

Petroleum Museum – Institutional Documents Finding Aid

George T. Abell

Annual Trustees' Meeting, April 22, 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 to 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 folders)
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, March 31, 1966 to January 12, 1972
Equipment –Letters- Inventories, May 16, 1963 to December 9, 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, April 9, 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

George T. Abell (cont'd)

Ralph Lowe Estate- University 1-17 Pecos County, Texas
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, June 24, 1968 to May 22, 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

First Annual Meeting, 1968

Annual & Regular Meetings

1969 – 2001

2002

2005

2006

2007

2008

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 (*list of committee members and duties of the committee*)

Exhibits (*oversees 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

Board of Executors and Trustees (cont'd)

Finance (*oversees 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*)

1997 – 2002 (8 folders)

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

1971

1972 (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 for 1980 – 1990*)

1988

1990 (*mission statement and goals*)

1993 – 1994 (*exhibit layouts and future building proposals*)

1996 (*correspondence re: endowment campaign, renovation, and articles on strategic planning procedures and responses to board survey*) (3 folders)

1997

2001 (*mission statement change*)

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

1971 – 1976 (1 folder)

Personnel (*responsible to 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

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

Board of Executors and Trustees (cont'd)

1998

Special Projects

1969 (*outline of committee's duties*)

Tax (*responsible for 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 museum's construction 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, which meets monthly; correspondence, agendas, minutes and proxy statements for meetings

1968 – 1974

1982 – 1985 (4 folders)

1986 (*publication of Permian: A Continuing Saga*)

Executive Committee (cont'd)

1987 (*IMAX proposal*) (2 folders)
1988 (*job descriptions for all positions*)
1989 – 1991
1992 (*proposed exhibit renovations and additions, capital campaign questionnaire*)
1993 – 2001
2005
2006
2007
2008 (2 folders)
2009

Office of the Executive Director

Homer Fort (1969 - 1983); Edward Roland (1984 - 1995); Jane Phares (1995 - 2004); Kathy Shannon (2004 - current)

Copyrights and Contracts (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)
 2001 – 2002
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 the Museum's 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*)
 1969 – 1972 (1 folder)

Office of the Executive Director (cont'd)

Museums (*correspondence between Executive Director and other museums re: site tours, information on programs, exhibits, etc. to model the Museum's operations, donations, exhibits, loans, example policies, etc.*)

1969 – 1979 (2 folders)

1983 – 1990 (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 (*insurance policies for the building, both the collections and property, as well as employee insurance policies*)

Building & Property Policy

1976 – 1981

1999 – 2001 (3 folders)

2005

2006

2007

Employee Policies

1976

1979 – 1981

1996

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

Front Street Warehouse Deed, 2004 (*property granted to the museum by the Abell-Hanger Foundation December 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 institutional newsletters*)

1977 (*history of the Museum Memo*)

1995

Office of the Executive Director (cont'd)

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 (*regarding special projects, partnerships, fellowships, and grants proposed to or funded by the museum*)

Olien & Olien Fellowship, 1977 – 1978 (*grant to research the social effects of oil booms, subsequently published as "Oil Booms"*)

Hall of Fame Book, 1998 (*proposal by Ellen Hopkins to create 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 the Santa Rita Club*)

1972 – 1984

For Service Awards, 1973 - 1991 (*for 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 in Midland -- Jane Phares as 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, gift shop and education matters*)

1973 – 1977 (1 folder)

Expense Reports, 1978 – 1983

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, including mock-ups, as well as annual reports issued by the Museum)

- 1977 – 1979 (3 folders)
- 1981
- 1983
- 1988
- 2006
- 2007
- 2008
- 2010-2011

Fundraising (correspondence, pamphlets and clippings re: funding opportunities, foundations, memorials, grants and status reports on current capital or fundraising campaigns 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

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*)
- 2006 (A & B)
- 2007
- 2008
- 2009

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

- 1977
- 1983
- 1985
- 1985 – 1986 (2 folders)
- 1989 – 1995 (1 folder)
- 1997

Development Department (cont'd)

Memorials (*donations made in memory of someone*)

Summary List, 1979 – 1987

J. C. Barnes, 1975

Mrs. J. C. (Ruby) Barnes, 1976

Robert S. Dewey, 1976

Walker Dobbs, 1976

Research

Video Project

1989 – 1994 (*correspondence re: producing fundraising video for the Museum with funds from the King Foundation and re: problems with the chosen vendor resulting in a possible lawsuit for return of funds after cancellation of contract*)

Events

fundraisers, exhibit openings, membership and Energy Circle events, major anniversaries and any other special event that the Museum orchestrates

Groundbreaking Ceremonies, May 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, September 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, May 10 – 11, 1976 (*correspondence re: planning the event, funding and turning the symphony into an exhibit, 1979 – 1983; news clipping for event, program and master tape and cassette duplicates of the performance*) (3 folders)

Dedication of the Archives Center, April 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 housed in the Institutional Photos Collection

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

Do Not Cite

Events (cont'd)

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, “To Secure the Blessings,” July 18, 1984 (*copy of program and invitation letter to the event*)

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

Museum's 10th Anniversary, September 21, 1985 (*copy of proclamations from Midland and Odessa mayors*)

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

Halley Comet Trip, April 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, biographies 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, “The Titanic Project,” November 18, 1986 (*copy of program, press releases, biographical information on speaker, photo of speaker, copies of newspaper ads and news clippings*)

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

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

Do Not Cite

Events (cont'd)

Balloon Festival, October 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*)

*note photos of the event are housed in the Institutional Photos Collection

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

Chaparral Gallery Groundbreaking, October 22, 2002 (*photos of the event on CD, sponsor brochure for gallery and press release*)

*note photos of the event are housed in the Institutional Photos Collection

Chaparral Gallery Grand Opening, April 15 – 17, 2004 (*event program, tour ticket, photos of Golf Tournament, photocopies of gallery images*)

Museum's 30th Birthday Party, September 13, 2005 (*invitations, commemorative pen and sticker*)

*note photos of the event are housed in the Institutional Photos Collection

Deliciously Whimsical Weekend, March 31 – April 2, 2006 (*event celebrating the Grand Opening of the new Education Hall; includes 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 photos of the event are housed in the Institutional Photos Collection

Indianapolis 500 Raffle, May 24, 2006 (*copy of raffle ticket and advertisement*)

Museum Trip to Alpine, July 27, 2006 (*news clipping, invitation and photos of the trip*)

Museum's 31st Birthday Party, September 23, 2006 (*notes, lists, forms, Silent Auction information and correspondence, table tent and invitations*)

*note photos of the event are housed in the Institutional Photos Collection

Family Picnic, April 14, 2007 (*Family Membership Drive event; includes invitations, flyers, meeting agendas, sponsor and guest lists*)

Museum's 32nd Birthday Party, September 13, 2007 (*invitations*)

*note photos of the event are housed in the Institutional Photos Collection

Miss Mabee Gala, March 28, 2008 (*sponsor letter, invitations, contracts, party favors, table tents, raffle tickets, research*)

Do Not Cite

Events (cont'd)

Museum's 33rd Birthday Party, September 18, 2008 (*table tents, take-home, invitations, sponsor letter*)

Museum's 34th Birthday Party, September 17, 2009 (*invitations, artwork, notes, contracts*)

Roaring 60's Weekend, April 30 – May 1, 2010 (*research and notes, mock-ups, invitations, flyers, signs and decorations*)

Museum's 35th Birthday Party, September 16, 2010 (*invitations, resolutions, etc.*)

Party on the Patio (Chaparral Pit Crew Fan Club), June 4, 2011 (*invitation, tickets, etc.*)

Museum's 36th Birthday Party, September 15, 2011 (*save the date, sponsorship letter, etc.*)

Education

Susan Williams (1977? – 1989); Jane Phares (1989 – 1995); Kathy Shannon (1995 – 2004); Cheryl Ross (2005 – 2006); Brenda Rathjen (2006 – 2011); Hal Combs (2011 – current)

Annual Reports (*report of 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 (*regarding scheduling tours, comments on museums and docents, etc.*)

1975 – 1983 (1 folder)

Docents

Materials and Manuals

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 (*original docent manual*)

1979 (*revised docent manual*)

1976 – 1979 (*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*)

1997

2004 (*includes The Chaparral Gallery*)

Education (cont'd)

Undated (*docent instructions for museum areas and early walking tour of Museum*)

Teachers Guides

Undated (*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*)

2004 (*includes information on the Chaparral racecars*)

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, wrap-up review of program*)

School District Survey, 1970 – 1971 (*survey conducted by the Museum Staff and Board polling local school administrators on 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, "An Informal Discussion on the Permian Basin Petroleum Museum and its Efforts on How to Involve your Many Publics/Audiences," April 19, 1978 (*paper written for her museum science class*)

Fan Mail (*letters of appreciation from students and visitors*)

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*)

Education (cont'd)

1985 - 1989

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

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

Rock 'N Ruin Tour, November 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 – 2008); Leslie Meyer (2008 – current)

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

1982 – 1989

1990 – 1999

Budget (final and proposed budgets for department)

1979 – 1989

1990 – 1997

1999 – 2002

Construction (correspondence, budgets, floor plans used to create the Archives Center)

1978 – 1979

Correspondence (regarding archives, library and collections business)

1969 – 1974

1980 – 1989

1990 – 1999

2000 – 2002

2003 – 2007

2008 – present

Donor Lists (list of donors by accession number or alphabetical order and what they donated)

1979 – 1980

1985 (*Library materials*)

2010 (*Permanent Collection*)

2011 (*Archives, Museum & Library donors*)

Undated

Equipment

Vacudyne Altair Fumigator

Archives (cont'd)

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
Oral History Inventories
Periodical Inventories
Petroleum Hall of Fame Collection
President George H W Bush Collection
President George W Bush Collection
Sound Recording Inventories
76-010 – E. H. Griswold Collection
79-002 -- Schneider Collection
82-006 -- Frank T. Pickrell Papers
82-061 – Gilbert C. Thompson Collection
83-009 – W. T. Schneider Collection
83-021 – Calvin J. “Red” Davidson Collection
84-030 -- Samuel Myres Collection
85-023 -- Elsie Hughly Collection
90-001 – Mitch Mayborn Collection
90-024 -- Adams/Mahan Photographic Collection
93-003 – Randolph Rubin Collection
94-002 – Carl B. King Collection
94-003 -- Ford Chapman Collection
97-099 -- Eugene Holman Collection
99-001 – Billy Glenn Thompson Collection
2000-041 – Berte Haigh Collection
2001-023 – Jake Wells Collection
2001-050 -- Bruce Partain Collection
2001-064 – Richard Donnelly Collection
2004-015 -- Mike and Pat Smith Collection
2006-011 -- John David Grissett Collection
2008-010 – Jerome O’Brien Collection
2010-004 – Phil Yeckel Collection
2011-002 – Robert Stine Collection

Forms (*blank forms used in archival and collections cataloging, registration, deaccessions, loans, assisting visitors, etc.*)

Archives

Archives (cont'd)

Donation Forms

Undated

1970 – 1979

1980 – 1989

2000 – 2009

2011

Miscellaneous

Undated

Visitor Forms

Undated

2000 – 2009

2011

Collections

Deaccessions

General/Accessions

Loans

Copyright

Library

Grants *(written for or by the archives center for various projects)*

Potts & Sibley Grant, 1981 – 1982 *(grant to produce marketing materials for Archives Center to solicit donations and to travel to other archives and potential donors to procure materials for the archives collections; includes report to the foundation on the use of funds)* (2 folders)

History of the Archives Center

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 incoming and outgoing loans including exhibits)*

1970 – 1979

1980 – 1989

Archives (cont'd)

1990 – 1999

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 (*written by the Archives Staff for the Museum's newsletter*)

1990 – 1999

2002 – 2003

2004 – 2008

2009 – present

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*)

Policies and Procedures

Collection Policy

1977 – 1999

Collection Management Policy

2005 DRAFT

2009 DRAFT

2010 Approved by Board

Library & Archives Center Collection Policy

2009 DRAFT

Policies and Procedures

2002 – 2008

2010

Object Care Manual, 2008

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 (*directions for library materials and object catalog cards*)

1986 – 1990

Undated

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

1940s – 1960s

Archives (cont'd)

1970s
1980s – 1990s
Undated

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

Mary Skinner (1991 – 1992); 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

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)
2002
2007

Financials (monthly reports and summaries reported at Board meetings)

1976 – 1977
1985 – 1987
1990 – 2001
2002, 2007

Personnel

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

How to write a job description

Archives

Director of Archives

1988 – 1997 & Undated

Michael Todd Houck (*resume, performance review*)

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

Assistant Archivist

Undated

Assistant Director

1984 – 1988

Development

Director

1988

Assistant

Undated

Education

1988 & Undated

Executive Director

Undated

Jane Phares (*news clipping and invitation to retirement party*)

Maintenance

Undated

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 folders)

Personnel (cont'd)

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

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, August 19 – 21, 2005 (all cars)
Classy Chassis, 2005 – 2010
Amelia Island Concours d'Elegance, March 10 – 12, 2006 (2E)
Eyes on Design – Detroit, June 17, 2007 (2E, 2F, 2H)
Goodwood "Festival of Speed" – England, June 2007 (2J)
Live Oak Concours d'Elegance – Baton Rouge, LA, April 16 – 17, 2010 (2E)

General (*correspondence and media coverage*)

Chaparral Cars Newsletter
2011 - present

Do Not Cite

Marketing & PR

Cenia Ulate (2002 – 2005); J'Lynn Wilson (2005); Deedra Cope (2006); Suzanne Dworsky (2007); Michelle Shannon (2007 – 2011); Ruben Vargas (2011 – present)

Awards (presented to the Museum)

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

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)

2009

2010

2011

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)

2002

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

1969 – 1988, 1991 (17 folders)

2007 – 2010

Publicity

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

1970 – 1989 (2 folders)

2003 – 2008

Marketing & PR (cont'd)

2009 – current

Features (*articles about the museum from various publications*)

1969 – 2010 & 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

Executive Oil Conference

2005

2006

2007

2008

2010

Oil Show

1974 – 1988 (2 folders)

Wildcat Committee

1974 – 1980

Website Traffic Reports

2007

2008

2009

Facilities

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 five feet*)

Facilities (cont'd)

Emergency Instructions (*fire alarm, fire safety, etc.*)

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

Attendance Reports
1996 – 2005

Book Donation (*donation of numerous books to the gift shop by the Abell-Hanger Foundation*)
1984 – 1985

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

Gift Shop (cont'd)

Surveys (correspondence, studies and forms for visitor surveys)

1983 (*Arizona – Sonora Desert Museum survey information*)

1994 (*survey conducted by the Museum*)

(Temporary) Exhibits

information on temporary exhibits at the Museum, including correspondence, checklists, loan agreements, images, etc.

Santa Rita Club: Arts and Crafts, July 1, 2002 -- ?

David Kimble, October 9, 2002 – March 1, 2003

Racing Legends & Pioneers, April 16, 2004 – September 13, 2004

Beakman's World On Tour, September 20, 2004 – January 4, 2005

Geophotography – Like Being There, January 10, 2005 – August 19, 2005

The Duvall Collection, September 1, 2005 – January 1, 2006

Roughnecks and Oil Derricks: Good 'Oil' Humor, April 2006 – October 1, 2006

The Burgess Shale: Evolution's Big Bang, October 28, 2006 – January 21, 2007

Ancient Micro Worlds, February 1, 2007 – April 30, 2007

Where the Rubber Meets the Road, May 2007 – September 2007

Contraptions A to Z, September 15, 2007 – January 27, 2008

Rio Grande, Bravo!, February 2008 – August 2008

Midland Gem & Mineral Society 2008 Exhibit, August – October 2008

Going Places, November 10, 2008 – March 16, 2009

Signs of the Times, April 15, 2009 – July 31, 2009

The Working Drawings of Tom Lovell, August 24, 2009 – March 22, 2010

The Permian Basin 45, Paintings by Danny Jordan, May – September, 2010

Extra Virgin Petrus Oil, April – July 2011