

Petroleum Museum – Institutional Documents Finding Aid

George T. Abell

Annual Trustees' Meeting 22 April 1969
Architectural Planning Committee 1968 – 1970 3 folders
The Baner Company – Images Building Buildings
The Baner Company-Triodetic Dome
Architectural Plans 1968
Architectural Planning Committee 1971 – 1972 2 folders
Architectural Plans 1972
Area Histories Geological Report
History of Permian Basin- S. D. Myres
Auger-Horse Powered
Board Trustees' & Executors Meeting (May 1971-January 1976)
Building and Grounds Committee
Building Fund and Museum Planning Status
Clippings – Oil Field Personalities
Clippings – Oil and Non Oil
Concept and Work Plan 1969
Committee Listing 1968-1969
Contract – Terry Chase
Contract – Charles Paramore 1971 2 files
Contract – Science House (Karas) 1969
Correspondence-Schneider to Abell (1969-1971)
Correspondence-Schneider to others (1969-1973)
Correspondence – call for object donations 1970 – 1972
Discovery Wells-Chalk, Roberts, Settles Fields – Howard Co. Texas
Discovery Well – Mitchell County, Texas
Equipment Invoices (31 March 1966 to 12 January 1972)
Equipment –Letters- Inventories (16 May 1963 to 9 December 1969)
Equipment- Letters-Inventories (1970-1974)
Exhibit Drawings and Outlines
General Plans (1969-1975)
Files & Records of Museum
H. T. Fort's Proposed Story Outline for Exhibits (9 April 1973)
Geological Information by Schneider
Kara's, Science House, Letters
Landmen & Scouts
Library File
Permian Basin Petroleum Pioneers Letters
List – First 68 Discoveries in the Permian Basin
Logo of Permian Basin Petroleum Museum, Library and Hall of Fame
Long Range Planning Committee
Ralph Lowe Estate- University 1-17 Pecos County, Texas

Do Not Cite

Magnolia #1 McKee-Pecos Co. Texas
Major Oil Fields in Texas
Letters- Marchand Molds (1972-1973)
Museum Construction (1974-1975)
Museum Correspondence 1967 – 1969 3 folders
Museum Organization 1964-1968 2 folders
Merchand Mold Exhibits- East Wing
Natural Gas Exhibit Material
News Releases-Newspaper Items (1967-1971)
News Releases-Newspaper Items (1972-1975)
Oil Histories-Paintings
Organizational Correspondence - G. T. Abell (1969-1972)
Preliminary Plans and News Clippings 1972
Site Development Plans 1973
Oil Field Museum Account (March 1966 to February 1969)
Oil Field Museum 1969-1974
Organizational Planning – H. T. Fort (1969-1972)
Organizational Planning Reports by Haigh and Schneider
Organization Plans – Various (1969-1971)
A Topical Outline-Exhibit Area Homer T. Fort 1969
Permian Basin Petroleum Museum, Library, & Hall of Fame Letters and Clippings (1975-1976)
Permian Basin Petroleum Pioneers List 1965
Permian Reef Exhibit – Terry Chase (1973-1974)
Pipeline Chairmanship
Portico Plans
Site- Original
Permian Basin Petroleum Museum, Library and Hall of Fame Specifications
Symphony Suggestions
Miscellaneous
Trustees' Meetings (24 June 1968 to 22 May 1969)
Windmills – Canon Ranch Sheffield, Texas
Shipley Sand Field Discovery – Ward Co.

Berte R. Haigh

Abell Correspondence
Butler Correspondence 1971-1972
W. Floyd Wright Correspondence
Correspondence 1967 – 1974 3 folders
Drawings and Construction Material
Museum Development Program

Board of Executors and Trustees (correspondence, minutes and proxy statements from regular board meetings)

Articles of Incorporation 1967

Do Not Cite

First Annual Meeting 1968

Annual Meetings 1969 – 2001, 2005 – 2007 (37 folders)

Board Correspondence (general correspondence re: board business and meetings)

Letters to George T. Abell 1969 – 1974

Correspondence 1969 – 1976, 1982 – 1984 3 folders

Rosters (names, addresses and phones numbers of board members and term expiration dates)

1976

1992 – 1996

2001 – 2003

2006 – 2007

Committees

(outlines of committee structures and ballots where board members indicate their desire to serve on a certain committee)

Structure & Invitations 1990 – 1992 3 folders

Architectural and Grounds

1969 (outline of committee's duties)

Bylaws (full text of by-laws, proposed amendments, correspondence re: amendments official approved copies of bylaws)

Bylaws & Amendments 1968 - 1971

Bylaws & Amendments 1973 – 1997

Bylaws & Amendments 1999 – 2005

Chaparral Committee (created in 2005 to help promote, fund and maintain the Chaparral Cars collection of the museum)

2005 (memo listing members of the committee and the duties of the committee)

Exhibits (committee overseeing exhibits and their renovation as well as temporary exhibits rented by museum)

1969 (outline of committee's duties)

Permanent Exhibits 1991

Permanent Exhibits 1998 (hiring firm for redesign that becomes Chap gallery)

Temporary Exhibits 1991

Finance (committee overseeing the endowment and investments includes investment strategies, fund performance reviews and recommendations)

1969 (outline of committee's duties)

1991

1995 – 1996

1997 (investment policy for the New Mexico Military Institute Foundation)

Do Not Cite

1997 – 2002 (8 folders)

Fundraising (committee correspondence re: fundraising opportunities for the museum and major gifts solicitations from the board)

1971

1972 (correspondence, corporation contribution plan, handbook for solicitors, background information on museum project, lists of gifts, progress report on “give for greatness” campaign, explanation of recognition received for gifts and memorials to the museum, Question and Answers booklet explaining the entire museum’s concept and purpose, audience served etc) 2 folders

1985

Hall of Fame

1969 (outline of committee’s duties)

Library

1969 (outline of committee’s duties)

Long Range Planning (committee reports and correspondence re: the mission and goals for the museum in the future, covering all departments and aspects of museum operations, programs and funding, and changes in the museum’s operations and mission)

1969 (original concept and work plan for museum)

1980 (goals and objectives 1980 – 1990)

1988

1990 (mission statement and goals)

1993-1994 (exhibit layouts and future building proposals)

1996 (correspondence re: endowment campaign and renovations plus articles discussing strategic planning procedures and responses to board survey) 3 folders

1997

2001 (mission statement change)

Nominations & Elections (committee responsible for finding new people to serve on the board and elect officers for the executive committee)

1971 – 1976 (1 folder)

Personnel (draft personnel policy and job descriptions for museum employees)

1973 – 1974

Public Relations (responsible for promoting the museum, seeking endorsements from prominent people for museum events etc)

1969 (outline of committee’s duties)

1970

1991

Do Not Cite

Programs (plan special events and anniversary celebrations for museum, develop plans to increase programs and visitorship in museum, participate in collaboration projects with other institutions in area and state)

1998

Special Projects

1969 (outline of committee's duties)

Tax (information concerning the museum's taxes and tax status)

1968 – 1972 (correspondence re: museum's tax status, applications for 501(c)3 status and copy of IRS letter granting 501(c)3 status)

2006 (periodic report to Secretary of State)

Museum Assessments (forms and conclusions for self assessment, or final reports from consultants hired to evaluate the museum)

1972 (Question and Answers about the Petroleum Museum)

1985

1989 (report by Dr. William R. Wilson) 2 folders

1992 (self assessment form by Jerold Panas)

Progress Reports (status reports on museum business and projects)

1971 – 1974 (bi-weekly reports on the construction museum and fundraising efforts for building campaign)

1969 – 1975 (confidential monthly progress reports to certain members of the board detailing the museum's progress and opening)

Santa Rita Club Receptions (Invitations, budgets, mailing lists, RSVPs and details for receptions)

1976 – 1988 1 folder

Board Manuals (documents given to board members with information about the museum, its finances, programs, budget and employees)

1994

Organizational Materials (correspondence re: creating a petroleum museum, hiring exhibit designers and architects, fundraising, minutes from meetings, lists of potential board members, copies of by-laws, board resolutions)

1966

1968 – 1973 6 folders

1975 (copy of grounds dedication ceremony speech and agenda)

1976-1980

Executive Committee (committee consisting of the executive officers of the board, they meet monthly while the board meets every other month: correspondence, agendas, minutes and proxy statements for meetings)

1968 – 1974

Do Not Cite

1982 – 1985 4 folders
1986 (publication of Permian: A Continuing Saga)
1987 (IMAX proposal) 2 folders
1988 (job descriptions for all positions)
1989 – 1991 5 folders
1992 (proposed exhibit renovations and additions, capital campaign questionnaire)
1993 – 2001 9 folders
2005 – 2007 5 folders

Office of the Executive Director (Homer Fort (1969 - 1983) Edward Roland (1984 - 1995), Jane Phares (1995 - 2004) Kathy Shannon (2004- current))

Copyrights and Contracts (copies of copyright registrations, certificates, publication contracts and correspondence involving books published or copyrighted by the Petroleum Museum)

1982 (Oil in West Texas and New Mexico)

Correspondence

Starting the Museum 1967 – 1976 (1 folder)

Associations (correspondence between the Executive Director and various professional associations)

American Association of Petroleum Landmen (AAPL) 1971 (1 folder)

Texas Midcontinent Oil & Gas Association 1969 – 1982 1 folder

Board President (correspondence between the Executive Director and the current president of the board)

1995 – 2002 (7 folders)

Board (general correspondence between Executive Director and individual board members re: thank you notes, resignations, assignments, projects etc)

1994 – 2000 (9 folders)

Chamber of Commerce (correspondence between the Executive Director and both the Midland and Odessa Chambers of Commerce)

1994 – 1996 1 folder

Departments (correspondence between the Executive Director and Petroleum Museum department heads)

Development 1997 – 1998 1 folder

Legal Matters (correspondence between the Executive Director and legal counsel re: contracts, the museum's tax status, law suits, legal concerns and other matters needing legal advice)

1969 – 1972 1 folder

Do Not Cite

Museums (correspondence between Executive Director and other museums re: site tours, information on programs, exhibits etc to model Petroleum Museum operation on, donations, exhibits, loans, example policies etc. files organized by museum)

1969 – 1979 (2 folders)

1983 – 1990 (general correspondence between the Executive Director and other museum professionals) 1 folder

Miscellaneous (correspondence issued from the Executive Director's office)

1973 – 1988 10 folders

1990 – 1991 1 folder

1994 – 2001 8 folders

Expense Reports

1968 – 1977 1 folder

Ghils Office Building (original offices of the Petroleum Museum before the museum was built, correspondence etc)

1972 – 1975 1 folder

Insurance policies (includes copies of insurance policies for both the building, including the collections and property, and the employee insurance policies)

Building & Property Policy

1976 – 1981

1999 – 2001 3 folders

2005

Employee Policies

1976

1979 – 1981

1996

Legal Contracts & Deeds (deeds to museum property or legal contracts executed by the museum)

Front Street Warehouse Deed 2004 (legal deed to the offsite storage unit on Front Street, property granted to the museum by the Abell-Hanger Foundation 12/1/2004)

Minutes (minutes for meetings other than board and the executive committee)

Staff Meetings

1992

Museum Memo (notes, ideas, correspondence, and stories for the Museum's newsletter, also includes examples of other institutions newsletters)

1977 (history of the memo and how it started)

1995

Do Not Cite

Operational Report (monthly synopsis of museum operations, visitorship, budgets including individual department reports)

1993

Professional Societies (information and contact information of petroleum related professional societies)

1969

Proposals (files covering special projects, partnerships, fellowships, and grants proposed to or funded by the museum)

Olien & Olien Fellowship 1977 – 1978 (grant for the Oliens to research the social effects of oil booms and subsequently published as “Oil Booms”)

Hall of Fame Book 1998 (proposal by Ellen Hopkins to write and publish a book about the museum’s Hall of Fame members)

Storyteller with a Brush 2005 (proposal to update and reprint the museum’s publication Permian: A Continuing Saga, includes budget)

Santa Rita Club (correspondence, news clippings, photos, applications to volunteer and reception invitations involving our volunteer corps the Santa Rita Club)

1972 – 1984

For Service Awards 1973 - 1991 (award given to club members when they reach 1,000 hours of volunteering)

Texas Association of Museums (correspondence and papers dealing with the Executive Director’s involvement in TAM and attendance to the annual conference and workshops)

1983 – 1990 (Correspondence re: conference and Ed Rowland performing his duties as Treasurer of TAM and as a member of the local arrangements committee in 1987) 2 folders

1997 (correspondence, plans and information used to plan TAM here in Midland Jane Phares member of local arrangements committee) 2 folders

Office of the Deputy Director (William W. Ray (1975 – 1978) Edward Roland (1978- 1984) Roger Godin (1984 – 1985) Carey Behrends (1985 – 1994)

Audio-Visual Services (samples, brochures, correspondence and rate schedules of AV vendors)

1976

Correspondence (general correspondence concerning the duties of the Deputy Director re: AV materials, exhibits, marketing, the gift shop and education matters)

1973 – 1977 1 folder

Expense Reports

1978 – 1983

Do Not Cite

Development Department (Joyce Montgomery (1979? – 1989) Gloria Munson (1990 – 1994) Nancy Wantuck (1999 – 2002) Paige Sumner (2002 – 2005) Julie Feldman (2005) Luanne Thornton (2006 – current))

Brochures (membership and museum brochures and annual reports issued by the museum, mock ups of brochures)

1977 – 1979 3 folders

1981

1983

1988

2006

2007

2008

Fundraising (correspondence, pamphlets and clippings re: funding opportunities, foundations, memorials, grants and status reports on current capital or fundraising campaigns going on and communication with donors either soliciting gifts or thanking them for a gift, records of gifts and membership lists and instructions for soliciting gifts)

1970 – 1972 4 folders

1976 – 1981 7 folders

1984 – 1985 2 folders

Undated (most likely in the 1970's)

Grant Applications (completed grant application packets and any supporting documentation)

1971 (Sid Richardson Foundation)

1972 (Dora Roberts Foundation for book “What to see and do in the Permian Basin” not completed)

Abell Hanger Matching Grant 1994 – 1999 (reports to foundation)

Membership (lists of members and their contribution levels and lists of prospects, donor levels, renewals and lapsed donors)

1977

1983

1985

1985 – 1986 2 folders

1989 – 1995 1 folder

1997

Memorials (donations made in memory of someone)

Summary List 1979 – 1987

J. C. Barnes 1975

Mrs. J. C. (Ruby) Barnes 1976

Do Not Cite

Robert S. Dewey 1976

Walker Dobbs 1976

Video Project

1989 – 1994 (correspondence re: producing fundraising video for the museum with funds from the King Foundation and problems with the chosen vendor resulting in a possible law suit for return of funds after the contract was cancelled)

Events – (fundraisers, exhibit openings, membership and Energy Circle events, major anniversaries and any other special event or fundraiser that the museum orchestrates organized chronologically)

Groundbreaking Ceremonies 5-3-1972 (2 folders)

Ceremony – news clippings, press release, agenda, copies of remarks by George T. Abell, John P. Butler, the mayor of midland and others)

Press – copies of event program, press kit and invitation letters to local and national media

Museum Dedication Ceremony 9-13-1975 (news clipping, invitations list and correspondence re: invitations, agenda, invitation and Midland Welcomes President Ford button, second folder holds news clippings of the event) 2 folders

Permian Earth Song 5-10-11-1976 (correspondence re: planning the event, funding and turning the symphony into a museum exhibit(1979 -1983), news clipping for event, program and master tape and cassette duplicates of the performance) 3 folders

Dedication of the Archives Center 4-22-1979 (invitations, itinerary, press releases, news clippings and correspondence related to the opening of the archives center and guestbook from formal opening ceremony) 2 folders *note photos of the event are in the institutional photo collection

Fuqua Distinguished Lecture Series – John E. Swearingen 12-1-1983 (“Is the Oil Business Dying?” invitations, program, press releases for event, copy of photograph of speaker and his speech, news clippings of event and packet explaining the lecture series)

Smithsonian National Associate Regional Events Program March 10-14, 1984 (Week long event of lectures and seminars on various topics of Smithsonian research. Event hosted by the Petroleum Museum and the Museum of the Southwest. Folder contains copy of program and invitation letter to events with a press kit containing biographies of the lecturers and 8 X 10 photographs of each along with some pamphlets on the Smithsonian and a program for the week’s events)

Fuqua Distinguished Lecture Series – John Henry Faulk 7-18-1984 (“To Secure the Blessings” copy of program and invitation letter to the event)

Fuqua Distinguished Lecture Series – Dr. Brian Huberman 3-2-1985 (“Remembering the Alamo on Film” copies of program and invitation letters)

Do Not Cite

Museum's 10th Anniversary 9-21-1985 (copy of proclamations from Midland and Odessa mayors)

Fuqua Distinguished Lecture Series – Herbert Schmertz 12-16-1985 (“The Use of Creative Confrontation in Public Relations” copies of program, invitation, press release, photo of lecturer)

Halley Comet Trip 4-6-8, 1986 (brochures for local attractions, itinerary for trip, invitation for event, evaluation write up for trip)

Smithsonian National Associate Regional Events Program October 9-12, 1986 (packet containing details of the program, bios of the lecturers with photocopies of their photographs, copies of the program, photocopies of news clippings from national papers and news clippings from local papers)

Fuqua Distinguished Lecture Series – Dr. Robert Ballard 11-18-1986 (“The Titanic Project” copy of program, press releases, biographical information on speaker, photo of speaker, copies of newspaper ads and news clippings)

Peking Opera 2-2-1989 (correspondence re: planning the event, sponsorships and ticket sales, and supporting exhibits at the museum, negatives of photos taken at the event (2nd folder), copies of invitation, program, ticket order forms, oriental lithographs and brown bag lunch schedule) 3 folders

Fuqua Distinguished Lecture Series – James E. Wilson 5-23-1989 (“Wine on the Rocks – with a Splash of History” copies of program and invitation)

Balloon Festival 10-29-31, 1993 (notes on postage stamp cancellation for event, detailed schedule of the event, pilot disclaimer and registration application, map of grounds with layout of stations, blank balloon festival letterhead, certificates of insurance for the event, thank you letters to participants, budget expenses)

Museum's 20th Anniversary 9-10-1995 (clipping from the Midland Reporter Telegram, copy of congressional record read by Congressman Larry Combest)

Chaparral Gallery Groundbreaking 10-22-2002 (photos of the event on CD, sponsor brochure for gallery and press release) *note prints of photos housed in the Institutional Photos Collection

Museum's 30th Birthday Party 9-13-2005 (invitations, commemorative pen and sticker) *note prints of photos and CD of images housed in the Institutional Photos Collection

Deliciously Whimsical Weekend 3-31 – 4-2, 2006 (event celebrating the opening of the new education hall: sponsor solicitation packet, invitations, agenda and staff duties list, map of museum denoting stations, invitation to the family day celebration and some golden tickets) *note prints of photos housed in the Institutional Photos Collection

Indianapolis 500 Raffle 5-24, 2006 (copy of raffle ticket and advertisement)

Do Not Cite

Museum trip to Alpine 7-27-2006 (news clipping, invitation and photos of the trip)

Museum's 31st Birthday Party 9-23-2006 (table tent and invitations) *note prints of photos and CD of images housed in the Institutional Photos Collection

Museum's 32nd Birthday Party 9-13-2007 (invitations) *note CD of images housed in the Institutional Photos Collection

Miss Mabee Gala 3/28/2008 (sponsor letter)

Education (Susan Williams (1977? – 1989) Jane Phares (1989 – 1995) Kathy Shannon (1995 – 2004) Cheryl Ross (2005 – 2006) Brenda Rathjen (2006 – Current)

Annual Reports (report of departments activities usually made to the board and any material related to the goals of the department)
1986 – 1989

Brochures (general brochures for the department, classes and school tours)
1977
1988 (walk thru guide to the oil patch exhibit)

Correspondence (re: scheduling tours, comments on museums and docents etc)
1975 – 1983 1 folder

Docents

Materials

1975 (correspondence with Junior League re: setting up docent program and tour guide, information on how to set up tours and research information on museum topics of ranching, geology and the art and artists represented in the museum)
1976 (First edition of the original docent manual)
1976 – 1979 (Walt Disney and other company's energy and oil related comic and coloring books)
1980 (Comanche Indians supplement)
1982 (complete handbook guide to the museum and temporary exhibits with supplemental material and study information for docents to use during their tours)
Materials no date (docent instructions for areas in museum and early walking tour of museum)

Teachers Guide

No date ca 1976 -1979 (teacher guide for both elementary and secondary students with study guide, activities, pop quizzes and further study project ideas)
1989
1997 (guide with information on scheduling tours, topics covered in museum and specialty tours and fun activities for children)

Do Not Cite

Tours for the blind 1977(research materials for creating a tour for the blind, correspondence re: creating a tour for the blind and requests for copies of our blind tour guide, copy of blind tour guide (attached to November 1 letter to docents), wrap-up review of program)

School District Survey 1970 -1971(survey conducted by the museum staff and board polling local school administrators asking what they would like to see the museum offer for exhibits and school tours)

Evaluations (studies of the museum and its education program from outside sources)

Anna H. Maitland 4-19-1978 (paper “An informal discussion on the Permian Basin Petroleum Museum and its efforts on how to involve your many publics/audiences” written for her museum science class)

Fan Mail (letters of appreciation from students)

1977

Long Range Plans (long range planning documents for department and any plans for expansion of the department or facility)

1988

Miscellaneous

1989

Programs

Brown Bag Lunches & Lectures (brochures and flyers advertising events and any support material used in the program)

1988 – 1989

Camp-ins (brochures and flyers advertising camp-ins, lesson plans and research material used for classes and correspondence about classes)

1988

Speeches and Presentations (copies of remarks or speeches made to classrooms and groups)

1980 - 1989

Summer Classes (brochures and flyers advertising classes, lesson plans and research material used for classes and goals and objectives of the classes)

1985 - 1989

Trips (museum sponsored trips, agendas, brochures and flyers advertising trips and any supporting material used in creating and budgeting for the trip)

Do Not Cite

Rock 'N Ruin Tour 11-23-1977 (invitation, tickets, agenda, notes and budget, reservation forms and evaluation questionnaires)

Rock 'N Ruin Tour 11-14-1978

1987 – 1989

Archives (Betty Orbeck 1976 – 2000) Todd Houck (2000 - 2002) (gap of almost a year) Damon Kennedy (2003– 2004) Amy Hooker 2004 – current)

Annual Reports (compilation of monthly reports or annual report made to the boarder: archives business and profit from photo orders plus a compilation of donations for the year either by donor or material type)

1982 – 1999 2 folders

Budget (final and proposed budgets for department)

1979 – 1997 2 folders

1999 – 2002

Collection Policy

1977 – 1999

Construction (correspondence, budgets, floor plans used to create the archives center)

1978 – 1979

Correspondence (Correspondence re: archives, library and collections business)

1969 – 1974

1980 – 2002 3 folders

Donor lists (listing of donors by accession number or alphabetical order and what they donated)

1979 - 1980

1985 (Library materials)

Undated

Equipment

Vacudyne Altair Fumigator

Finding Aids (all documents backed up to CD and stored in fire safe in vault)

Annual Report and Stock Pamphlet Inventory

Biographical & Historical (B&H) Files

Film Inventories

Guide to the Photographic Collection of the Petroleum Museum 1992

Index to Corporate Minutes

Newspaper Inventories

Map Inventories

Do Not Cite

Oral History Inventories
Periodical Inventories
Petroleum Hall of Fame Collection
President George H W Bush Collection
President George W Bush Collection
Sound Recording Inventories
76-10 E H Griswold Collection
79-2 Schneider Collection
82-6 Frank T. Pickrell Papers
84-30 Samuel Myres Collection
85-23 Elsie Hughly Collection
90-24 Adams/Mahan Photographic Collection
94-3 Ford Chapman Collection
97-99 Eugene Holman Collection
2001-50 Bruce Partain Collection
2004-04 Mike and Pat Smith Collection
2006-011 John David Grissett Collection

Forms (blank copies of forms used in archival and collections cataloging, registration etc)
undated

Grants (either written for or by the archives center projects)
Potts & Sibley Grant 1981 – 1982 (grant to produce marketing materials for archives center to solicit donations and also travel to other archives and potential donors to procure materials for the archives collections. Report to the foundation on the use of funds)

History (history of the Archives center and how it opened)
1971 – 1998 (descriptions of the collection, including news clippings about the formal opening, an invitation and itinerary for the opening and compiled histories of the archives and its mission)
Undated

Insurance (valuation for archives building, contents and collections)
1996 - 1997

Library Archives Committee (correspondence re: creating the museum and more specifically a petroleum library and archives with documents delineating the duties of the committee and their qualifications and what the library should collect)
1969 - 1977
1991

Loan Contracts (correspondence and contracts for loans coming to the museum and from our collections, including exhibits)
1973 – 1993 (organized by institution)

Do Not Cite

Long Range Plan (statements from archivist about the needs of the archives and collections from staffing to space issues plus some long term goals for the department and museum with supporting documentation, articles and copies of bylaws etc)

1991 – 1993

Memo Articles (articles written by the archives staff for the museum newsletter)

1990 – 1999

2002 – 2003

Mission Statement & Description (copies of the archives mission statement and descriptions of the archives premises and the contents of the collections)

1990

Oral History Projects (contracts and correspondence for oral history programs at the museum)

1991 – 1993 (Pro Image project and contract)

Processing manuals (directions on how to process collections, guide to the archives file structure, explanation of abbreviations and how things are done in the collection, duties of the archivist, examples of how forms are filled out etc)

1974 (library materials and object catalog cards and directions)

1986 – 1990

Undated

Reference Material (copies of articles, guides and other papers discussing archival matters)

1970 – 1974

Supplies & Suppliers (lists of supplies and vendors used in archives)

1971 – 1976 (book binding)

Undated

Volunteers (correspondence with and reports to the Santa Rita Club, volunteer applications, story of “archangels” and news clippings)

1979 – 1982

Accounting & Finance Department (?, Judy Foppiano (1992 – 1998), Vicky Cain (1998 – 2003), Laurie Liles (2004 – 2005), Lisa Worden (2005 – Current)

990 Tax returns (yearly tax return filed with the IRS)

1971 – 1976

1977, 1979, 1986 – 1988, 1995

1996 – 1999, 2001

2002 – 2003

Do Not Cite

Audit (yearly audit statement submitted by an independent accounting firm confirming the museum's accounting practices)

1970 – 1989 20 folders

1991 – 1999 9 folders

2001

Budget (copy of final budget for each fiscal year)

1977

1985

1987

1989 – 1994 4 folders

1997 – 2001 4 folders

Financials (monthly reports and summaries reported at board meetings)

1976 – 1977

1985 – 1987

1990 – 2001, 2007 11 folders

Personnel

Job Descriptions (descriptions of the positions, major duties performed and history of the position and people holding those positions)

How to write a job description

Archives

Director of Archives (job description)

1988 – 1997 & Undated

Michael Todd Houck (resume, performance review)

Betty Orbeck (resume, department goals, job reviews etc)

Assistant Archivist (job description)

Undated

Assistant Director

1984 - 1988 (job advertisement, job description)

Development

Director

1988

Assistant

Undated

Education (job description and professional standards)

1988 & Undated

Executive Director (job description)

Undated

Jane Phares (news clipping and invitation to retirement party)

Maintenance

Undated

Do Not Cite

Organizational Charts (chart showing organization of museum staff and reporting lines)
1992 and undated

Personnel files (files of individual employees including salary history, employee reviews, workers comp issues and termination/resignation letters) filed alphabetically by last name

Glenn Enderson
Judy Feldman
Judy Foppiano
Roxy Galindo
George Graham
Lois Harrington
Reginald Keyes
Jon Lohmann
Charles Meetze
Betty Orbeck
Bob Preston
Arthur J. Schnur (3 files)
Norbon Sikes
Miscellaneous

Personnel lists (lists of offices and the names of people who worked in them)
1992 - 1995

Policies (policies for personnel, operational procedures, admissions, hours of operation etc)
Admissions/Hours (policies governing admissions to the museum, hours of operation and museum rentals)
Undated
Personnel (policies governing terms of service, vacation, sick leave, insurance etc)
1985
1988
Undated

Searches (correspondence, resumes, job advertisements and documents related to hiring museum staff)
Director of Archives 2003

Temporary/Contract employees (correspondence, pay scales and contracts for temporary workers employed by the museum)
1969 – 1982

Chaparral Cars (mechanics Steve Weaver (2004 – 2006) Ron Lowe (2006 – current)
Show files (brochures, correspondence, insurance files, photos and media coverage of the Chaparral's appearances at various car shows and reunions)
Monterey 8/19-21/2005 (all cars)

Do Not Cite

Amelia Island Concours d'Elegance 3/10-12/2006 (2E)
Eyes on Design – Detroit 6/17/2007 (2E, 2F, 2H)
Goodwood “Festival of Speed” – England June 2007 (2J)

Marketing & PR (Cenia Ulate 2002 – 2005, J'Lynn Wilson 2005, Deedra Cope 2006, Suzanne Dworsky 2007, Michelle Shannon 2007 – Current)

Awards (awards presented to museum)

1973 – 1988 (including scrapbook put together by Chamber of Commerce nominating the museum for the Cultural Achievement Award of the West Texas Chamber of Commerce)

Brochures

Museum Brochures (correspondence, budgets and drafts of brochure, copy of museum booklet, walk through guide, membership, archives and other brochures for the museum)

1970 – 1989 2 folders

1982 (correspondence, layout and design materials for an archives brochure)

1990 – 1999

2002

Undated

Correspondence (general correspondence to and from advertising sources)

1970 – 1986 6 folders

Invitations (invitations to all museum programs and events)

1990 – 1999

2005 – 2008 4 folders

Logos (various logos used by the museum over the years)

1969 (proposed logo and seal for museum)

1988

Museum History/Facts (fact sheets about the museum and its programs, stories about the history of the museum)

1970 – 1999 3 folders

Press Releases (public service announcements and stories about the museum, its programs and its officers)

1969 – 1988, 1991 17 folders

Publicity

Ads (ads that the museum has run in various publications)

1970 – 1989 2 folders

2003 – Current

Do Not Cite

Features (articles about the museum from various publications)

1969 – 2000-, Undated 7 folders

Speeches (copies of speeches and presentations about the museum and correspondence setting up speech times)

1969 – 1975

Shows/Booths (correspondence, publications, schedules etc concerning museum booths and fairs)

Arts Assembly – Celebration of the Arts

1977 – 1989 2 folders

Boomtown Days

1984 – 1986

Oil Show

1974 – 1988 2 folders

Wildcat Committee

1974 – 1980

Facilities (Superintendent A J Schnur 1986 – 2001, Edward Garza 2001 – Current)

Architectural Information

Building

1968 – 1973 (discussion of original museum project, contract with original architects and blueprint)

Site

1971 – 1973 (correspondence, plans and surveys of the site for the museum)

Building (construction plans, renovations etc)

Earth Moving 1973 (plans and bids to elevate the museum 5 feet)

Flag Code (document explaining proper flag display and catalogs for ordering flags)

1974 – 1976

Landscaping (landscape contracts and master plans)

1973 – 1974 (original contract, master plan and architectural drawings for museum landscaping)
2 folders

Gift Shop (Lyndon Marcus ? – 1994, Twila White 1994 – 2007, Fifi Sanchez 2007 – Current)

Admission Fees (studies and correspondence about admission fees for the museum)

1969 – 1977

Book Donation (donation of numerous books to the gift shop by the Abell-Hanger Foundation)

1984 – 1985

Do Not Cite

Correspondence

1975 – 1978

Manuals

Cash Register

1981

Weekend Staff Instructions

Undated

Merchandise (Correspondence, plans and samples of items made by the museum for sale in the gift shop)

Bumper Sticker

Undated

Post Cards

Undated

Slides

Undated

Vendors (used to create products)

1975 – 1976

Sales Tax (correspondence and application for sales tax)

1975

Surveys (correspondence, studies and forms for visitor surveys)

1983 (Arizona – Sonora Desert Museum survey information)

1994 (survey conducted by the museum)