installments.

Processing Information

Processed by Anna J. Clarkson in 2014. This collection has been processed using the *More Product, Less Process* methodology.

Controlled Access Headings

Genre(s)

- Correspondence
- Financial records
- Pamphlets
- Printed ephemera
- Reports

Subject(s)

- Art donors
- Art education
- Art museum attendance
- Art museum visitors
- Art museums -- Administration
- Art museums -- Exhibitions
- Baltimore Museum of Art
- Exhibition openings
- Floppy disks
- Museum trustees
- Photocopies
- Research
- Special events -- Planning

Development.

Collection Inventory

Development. 1960 - 2011 (Bulk, 1970-1995) 102.5 Linear feet (81 boxes, 3 oversize boxes)

Scope and Contents

The Development Department records are divided into 15 subseries according to function. The series contains nearly 100 boxes and dates from 1960 - 2011 with the majority of material spanning the years 1970 - 1995. The series contains a wide variety of formats including correspondence, files on individuals and corporations (donors, trustees, committee members etc), research, reports, copies, budgets, and lists. The Donor Files subseries has been arranged alphabetically for ease of use.

American Association of Museums Reaccreditation. 2000

Box

38

Annual Giving. 1979 - 1997

Box

72 - 75

Campaign Files

Great Names in Baltimore. 1975 - 1990

Mixed materials

Box

9-12

Mixed materials

Box

26 - 27

Box

Capital Campaign. 1979

41

Correspondence.

75th Anniversary Appeal. 1989		41
21st Century. 1996 - 1997		40-41
Campaign For The Baltimore Museum of Art. 2006 - 2007		41
In A New Light Campaign. 2010 - 2011		41
Correspondence. 1987 - 1996		Box 39
Deferred Giving. 1981 - 1992		Box OS 6
Development Committee. 1971 - 1992 (Bulk, 1990-1992)		Box 76
Donor Files (Individuals and Corporations). 1960 - 1990	Box 1 - 8	Box OS 1 - 2
Exhibition and Program Sponsorship. 1970 - 2010		Box 94 - 99
Gifts. 1982 - 1990		Box 101
Groups		
		Box
BMA Council. 2000 - 2004		23 - 24

Members Volunteer Committee / Women's Committee (includes Antique Fair). 1978 - 1998

Mixed materials

Box

28 - 29

Grants & Government.

	Box
Mixed materials	19 - 20

Museum Affiliates. 1981 - 1992	
	Box
Mixed materials	100
	Box
Mixed materials	21

Box

Museum Associates. 1982 - 1991	100
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Grants & Government. 1972 - 2001	Box
	56 - 70

Special Events	
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Box

Arranged by Year. 1963 - 2002 (Bulk, 1983-2001)	30-37
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Casino Ball

Box

1984	25
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1985

	Box
Mixed materials	13

Special Events

	Box
Mixed materials	25
	Box
1986	13
1987	13
1988	13 - 14
1989	14
1990	14
1991	15
1992	15
1993	15
1994	15
1995	15
1996	16
1997	17

Strategic Planning.

1998	18
Silks and Saddles	
	Box
1989	22
1990	22
1991	22
Strategic Planning. 1990 - 2002	Box 46
Subject Files. 1990 - 2001	Box 46 - 55
Trustee Files. 1991 - 2005	Box 77
Membership. 1962 - 2006 (Bulk, 1990-2001) 20.4 Linear feet (16 boxes, 1 oversize box)	
Scope and Contents	
<p>The Membership Department records are arranged into two subseries; Membership and Friends Groups. The series totals 17 boxes and dates from 1962 - 2006 with the bulk of materials dating from 1990 - 2001. The series consists of a wide variety of materials including information on membership structure, correspondence, lists, budgets, membership, membership committee reports, membership drives, and friends group members.</p>	
Membership. 1962 - 2002 (Bulk, 1990-2001)	Box 78 - 93
Friends Groups. 1992 - 2006	Box OS 4

Membership and Development.

Membership and Development. 1969 - 2000 5.8 Linear feet (4 boxes, 2 oversize boxes)**Scope and Contents**

The Membership and Development Series contains materials that were created by multiple departments within the Development Division. The series dates from 1937 - 2000 with the bulk of materials covering 1980 - 1996. The series consists of a wide variety of materials including annual reports, budgets, surveys, and miscellaneous projects on computer diskettes. The series is arranged to a subseries level and contains 6 boxes.

Annual Reports. 1969 - 1998	Box 42 - 43
Budgets. 1980 - 1997	Box OS 3
Miscellaneous. 1998 - 2000	Box OS 5
Surveys. 1937- 1996 (Bulk, 1977-1996)	Box 44 - 45