



Imperial Valley College Desert Museum Society (IVCDMS) Collection

By: Jessica A. Brody, Archivist

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Note: This collection has not yet been accessioned

SCOPE AND CONTENT

This collection contains the founding records of the Imperial Valley College Desert Museum Society, later the Imperial Valley Desert Museum Society. The Society oversees the board of directors for the Imperial Valley Desert Museum, which as of 2008 is run independently from the Imperial Valley College. The records cover the period from 1973 to 2009, with the bulk of the materials covering 1993-2006.

The collection is divided into three series:

Series 1: The **administrative records** includes meeting minutes – which contain original signed and endorsed founding documents, charter membership, and endorsed articles of incorporation - administrative information for the Southeast Information Center, membership records, grant administration documents including the Desert Protective Council and California Cultural and Historical Endowment Grant, and records of the Building Fund Squares project. This series includes a collection of board member's working papers containing publicity and photographs of the 2008 Museum opening, and original exhibit plans.

Series 2: The **financial operation records** consist of necessary legal papers prepared for permanent storage, like state and federal tax papers, audit letters, and financial records. Current paperwork such as current by laws, state and federal numbers, county and city designations, amended articles of incorporation, IRS tax exemption information, and current working papers have been retained in the Museum office as reference materials. The series includes transaction records of the Southeast Information Center from 1998-2008.

Series 3: Society **publications** include newsletters from 1973 – 2009 and publications for the opening of the new facility.

PROCESSING NOTE

At the request of the Museum Director, the Imperial Valley College Desert Museum Society (IVCDMS) records have been organized. After a brief survey of the documents, the collection was divided into groups of similar records, called series. The main components of the series were recorded, as well as any notable information. An example is the Board meeting minutes of 2008, which contained a special symposium report honoring Jay Von Werlhof.

The records were infested with spiders and evidence of recent mouse activity. Initial conservation efforts were taken to protect the other collections in the storage rooms. Special care was taken in vacuuming pest refuse and other measures to guarantee that pests were not transferred to the storage rooms. Where practical, documents were removed from non-archival slipcovers and binders and pages with fading ink were copied onto archival quality paper.

RECORDS RETENTION NOTE

The financial records comprise the majority of the corporate records series. For the most part, the only evidence of yearly financial data is the transaction records themselves and these documents must be retained as evidence of the society's financial business, unless yearly audit reports can be produced.

ACCESS AND USE

The materials in this collection may be accessed and used according to the approved guidelines as outlined in the Imperial Valley Desert Museum Collection Policies.