

Associate Director and Deputy Director for Finance and Administration Records

Finding aid prepared by Kelly Spring

This finding aid was produced using the Archivists' Toolkit

January 30, 2014

Describing Archives: A Content Standard

**Generously supported with funding from the National
Historical Publications and Records Commission (NHPRC)**

Archives and Manuscripts Collections, The Baltimore Museum of Art
2013
10 Art Museum Drive
Baltimore, MD, 21032
(443) 573-1778
BMAlibrary@artbma.org

Table of Contents

<u>Summary Information</u>	3
<u>Historical Note</u>	4
<u>Scope and Contents</u>	4
<u>Arrangement</u>	4
<u>Administrative Information</u>	4
<u>Controlled Access Headings</u>	5
<u>Collection Inventory</u>	6
<u>Files of Ann Boyce</u>	6
<u>Files of Kathleen Basham</u>	8

Summary Information

Repository	Archives and Manuscripts Collections, The Baltimore Museum of Art
Creator	Basham, Kathleen
Creator	Boyce, Ann
Title	Associate Director and Deputy Director for Finance and Administration Records
Date [inclusive]	1979 - 2000
Extent	10.0 Linear feet (11 boxes)
Language	English

Historical Note

The Associate Director's position at the Baltimore Museum of art existed for only a limited time. Based on the documents in the record group, it appears that Ann Boyce served as Associate Director from 1979 to 1989. At that time the position title was "Assistant Director of Finance and Administration." From 1991 to 2000 Kathleen Basham served under the longer title "Associate Director and Deputy Director for Finance and Administration." The function of the Associate Director was to manage the details of the overall finances of the museum. This included delivering income and expense reports, participating in developing long range plans, offering input on financial support and funding, and serving on the Finance Committee.

Scope and Contents

The records of the Associate Director and Deputy Director for Finance and Administration document a wide selection of financial functions across every department within the Baltimore Museum of Art. The bulk of material focuses on contracts, budgets, and progress reports pertaining specifically to construction projects, renovations, and general upkeep of the museum's building and grounds. Other files chart allocated funds, cash flow projections, financial statements, and tax and accounting information.

Arrangement

The records of the Associate Director and Deputy Director for Finance and Administration originate from two different time periods; each created by the person currently holding the position. To maintain that distinction, the record group is broken into two series: Series 1, Files of Ann Boyce; and Series 2, Files of Kathleen Basham. The series are further separated into subseries. See the arrangement note of each series for more information.

Administrative Information

Publication Information

Archives and Manuscripts Collections, The Baltimore Museum of Art 2013

Processing Information

In the finding aid you will notice that box 1 has folder-level description whereas boxes 2-10 do not. To better allocate time, it was decided not to continue with folder-level description. In order to maintain consistency throughout the finding aid, the folder titles have been marked "internal" so that they do not export with the EAD or PDF output. (This note is also marked internal.)

Controlled Access Headings

Genre(s)

- Financial records
- Grant proposals
- Invoices

Subject(s)

- Art museums -- Administration
- Baltimore Museum of Art
- Budgets
- Buildings--Repair and reconstruction
- Minutes
- Special events -- Planning

Collection Inventory

Files of Ann Boyce. 1979 - 1989 6.0 Linear feet (6 boxes)

Scope and Contents

The files of Ann Boyce largely consist of construction-related documents such as agreements, contracts, cost estimates, and time and material control files. The remainder of files includes minutes of the Finance Committee, insurance records, planned giving and loan information, and a small number of event finance files.

Arrangement

The files of Ann Boyce are arranged into the following subseries: Subseries 1. Museum Building and Grounds; Subseries 2. Allocated Funds; Subseries 3. Financial Records; Subseries 4. Events; Subseries 5. Administrative Files.

Museum Building and Grounds

Box

1 - 4

Box

Museum Budget - Construction (2 files)

1

Building and Grounds Committee (2 files), 1977-1978

1

Building and Grounds Committee (3 files), 1978-1985

1

Construction Management Material 1978 June 15

1

Construction Progress Meeting Minutes

1

Allocated Funds

Meeting with City's Bureau of Construction Management	1
Turner Schedule	1
Strikes	1
OACM Meeting Minutes (3 files)	1
Site Visit Reports	1
Punch List (2 folders)	1
Papers Related to CE-110	1
Upper Floor - over Thelheimer Galleries, 1980	1
Future Loading Dock Road 1979	1
Cone Wing - Mechanical Renovations, 1982-1984	1
Substantial Completion	1
Turner Construction Company Correspondance (4 files)	1
Allocated Funds	Box 5
Financial Records	Box 5

Events

Events	Box 5
Administrative Files	Box 6
Files of Kathleen Basham. 1991 - 2000 4.0 Linear feet (5 boxes)	
Arrangement	
The files of Kathleen Basham are arranged into the following subseries: Subseries 1. Museum Building and Grounds; Subseries 2. Allocated Funds; Subseries 3. Financial Records; Subseries 4. Events; Subseries 5. Administrative Files.	
Scope and Contents	
The files of Kathleen Basham contain many files documenting the museum's Capital Improvement Program during the 1990s, including construction of the museum's new wing as well as work completed on the Cone wing. Other files cover collection funding, events, various committee meeting minutes, and a small amount of information on Baltimore city initiatives such as overall development and the Greater Homewood project.	
Museum Building and Grounds	Box 7 - 8
Allocated Funds	Box 11
Financial Records	Box 8
Events	Box 9
Administrative Files	Box 9 - 10
	Box 10