This accession consists of materials concerning Society for the Preservation of Natural History Collections (SPNHC) annual meetings, educational programs, publications, finances, elections, and committees. SPNCH affiliated people documented in the collection include Suzanne MacLaren, Judith Price, Lisa Palmer, Linda Hollenberg, Carolyn L. Rose, and Paisley S. Cato. Particularly well documented is the SPNCH publication, *Storage of Natural History Collections: Ideas and Practical Solutions*, 1992, which was funded by a grant from the Institute for Museum Services. Also included is the *Society for the Preservation of Natural History Newsletter* which is printed bi-annually in March and September. The *Newsletter* highlights scientific collections, the societies presidential and committees' reports, publications of interests and more. In 2014, the *Newsletter* became the SPNHC *Connection*. Also, a part of the collection is the *Collection Forum*, the official journal of SPNHC, is published disseminate substantive information concerning the development and preservation of natural history collections.

Materials include correspondence, meeting minutes, newsletters and other serial publications, annual meeting records, workshop records, membership lists, committee records, reports, budget records, images, drawings, grant records, author releases, leadership manuals, financial records, and other related materials documenting SPNHC activities. Some materials are in electronic format.

**Box 1**

*Suzanne MacLaren Files*

- Archive Committee, 2000-2002
- Awards committee, 1999-2002
- Bylaws Committee, 2000-2002
- Conference Committee, 2000-2002
- Conservation Committee, 2000-2002
- Documentation Committee, 2000-2002
- Education and Training Committee, 2000-2002
- Election Committee, 2000-2002
- Finance Committee, 2000-2004
- Membership Committee, 2001-2002
- Glossary/Documentation, 1999-2002
- Council and meeting documentation - "Supplies and Materials for Museum Collections"; 2000
- Delegate List by Institution, 1999-2000
Presidential Files - Emails and correspondence, a report on "The effects of electron beam irradiation of mail by USPS on research specimens and museum collection items", 2001-2002
Meeting documentation - San Francisco, California and Montreal, Quebec, Canada - Minutes of the Meetings; proposed operating budgets; Delegate List 2002; Redpath Museum, McGill, Quebec, Canada; "A celebration of the life of Carolyn L. Rose", In Memoriam (Carolyn L. Rose) Heritage Preservation Update, Fall 2002, Vol 13(2): 2 & 8; 2001-2002
Council meeting - Emails and correspondence; "Minutes", Lubbock, Texas, June 15, 2003; 2002-2003
Correspondence about irradiation of mail by the United States Postal Service (USPS), 2001
Advance Ruling data and forms - Operation budgets, 1988-1992
Federal tax information - Form 1099; Annual Statement-Nonprofit Corp.; Interest Income statements; 1992
Federal Tax information - Form 1099; Annual Statement-Nonprofit Corp.; Interest Income statement; 1993
1st and 2nd dues notices, Collection Forum and Book order forms, correspondence, 1993
Federal Tax information - Form 1099; Annual Statement-Nonprofit Corp.; Interest Income statement; 1994
Subscription agency, 1995
Documentation Committee, Glossary Project, 1997 (2 folders) (includes electronic records)
Task Force on Emergency Response, 2000-2003
Annual Meeting Report, New York, New York, May 15, 2004; Delegate List; American Museum of Natural History tour tickets; Emergency Plan drafts; 2004
Non-Council, election and correspondence, 2003-2004
Council meeting - Minutes, correspondence, committee work, 2004-2005
Collection Forum, manuscript reviews, 2002-2004
Collection Forum, manuscript reviews, 2004-2005

Judith Price Files

Secretary's correspondence, 2004-2005
Secretary's notes - Annual General Business Meeting (London, United Kingdom), 2005
Secretary's notes - Annual General Business Meeting (Albuquerque, New Mexico) - Election tally for March 2006; proposed budgets; 2006 Annual Meeting Report; 2006
Secretary's notes - Annual General Business Meeting (St. Paul, Minnesota) - SPNHC logos; drafts; proposed budgets; 2007
Recognition and Grants Committee - Letter nominating Lisa Palmer for the SPNHC President Award; other correspondence; 2008

Lisa Palmer Files

Finance Committee Reports, 2003-2008
Financial Review, correspondence, miscellaneous papers, 1998
The Burdette Smith Group - Correspondence/emails, financial report, 1999
Treasurer's Reports, 1990-1999

Box 2

Treasurer's Report, Operating budget (Proposed), correspondence, 1999
Operating budget (Proposed), Daily logs, 2000
Balance sheet detail, Reconciliation Detail, Profit and Loss Detail, 2001-2002
Balance sheet detail, Reconciliation Detail, Profit and Loss Detail, 2003
Treasurer's Report, Operating budget (Proposed), Balance sheet detail, Reconciliation Detail, Profit and Loss Detail, 2003-2004
Treasurer's Report, Balance sheet detail, Profit and Loss Detail, 2004-2005
Treasurer's Report, Operating budget (Proposed), Daily logs, 2005-2006
Treasurer's Report, Operating budget (Proposed), Profit and Loss Detail, emails, 2006-2008
Accountants' Review Report and Financial Statements, December 31, 2005 and 2004

Linda Hollenberg Files

Accountants' Review Report and Financial Statements, December 31, 2006 and 2005
Accountants' Review Report and Financial Statements, December 31, 2011 and 2010
Accountants' Review Report and Financial Statements, December 31, 2016 and 2015
Accountants' Review Report and Financial Statements, December 31, 2018 and 2017

**Meeting Files**

SPNHC - Edmonton, Alberta, Canada - Moving Collections Workshop, 1998
SPNHC - Washington, DC - Linda Hollenberg's documents and correspondence in the preparing for and scheduling the SPNHC meeting, 1999
SPNHC - Washington, DC - Registration and Call for Papers, draft schedule of events, 1999
SPNHC - Identifying risks to collections workshop, 2001
SPNHC - Miscellaneous information and correspondence, 2005
SPNHC - Albuquerque, New Mexico - Council Meeting -- Minutes, member's contacts, email vote summer, 2005-2006
SPNHC - St. Paul, Minnesota - Program and Abstracts, 2007
SPNHC - St. Paul, Minnesota - Sessional Committee Reports - Progress Report, 2007
SPNHC - St. Paul, Minnesota - "Off-site Collection Storage" Panel Discussion, 2007
SPNHC - St. Paul, Minnesota - Miscellaneous correspondence/emails, 2007
SPNHC - Oklahoma City, Oklahoma - Program and Abstracts, 2008
SPNHC - Oklahoma City, Oklahoma - Finance committee and Leadership Manual, 2008
SPNHC - Oklahoma City, Oklahoma - Faber Grant Award, 2008
SPNHC - Oklahoma City, Oklahoma - Conservation Committee - Minutes, 2008
SPNHC - Oklahoma City, Oklahoma - Book entitled *A University Natural History Museum for the New Millennium*; DVD - Behind the Rain: A story of a museum, 2008 (includes electronic records)
SPNHC - Oklahoma City, Oklahoma - Miscellaneous correspondence/email, 2008
SPNHC - Leiden, The Netherlands - Program and Abstracts, 2009

**Box 3**

SPNHC - Leiden, The Netherlands - Workshop reports: 1) Developing best practices and new standards for fluid preservation, 2) [missing], 3) The ultimate label, 4) New approaches to and uses for morphological imaging/scanning in a collections context, 2009
SPNHC - Leiden, The Netherlands - Miscellaneous correspondence/emails, 2009
SPNHC - Leiden, The Netherlands - MuseumPests.net - Correspondence, 2009
SPNHC - Ottawa, Ontario, Canada - Program and Abstracts, 2010
SPNHC - Ottawa, Ontario, Canada - General Memorandum of Understanding (MOU) between the Natural Science collections alliance and SPNHC (original signatures) [from the desk of Jean-Marc Gagnon], 2010
SPNHC - Ottawa, Ontario, Canada - Demo camp, 2010
SPNHC - San Francisco, California - Program and Abstracts, 2011
SPNHC - San Francisco, California - License to Translate and Publish (with original signatures), 2011
SPNHC - New Haven, Connecticut - Program and Abstracts, 2012
SPNHC - New Haven, Connecticut - Conservation Committee - Minutes, 2012
SPNHC - New Haven, Connecticut - print-outs of some of the posters, 2012
SPNHC - Rapid City, South Dakota - Program and Abstracts, 2013
SPNHC - Rapid City, South Dakota - Council Meeting - Annual Report, draft operating budgets, correspondence/email, Council meeting attendance sheet with signatures, summary of electronic motion 2012-2013, Council members contacts, 2013
SPNHC - Rapid City, South Dakota - "Implementation Plan for the 2013 Network Integrated Biocollection Alliance", 2013
SPNHC - Cardiff, Wales - Program and Abstracts, 2014
SPNHC - Gainesville, Florida - Program and Abstracts, 2015
SPNHC - Gainesville, Florida - Council Meeting - Annual Report, draft budgets, list of attendees, 2015
SPNHC - Berlin, Germany - Program and Abstracts, 2016
SPNHC - Berlin, Germany - Council Meeting - Annual Report, Minutes, 2016
SPNHC - Denver, Colorado - Program and Abstracts, 2017
SPNHC - Denver, Colorado - Council Meeting - Annual Report, draft budgets, Minutes, List of Attendees, "Roles of the SPNHC Members-at-Large", email from Rebecca Snyder - Follow-up SPNHC, 2017
SPNHC - Denver, Colorado - Affiliate Agreement between International Society for Biological and Environmental Repositories and SPNHC, 2017
SPNHC - Denver, Colorado - General MOU between Entomological Collections Network and SPNHC, 2017
SPNHC, Denver, Colorado - Miscellaneous, 2017
SPNHC, Dunedin, New Zealand - Program and Abstracts, 2018
SPNHC, Dunedin, New Zealand - Council Meeting - Minutes, Agenda, Annual Report, List of Attendees: Joint meeting with TDWG, 2018

Lisa Palmer Files

Collection Forum - Advertisement approval panel, 1989-1992
The Getty Grant Program, Carolyn L. Rose, correspondence, 1989-1995
Institute of Museum Services (IMS) Grant No. IS-30021-93 - Financial Status Report, correspondence/emails, 1993-1997
Miscellaneous correspondence - CSC/ACCR, printing and production cost, 1997
Institute of Museum Services (IMS) Grant No. IS-60028-96 - Workshop registration forms, correspondence/emails, 1996-1997
National Center for Preservation Technology and Training (NCPTT) Grant research priorities - Correspondence/emails, 1997-1998
NPS-National Center for Preservation Technology and Training (NCPTT) Grant no. MT-2210-8-NC-33, forms, correspondence/emails, 1998-1999
National Center for Preservation Technology and Training (NCPTT) Grant No. MT-2210-8-NC-033 - Signed grant agreement, correspondence/emails, reports, 1998-2000
National Center for Preservation Technology and Training (NCPTT): Pesticide Residues in Collections - Grant Agreement No. MT-2210-NC-14, proposal for a symposium, correspondence/emails, CCI Agreement #77372, 2000
Final Report for a symposium on Native American and Historical Natural History Collections contaminated with pesticide residues, submitted in the fulfillment of National Center for Preservation Technology and Training (NCPTT) Grant No. MT-2210-NC-14, 2000
Donations and Loans (start-up funding), various correspondence, 1998-2006
Faber Award, various correspondence, 1999-2001
Miscellaneous correspondence, 2000-2002
"Museum Wise" publication, estimates, correspondence/emails, 2003
Transportation of Dangerous Goods - Correspondence, 2005
Miscellaneous Publications, brochures, logos, with drafts - Correspondence, 2008-2010

Box 4

Website Redesign, 2009
Carolyn Rose Memorial; Museum Studies, Perspective, and Innovations Publication - correspondence and emails, 2003-2006
Sessional Committee on Publicity and Outreach, 2003-2007
SPNHC Correspondence - 1999 Annual Meeting, Washington, DC, 1999
Business Meeting Minutes and Committee Chairs, 2000-2005
Membership Committee Meeting - Membership General, 2002
Membership Committee Meeting - Minutes and Reports, 2002, 2008, 2010-2011 -
Emails regarding Newsletter and Bank Selection, 2007
Correspondence about book translation, 2001
SPNHC Official Election Ballot, 2008
SPNHC Official Election Ballot, 2009
SPNHC Official Election Ballot, 2010
SPNHC Official Election Ballot, 2011

Miscellaneous Files [Individuals responsible listed in brackets]

Education and Training Committee, 2001 [Lori Benson Files]
License to translate and publish agreement between SPNHC and the Foundation of the
American Institute for Conservation of Historic and Artistic Works (AIC), 2011 [Jena-Marc Gagnon file]
SPNHC Recognition and Grants - Rose Award - Stephen L. Williams, 2008 [Catharine Hawks files]
SPNHC Selected correspondence, Election information, Conference Committee, 2006-2009
[Richard Rabeler files]
SPNHC Pinnacle (Allen Press), Bright Copy (Allen Press) contracts and cross Ref. contracts 2012, 2016 [Susan Butts files]
SPNHC Certificates of Registration (of copyright) for Storage of Natural History Collections (both volumes), Collection Forum 2012, 2011 [Susan Butts files]
SPNHC Certificates of Registration: Health and safety for museum professionals (2011); Author/Editor and Editor's consent to publish agreements, 2004-2005; 2011 [Susan Butts files]
SPNHC Requests to use SPNHC materials 1993-1997, Collection Forum - Statements of voluntary payment of publication charges; copyright transfers, 2006 [Susan Butts files]
SPNHC Authors transfers of copyright and page charges forms, Collection Forum (vol. 10-14 condensed files), 1993-2000 [Susan Butts files]

SPNHC Newsletter/Connection

SPNHC Newsletter, Volume 19 (1 and 2), 2005
SPNHC Newsletter, Volume 20 (1 and 2), 2006
SPNHC Newsletter, Volume 21 (1 and 2), 2007
SPNHC Newsletter, Volume 22 (1 and 2), 2008
SPNHC Newsletter, Volume 23 (1 and 2), 2009
SPNHC Newsletter, Volume 24 (1 and 2), 2010
SPNHC Newsletter, Volume 25 (1 and 2), 2011
SPNHC Newsletter, Volume 26 (1 and 2), 2012
SPNHC Newsletter, Volume 27 (1 and 2), 2013
SPNHC Connection, Volume 28 (1 and 2) [number 1 published in April], 2014
SPNHC Connection, Volume 29 (1 and 2), 2015
SPNHC Connection, Volume 30 (1 and 2), 2016
SPNHC Connection, Volume 31 (1 and 2), 2017
SPNHC Connection, Volume 32 (1 and 2), 2018
SPNHC Leaflets 1-7: No. 1 - Anoxic Microenvironments; (no. 2 missing); No. 3 - Guide to the identification of common clear plastic films; No. 4 - Comparison of temperature and relative humidity data-loggers for museum monitoring; No. 5 - Distinguishing between ethanol and isopropanol in natural history collections; No. 6 - The restoration of a human skeleton; No. 7 - An alternative to gelatin capsules in natural history collections; 1996-2016
SPNHC Strategic Plan, 2013
Award - Bronze wall plaque - "In 2001, SPNHC was a recipient of the Award for Outstanding Commitment to the Preservation and Care of Collections from AIC and Heritage Preservation" (Collection Forum 19:1-2, page 12), 2001

SPNCH Collection Forum

Collection Forum 2 (1), 1986
Collection Forum 22 (1-2), 2007
Collection Forum 23 (1-2), 2009
Collection Forum 24 (1-2), 2010
Collection Forum 25 (1-2), 2011
Collection Forum 26 (1-2), 2012
Collection Forum 27 (1-2), 2013
Collection Forum 28 (1-2), 2014

Box 5

Collection Forum 29, 2015
Collection Forum 30, 2016

SPNCH Collection Forum - Miscellaneous Files

Collection Forum 15 - Copyright transfers, corrected galleys, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2000
Collection Forum 16 - Copyright transfers, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2001
Collection Forum 17 - Copyright transfers, corrected galleys/proofs, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2002
Collection Forum 19 - Copyright transfers, corrected galleys/proofs, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2004
Collection Forum 20 - Copyright transfers, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2005
Collection Forum 22 - Copyright transfers, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2007
Collection Forum 24 - Copyright transfers, Statement of voluntary page of publication charges, correspondence/emails, 2010
Collection Forum 26 - Copyright transfers, Statement of voluntary page of publication charges, correspondence/emails, corrected galleys/proofs, 2012
Collection Forum 27 - Copyright transfers, corrected galleys/proofs, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2013
Collection Forum 28 - Copyright transfers, corrected galleys/proofs, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2014

General Files

SPNHC Letterhead, 2001
SPNHC Publications - General - Correspondence/emails, 2000
SPNHC Books - National Center for Preservation Technology and Training (NCPTT) proposal, 1997
"Managing the Modern Herbarium" - Education and training Committee workshop given in June 5-6, 1995, correspondence/emails on publishing, 1999
"Managing the Modern Herbarium" - Flyer, production schedule, acceptance form, permission to publish previously copyrighted material, 1999
"Managing the Modern Herbarium" - Correspondence/emails, 2000
"Managing the Modern Herbarium" - Chinese translation, 2001
SPNHC Book translations to Spanish - Correspondence/emails, 2000
SPNHC Book translations to Chinese - Correspondence/emails, 2001
SPNHC Manuscript entitled "Anoxic pest control of herbarium and insect collections" removed from publishing as author; Jan-Erik Bergh could not be contacted, 2005
Copyright Clearance Center - Rights holder Authorizations Agreements, 2012
SPNHC "Health and Safety for Museum Professionals, 2010 - Errata for Table 9, Pesticides pp.311-326, 2013

Paisley S. Cato Files

SPNHC - Various correspondence and reports pertaining to the activity of SPNHC, 1986-1989
SPNHC - Conducting a research project on professionals in direct care of natural history collections survey -- List of people and correspondence, 1989
SPNHC - Collection management survey, 1990
SPNHC - Collection management survey - Results, reprint Cato, 1991

Box 6

SPNHC - Collection management survey - Description of respondents, 1990
SPNHC - Collection management survey - Description of institutions and collections, 1990
SPNHC - Collection management survey - Tasks only, 1990
SPNHC - Collection management survey - Collection manager's percent of time at
tasks by: Budget, kinds, disciplines, 1990
SPNHC - Collection management survey various documents, 1989-1992
SPNHC - Various correspondence and reports pertaining to the activity of SPNHC, 1990-1994
SPNHC - Various correspondence and documents, 1982-1992

Miscellaneous Files [Individuals responsible listed in brackets]

SPNHC - Montreal, Quebec, Canada - Program and Abstracts, 1987 [Paisley S. Cato files]
SPNHC - Montreal, Quebec, Canada - Correspondence, 1987 [Paisley S. Cato files]
SPNHC - Pittsburgh, Pennsylvania - Program and Abstracts, 1988 [Paisley S. Cato files]
SPNHC - Pittsburgh, Pennsylvania - Council Meeting - Minutes, reports, agendas,
membership committee report, conference committee report, nominating committee
report, Bylaws committee report, publication committee reports, publicity and liaison
committee reports, conservation committee report, and other committee reports, 1988
[Paisley S. Cato files]
SPNHC - Pittsburgh, Pennsylvania - Correspondence/miscellaneous documents, 1988 [Paisley S.
Cato files]
SPNHC - Pittsburgh, Pennsylvania - Various committee reports, correspondence, "instructions
for SPNHC supplies and equipment questionnaire", 1988 [Carolyn L. Rose files]
SPNHC - Alberta, Canada - Program and Abstracts, 1989 [Paisley S. Cato files]
SPNHC - Alberta, Canada - Council Meeting - Report of Committees, meeting agenda and
minutes, draft budget, annual reports, 1989 [Paisley S. Cato files]
SPNHC - Alberta, Canada - Correspondence, candidates for the position of Members-At-Large,
1989 [Carolyn L. Rose files]
members, meeting agenda, Faber Award criteria, workshop listings, logos, publication
committee report, other committee reports, draft budget, 1990 [Paisley S. Cato files]
SPNHC - Chicago, Illinois - Election letter, list of candidates, results of ballots, resources
questionnaire, preliminary list of research projects, various committee reports, 1990
[Carolyn L. Rose files]
SPNHC - Ottawa, Ontario, Canada - Program and Abstracts, 1991 [Paisley S. Cato files]
SPNHC - Ottawa, Ontario, Canada - Council Meeting - Meeting agenda, proposal for
special publication - "Handbook on the storage of natural history collections", Annual
report, 1991 [Paisley S. Cato files]
SPNHC - Ottawa, Ontario, Canada - Proposal for Special Publication (Storage Handbook),
"Documents of the Society for the preservation of natural history collections",
Advertising policies and procedures, general correspondence, 1991 [Carolyn L. Rose
files]
SPNHC - Lincoln, Nebraska - Program and Abstracts, 1992 [Paisley S. Cato files]
SPNHC - Lincoln, Nebraska - Council Meeting - Annual report, meeting agenda, Committee for awards report, membership committee report, publication committee reports, "Resolutions from the International Symposium and World Congress on the preservation and conservation of natural history collections" date May 15, 1992; 1992 [Paisley S. Cato files]


Madrid, Spain - International Symposium and World Congress on the preservation and conservation of natural history collections - Program and Abstracts, 1992 [Paisley S. Cato files]

SPNHC - Victoria, British Columbia, Canada - Program and Abstracts, 1993 [Paisley S. Cato files]

SPNHC - Victoria, British Columbia, Canada - Council Meeting - Editorial policies and procedures (draft), meeting agenda, Annual report, Publication committee report, 1993 [Paisley S. Cato files]

SPNHC - Victoria, British Columbia, Canada - Black and white photo (8" x 10") of the participants, 1993 [Paisley S. Cato files]

SPNHC - Victoria, British Columbia, Canada - Program schedule, workshops, miscellaneous documents, 1993 [Carolyn L. Rose files]

SPNHC - St. Louis, Missouri, a joint meeting with Association of Systematics Collections (ASC) - Program and Abstracts, 1994 [Paisley S. Cato files]


SPNHC - Annual Meeting planning guide, 1994 [Carolyn L. Rose files]

SPNHC - St. Louis, Missouri, a joint meeting with Association of Systematics Collections (ASC) - Pre-meeting correspondence with ASC and others, notes, draft programs, Minutes of the Annual General Business Meeting, participant lists, 1994 (Folder 1 of 3) [Carolyn L. Rose files]

SPNHC - St. Louis, Missouri, a joint meeting with Association of Systematics Collections (ASC) - Correspondence, guidelines for the care of natural history collections: working document, draft ASC guidelines for personal ethics statements in natural history institutions, reports, and other documentation, 1994 (Folder 2 of 3) (includes electronic records) [Carolyn L. Rose files]

Box 7

SPNHC - St. Louis, Missouri, a joint meeting with Association of Systematics Collections (ASC) - Pre-meeting preparations correspondence, 1994 (Folder 3 of 3) [Carolyn L. Rose files]

SPNHC - Toronto, Ontario, Canada - Program and Abstracts, 1995 [Paisley S. Cato files]

SPNHC - Toronto, Ontario, Canada - Council Meeting - Annual Report, workshop, meeting agendas, SPNHC Leaflet project proposal, workshop itinerary, correspondence/emails, 1995 [Paisley S. Cato files]
SPNHC - Education and training - Correspondence, 1992 [Paisley S. Cato files]
Lincoln, Nebraska - Association of Systematics Collections (ASC) workshop on collection
management and preservation, reprint Cato and Williams, 1993 [Paisley S. Cato files]
SPNHC - Editorial Guidelines drafts and correspondence, 1993 [Paisley S. Cato files]
SPNHC - Editorial Guidelines and correspondence, 1994 [Paisley S. Cato files]
Paisley S. Cato CV and talk [Paisley S. Cato files]

Carolyn L. Rose Files

SPNHC - Institute for Museum Studies (IMS) proposal for book entitled "Storage of Natural
History collections", 1991
SPNHC - Institute for Museum Studies (IMS) proposal for book entitled "Storage of Natural
History collections" - Abstract, correspondence/emails and other documents, 1991
SPNHC - Institute for Museum Studies (IMS) grant expenses, 1991
SPNHC - Institute for Museum Studies (IMS) - Contract, addendum to agreements, and other
correspondence, 1991-1992
SPNHC - Workbook for the storage of Natural History Collections - Project proposal dated April
5, 1991
SPNHC - Storage of Natural History Collections: Basic concepts - Project proposal dated March
12, 1993
1995
In Plain English - Editorial service - Contracts, correspondence, 1996
Janet Waddington - Memo, 1994
York Graphics (York, Pennsylvania) - Correspondence, 1995
General expenses, 1993-1995
SPNHC - Editor's list of giveaways for "Storage of Natural History Collections: A preventive
conversation approach", 1996
Archive Symposium, Association of Canadian Archivists: Various papers and correspondence,
"Technical Leaflet" newsletters, 1993
Workshop - "Managing the modern herbarium" dated June 5-6, 1995, and other information
Institute for Museum Studies (IMS) management workshop, 1996
SPNHC - Exhibition Workshop - Various papers, correspondence, 1991 (3 folders)
World Congress on Preservation and Conservation of Natural History Collections - Various
papers and correspondence and photographic talk slides, 1992-1995
Madrid Speakers Book Design - International Symposium and World Congress Preliminary
Program, press release, printing instructions, proofs, general correspondence, 1992
Madrid Speakers Book Design - Preliminary proposal, draft budgets, various contracts, general
correspondence, 1992

Box 8

Bay Foundation -- Grant for the Madrid Symposium - Contracts, correspondence 1992 -
2nd World Congress on the Preservation and Conservation of Natural History Collections - Various papers and correspondence, 1996
National Center for Preservation Technology and Training (NCPTT) - Various correspondence, 1997
SPNHC - General correspondence, logo drafts, proposed by-laws, membership lists, various committee reports, 1985-1987
SPNHC - General correspondence, 1995
SPNHC - General correspondence, 1997
SPNHC - Logos, drafts, correspondence, 1990
Association of Systematics Collections (ASC) /SPNHC joint logos, 1993
SPNHC - Elections, 1994
SPNHC - Procedure Manual, draft, 1994
SPNHC - Letterhead, 1994
National Institute for the Conservation of Cultural Property (NIC) - Letterhead and envelope, 1994
Natural History Collection list-serv - Correspondence, 1999
SPNHC webpage - Correspondence, 1997
SPNHC - SPNHCBOK Note Log - Smithsonian Institution email from book editing to collections from various people, 1997
SPNHC - Working draft of the "Storage of Natural History collections: Ideas and Practical Solutions" (referred to as the "Storage Handbook"), 1992 (2 folders)
SPNHC - Galleys of "Storage of Natural History collections: Ideas and Practical Solutions", 1992
SPNHC - Storage Handbook Authors - General, 1992

The following folders contain comments, images, etc. from the various authors of the Storage Handbook. Some folders contain black and white photos and original drawings

Alsford; Bedford
Barkey (storage of tanned skins)
Bolick (herbarium boxes)
Brown, G. (arrow storage trays)
Brown, G. (conical basket storage)
Brown, G. (large flat textiles)
Brown, G. (rolling textiles)
Brunn (lightweight sub-dividers for cabinets)
Burns and Ballantyre
Campbell (fragile)
Campbell (oversize)
Campbell (padded hangers)
Campbell (Chinese shadow figures)
Campbell (skeletal)
Cato (small frozen)
Chaney (fragile)
Davis (padding tube)
Dicus (flat tapa)
Dicus (rolled tapa)
Diesen, C. O. (controlled microenvironment)
Carroll
Clark, Paul
Confer (construction of boxes)
CCAHA (glass plate negatives)
Cosgrove, J. A.
Cumberland, D.
Davis, Dense
Davis (internal support)
Davis (small)
Davis (tray/box)
Faller; Fenner
Fikioris (curtains)
Fikioris (padded liners)
Fitzgerald (card vials)
Fitzgerald (drawer liners)
Fitzgerald (large fossils)
Fuller (bird nests)
Fuller (bird skins)
Fuller (demounts with wires #1)
Fuller (demounts with wires #2)
Fuller (hoops/bag cover)
Fuller (jarred collections)
Fuller (large mammals)
Fuller (Odoriferous fish)
Fuller (small tax demounts, no wires)
Fuller (transit box)
Fuller/Elswick (vertebrate teeth)
Garback (mollusks)
Gardner (pallets on rollers)
Garrett (storage of flat avian skins)
Gisbert (storage for fluid collections)
Gisbert (Tyvek labels)
Golden (color-coded specimen storage bags)
Golden (storage for SEM coated specimens)
Goodway
Bell, Graham (racks)
Grattan (storage of fragile specimens)
Greene (boxes for cartonnage)
Box 9

Green (feathered basket/caps)
Greene (textilefolders)
Greene (wide brimmed basketry hats)
Grotke
Guynes Steel shelves
Hawks Labels
Hawks skulls
Harris (emergency carts)
Hee (fiber skirts)
Hochberg (dots)
Hochberg (drawers)
Hochberg (labels)
Iona (cradleboard)
Jensen (boxes)
Kishinami (eggs)
Kishinami (label storage paper)
Lohrer (labels)
Maekawa (sealed display case)
Lyons, Wayne
McConachie (freezer)
Northeast Document Conservation Center (NEDCC) (Encapsulation)
NEDCC (Book Jacket)
NEDCC (Box)
Nishimura
Odegaard (baskets)
Odegaard (form rings)
Ordonez, M. (Archaeo. Textile Fragments)
Phih, Ch. (Plastic Storage Drawers)
Potter (Cradles for whale skulls)
Rankin (Plant specimens)
Raphael (Silica gel)
Raphael and Cumberland (Gaskets)
Rattcliffe and Messenger (Pinned insect collections)
Schlichting (plastic boxes)
Simione (living cells)
Simmons (vial supports)
Smith (hinges)
Storch, P. (objects with shafts)
Sullivan (clamshell)
Sullivan (cradle mount)
Sullivan (headdress)
Suzumoto, Arnold (fluid preserved specimens)
The Thomas, Linda (small taxidermy)
Varineau (Arrows)
Waddington, Janet
Wagner, Sarah (Storage of large paper objects)
Wagner, Sarah (storage of negatives)
Waller, Robert (foam inserts for mineral specimen storage)
Waters, Michael (boxes)
Wheeler, Quentin (Watron trays)
Williams, Stephen (heat panels)
Williams, Stephen (metal frames for cases)
Wolf, Sara (dust covers)
Wolf, Sara (Hanging storage)
Yang, C. M. (Bird/mammals -tropical)
SPNHC - Idea Book - Contract for IMS Grant No. IS-10025-91 - Invoices, addendums to the agreement, correspondence, 1991
SPNHC - IMS Grant (IS-10025-91) match - Correspondence, accounting sheets, 1991
SPNHC - Storage book funding - Correspondence, 1991
SPNHC - Special Publication "Storage of Natural History Collections: Basic Concepts" - IMS Grant no. IMS-IS-30021-93 - Guidelines for submission, draft of final report, budgets and financial details, 1993
SPNHC Publication, Exhibits, Storage - Correspondence, 1989
SPNHC - Workbook for the storage of natural history collections - Correspondence, relevant literature, notes, etc., 1991
SPNHC - Workbook for the storage of natural history collections - Topics, correspondence, relevant literature, and notes, 1991
SPNHC - IMS Grant - Final report and congratulation letters on the "Storage of Natural History Collections: ideas and practical solutions", 1993-1994
SPNHC - Toronto, Ontario, Canada - Various reports, registration and call for papers, correspondence, and notes, 1995
SPNHC - Philadelphia, Pennsylvania - List of delegates, registration and call for papers, correspondence, and annual reports, 1996
SPNHC/National Center for Preservation Technology and Training (NCPTT) Grant proposal - Correspondence and proposal [?], 1997
SPNHC - Edmonton, Alberta, Canada - Management workshop - Participants, documents, and correspondence, 1998
SPNHC - National Center for Preservation Technology and Training (NCPPT) Grant -
Correspondence, 1999
SPNHC - Executive committee - Correspondence, minutes to various meetings, Annual Plan

Box 10

SPNHC - Correspondence about a workshop for 1999 (Washington, DC) and 2000 (Halifax,
Canada), 1998
SPNHC - Halifax, Nova Scotia, Canada - Correspondence about SPNHC publications and other
topics, Delegate List, report of National Center for Preservation Technology and Training
SPNHC - Halifax, Nova Scotia, Canada - 8" x 10", color, group photo of meeting attendees, 2000
Bylaws Committee, 2000
SPNHC - Long-Range Planning - "Five year plan - to the year 2000", Members-at-large working
group-notes from the meeting, correspondence, and other documentation, 2000
SPNHC - San Francisco, California - Meeting minutes, NMNH Collections: A vision (Smithsonian
Institution), Program and Abstracts, Registration and call for papers booklet, Annual
Meeting report, minutes of the meetings, notes, and participant list, 2001
SPNHC - Washington, DC - List of Delegates, Registration and Call for papers packet,
Information packet from the Canadian Museum of Nature History,
1999, correspondence/email, event budget, Museum Support Center tours schedules,
Annual Meeting report, 1999
SPNHC - Washington, DC - Program and Abstracts, 1999
SPNHC - Washington, DC - correspondence on the International Wildlife Law Conference,
Local Organizing Committee (LOC) Cumulative meeting notes, dates August 21, 1998
and September 25, 1998, LOC timesheets, LOC Committees, event budgets, notes on
workshops, and other documentation in the preparation of the meeting, 1999
SPNHC - Correspondence on Long-range planning, leadership manual, Council meeting minutes
2000, SPNHC and NCPTT Past research summary, Delegates list by institution, 2000
SPNHC - Partnerships - Various notes, 2000
SPNHC - Report to the AIC Advisory Council, September 1997
SPNHC - Annual Reports from meetings, 1994-1996
SPNHC - Joint awards correspondence, 1998
American Institute for Conservation of Historic and Artistic Works (AIC) - Council meeting notes,
reports, 1990-1992
Association of Systematics Collections (ASC) - Budgets and correspondence, 1994
SPNHC - Vendors - Correspondence, 1994
SPNHC Workshops, 1994
SPNHC - Bylaws - Documents of the Society for the Preservation of Natural History Collections
1991 (annotated), Reservation of Natural History Collections Bylaws, revised and
approved May 13, 1994, correspondence, and notes, 1994
SPNHC - Bylaw Committee - Correspondence, notes, "procedural descriptor election 1988", 1994-1996 (includes electronic records)
SPNHC Research Subcommittee - Various correspondence, 1989
SPNHC Conservation Committee - "A preliminary list of conservation resources for the care of natural history collections" of various dates: 1987, May 1987, an annotated draft, and other documentation, 1987
SPNHC Resource Committee - Correspondence and loan agreement, 1990-1992

The following folders contain contracts, agreements, amendments, correspondence and other documentation relevant for the production of the Storage Concept Publication under the IMS Project Grant No. IS-30021-93

1994 - Anna J. Norville, Assistant Editor
1995 - Jennifer Tung, Assistant Editor
1996 - John E. Simmons, Editor (includes electronic records)
1994 - SPNHC Publication Committee
1993 - Stephen Williams, Principal Investigator (PI)
1994 - Carolyn L. Rose, Editor
1995 - Hugh Genoways
1994 - Catherine Hawks, Co-Editor
1993 - Suzanne McLaren, Finance
1993 - Standards - form masters
1993 - Copy editor
1993 - Bibliography and Table of Contents
1992 - Glossary
1992 - Pro-cite bibliography
1993 - Errata for Storage Book
1994 - Listserv
1994 - Abstracts
1996 - Reviews
1993 - Storage of natural history collections: basic concepts - proposal dated 12 March 1993
1992 - Laura Esner
Miscellaneous book records, correspondence, order forms

Box 11

Newspaper article "Culture on the Mend: preservation supporters, holding it all together" by Sarah Booth Conroy - Washington Chronicles F1 and F2 Col. 2
SPNHC - "Permission to use information contained in a previous publications", various correspondence, 1994
Karen Ackoff - Examples of page layouts for the book "Storage of Natural History Collections", 1993
York Graphic Services, Inc. - Printing costs and correspondence pertaining to "The Storage of Natural History Collections: Ideas and Practical Solutions", 1992
Reprinting "The Storage of Natural History Collections: Ideas and Practical Solutions" - Correspondence and Invitation to Bid, 1992
"The Storage of Natural History Collections: Ideas and Practical Solutions" -- French translation agreement and correspondence 1993 -
"The Storage of Natural History Collections: Ideas and Practical Solutions" - Spanish translation agreement and correspondence, 1994
SPNHC - Drumheller, Canada - Symposium on the storage of natural history collections - Abstracts and correspondence, 1989
Workbook, meeting with Paisley Cato - Index words, bibliography (with annotations) on the "Workbook on the Storage of Natural History Collections", 1992
Workbook on the Storage of Natural History Collections - Review comments, 1991
Various correspondence - Requesting the borrow of original artwork or photos for the translated version of "The Storage of Natural History Collections", corrections, and other documents, 1993
Work schedule for the production of the second edition of "The Storage of Natural History Collections"
Mibach, Lisa - Table of Contents for " The Storage of Natural History Collections: Ideas and Practical Solutions" and some consideration when choosing a mobile storage unit, 1992
Paisley Cato correspondence, 1994
Photographic film (8" x 10") - Page 298 of the glossary - "Conversion Table"
SPNHC - General correspondence, 1997
SPNHC - Conservation Committee - Correspondence, 1997
SPNHC - Awards Committee, 1994-1996
SPNHC - Concerning "assessment of fossil management on Federal and Indian Lands - Baucus Bill, updates and correspondence, 1993
SPNHC Canadian Corporation - Information packets and various years, 1994
SPNHC Archive committee - Correspondence, 1994-1996
SPNHC Assessment Committee - Correspondence, 1989
SPNHC committee members - Correspondence and guidelines on the Collection Forum, general correspondence, 1994-1997
SPNHC - Ottawa, Canada - Conservation committee, correspondence, and reports, 1996
Atlantic Geoscience Centre - Correspondence, 1992
SPNHC Conservation Committee - Correspondence, 1985-1986
SPNHC Conservation Committee - Correspondence, members list, and reports, 1986-1987
SPNHC Conservation Committee - Correspondence, reports, members list, and minutes to meeting, 1987-1988
SPNHC Conservation Committee - Reports, correspondence, list of new members, report of the document subcommittee, draft of the documentation guidelines for the preparation and conservation of biological specimen, and a preliminary list of conservation resources for the care of natural history collections, 1988-1989
SPNHC Conservation Committee - Preliminary list of research projects, correspondence, proposed activities, meeting agenda, and notes, 1989-1990
SPNHC Conservation Committee - Correspondence, 1990-1991
SPNHC Conservation Committee - Draft conservation policy, correspondence, annual report, 1991-1992
SPNHC Conservation Committee - Correspondence, 1992-1993
SPNHC Conservation Committee - Correspondence, report from the documentation subcommittee, Annual report, 1992-1993
SPNHC Conservation Committee - Report and membership directory, 1993-1994
SPNHC Conservation Committee - Correspondence and summary of discussion, 1995-1997
SPNHC Conservation Committee publication - "A preliminary list of conservation resources for the care of natural history collections", May 1987
SPNHC Council Meeting - Agendas, minutes, and notes, 1996
SPNHC Council Meeting - Correspondence, 1989-1990
SPNHC Council Meeting - Correspondence, minutes, and members, 1990-1991
SPNHC Council Meeting - List of members, reports, and correspondence, 1991-1992
SPNHC Council Meeting - Meeting agenda, annual report, list of SPNHC members, other committee reports, draft budgets, and correspondence, 1992-1993
SPNHC Council Meeting - Correspondence, 1993-1994
SPNHC Council Meeting - List of members, 1995-1996
SPNHC Council Meeting - Correspondence, 1998-1999
SPNHC Council Meeting - Correspondence, 1999-2000
SPNHC Documentation Subcommittee - Correspondence, "handbook of paleo-preparation techniques", draft - chapter 3 "record keeping in the field, collection, and laboratory", draft and annotated copies of "the documentation of conservation and preparation treatments of paleontological and geological specimens", 1987-1989
SPNHC Documentation Subcommittee - Reports, status report, and correspondence, 1995
SPNHC Education and training committee - Correspondence, 1990
SPNHC Education and training committee - Valuation and Insurance of Natural History Collection symposium program and correspondence, 1993-1996
SPNHC Election Committee - Correspondence, 1994-1996
SPNHC Executive Committee - Agendas, minutes, and correspondence, 1994-1996
Evaluating Collection Position - Correspondence, 1989

Box 12

SPNHC Finance Committee - Correspondence, 1994-1996
Proposal to IMS collection manager - Correspondence, 1995
SPNHC Long Range Planning Committee - Correspondence, draft "Serving the long-term interest of natural history collections", 1994-1996
SPNHC Long Range Planning Committee - Correspondence, report dated November 1994, and list of members, 1994-1996
SPNHC Membership Committee - Correspondence, 1994-1996
SPNHC Newsletter - Correspondence, SPNHC Newsletter August 1987: 1 (1) and February 1988:2 (1), 1994-1996
SPNHC - Editorial Policies and Procedures - Draft and annotated copies and correspondence, 1995
SPNHC - Proposed publications - Outline of topics, budget, and correspondence, 1991
SPNHC Leadership Manual and correspondence, 1999
SPNHC Publication Committee - Correspondence, members list and other documents, 1994-1996
SPNHC Herbarium book and leaflets - Correspondence, 1995
SPNHC - Stephen L. Williams - Correspondence, 1990
SPNHC - References and publishers, correspondence granting permission to include words defined in various manuscripts to be published by SPNHC, 1999 [Paisley S. Cato files]
Health and Safety quotes - Thomson-Shore, 2010-2011 [Susan Butts files]
SPNHC Membership flyers
SPNHC - Membership lists, 1993-2003
SPNHC - Membership lists, 2004-2009
SPNHC - Member-At-Large on membership2008 -
SPNHC - Halifax, Nova Scotia, Canada - Yellow sou wester fisherman's rain hat given out at the meeting, 2000
SPNHC miscellaneous papers
SPNHC Membership flyers
SPNHC - Thank you letters to Linda Hollenberg and Robert Fisher from the Yale Peabody Museum of Natural History, June 13, 2007

Carolyn Rose Back-up Files

1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 1: 7152P_001 - 7152P_028 (includes electronic records)
1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 2: 7152P_028 - 7152P_053 (includes electronic records)
1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 3: 7152P_054 - 7152P_078 (Includes electronic records)
1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 4: 7152P_079 - 7152P_117 (Includes electronic records)
1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 5: 7152P_118 - 7152P_127 (Includes electronic records)