**Managing Architectural, Design, and Construction Records**

Architectural design and construction records are valuable sources for understanding and preserving the built environment. Because they document a complicated work process, these records are typically oversize and produced in great volume with fragile materials and fugitive media. Implementing the basic archival functions of appraisal, arrangement, description, preservation and reference can present a formidable task.

In this two-day workshop, you’ll learn how to identify, manage, preserve and provide access to design and construction records. The first day addresses the process of design, legal issues, appraisal, types of records, arrangement, and description; the second day focuses on media and support identification, preservation, reformatting, reference, and patron use. Taking into consideration the access needs of different types of repositories, as well as the reality of limited space and budgets, you’ll learn ideal practices as well as practical solutions.

**Upon completion of this workshop you’ll be able to:**

* Understand the process of design and how it impacts processing this material.
* Understand the special legal issues design records create.
* Identify types of records and their unique content.
* Develop methodologies for appraisal, arrangement, and description that are appropriate for different repositories.
* Identify specific media and supports.
* Recognize common types of deterioration and the actions needed for holdings maintenance or referral to professional conservators.
* Select storage and housing methods appropriate for their institution and budget.
* Make informed decisions about reformatting design and construction records for access and preservation; and
* Address specialized handling, reproduction, and use needs when providing reference and access for this material.

**Who Should Attend?**  Archivists, town clerks, curators, librarians, and others responsible for architectural and other design and construction records, in archives,municipal and government agencies, museums, libraries and historical societies.

***Attendance is limited to 35.***

**Instructors**: Waverly B. Lowell, Curator, Environmental Design Archives, University of California, Berkeley; and Tawny Ryan Nelb, President, Nelb Archival Consulting Inc.