WHITNEY

<u>Exhibition File-structure Guidelines</u>

All records, regardless of format, need to be organized in order to be useful. File cabinets, file folders, and folder labels are all tools to organize paper documents. Similarly, file names, directories and sub-directories are tools to organize digital records. Like the file cabinet, an organized directory structure can present a hierarchy of folders and sub-folders that logically organize files by content, relationships, purpose, and originator.

The Archivist recommends that all exhibition records be saved using the provided exhibition file structure as a template. It can be found on the L Drive [L:\Exhibition_Filestructure_Template]. See *Figure 1*. below for sample screen shots of this structure.

In some cases, digital records are best retained within the environment in which they were created. Please consult the Records Retention Schedule to determine whether this type of ongoing custody by the office of origin is advised. When digital records are no longer actively used, you can transfer exhibition records to the archives for safe keeping. To do this, move your files this location on the server: L:\Archives_transfer

Then, send an email to the archives@whitney.org to inform the archivist that your files are ready to be accessioned. For any questions, or to reference your files at a future date, you may contact the archives at archives@whitney.org.

The following is a useful checklist for all departments who create records related to exhibitions. This checklist, grouped by department, serves as a guide for what should be saved by each respective entity in order to create a comprehensive record of an exhibition. It is not intended to cover all records created during the course of exhibition planning.

Curatorial

- Acquisitions *Transfer these records to the Permanent Collection Documentation Office*
  - Sales, pricing, and inquiries
- Artist contracts
- Artist correspondence (*If correspondence is electronic, please consult the following document: Email_Transfer_Guideline)*
- Checklists**:**
  - All marked copies of final lists
  - Preparatory and partial lists of works of art, names & addresses of donors, etc.
- General correspondence *(regarding planning, loans scope, budget, scheduling, grants, etc.) If correspondence is electronic, please consult the following document: Email_Transfer_Guideline*
- Loan receipts and returns
- Research (artists, works of art, history, etc.)
- Travelling Exhibitions
  - Checklists
  - Budgets
  - Summaries
  - Correspondence
  - Receipts and returns
- Wall labels and texts (final only)

Exhibitions and Collections Management

- Equipment checklists
- Gallery plans
- Condition reports

Marketing and Communications

- Press release
- Press clippings (Reviews, criticism, publicity clippings)
- Press packages
- Invitations and announcements (final only)

Publications/Rights and Reproductions

- **Catalog:**
  - Catalog drafts
  - Catalog research (notes, sources, bibliography, etc.)
  - Catalog development (correspondence with authors re. text, illus., etc)
  - Final Catalog (three copies)
- **Photographs**

- Installation views
- Object views/detail views
- Promotional images (website, etc.)
- Special Events (Openings, Public programs, etc.)

Education

☐ Symposia schedules
☐ Audio tours
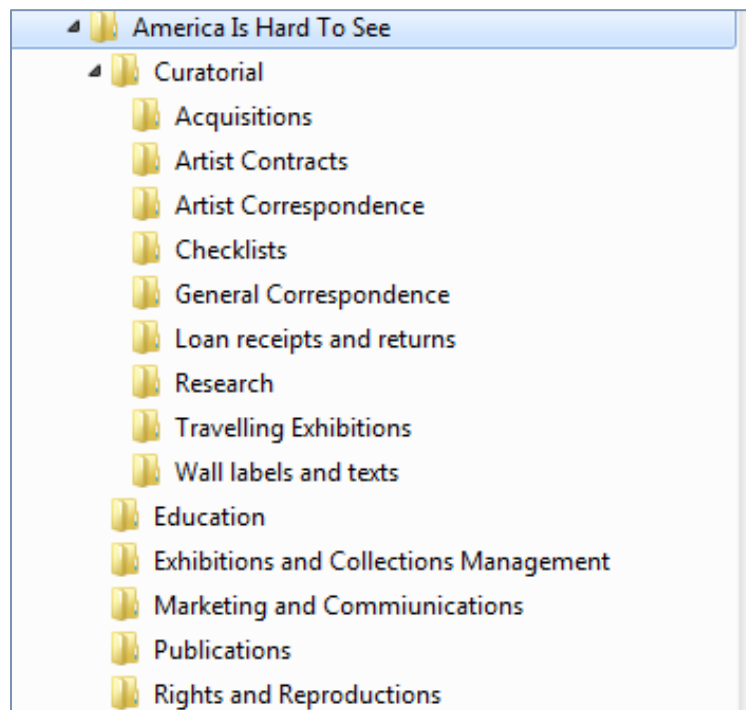
Figure 1: Exhibition file structure example.