

Organizing the Anne Focke Archives

Introduction to the Archives

The Anne Focke Archives consists of 150 boxes of documents and ephemera related to the numerous organizations (and/or, ArtsWire, Artech, Grantmakers in the Arts) that Anne founded or has worked closely with over the last 40+ years. The goal of this project has been to provide an inventory of these boxes and an assessment of the condition of their contents.

Importance to Stakeholders

The completion of this inventory will allow Anne to find documents related to her past work. Additionally, this will allow better access to other stakeholders, allowing them to retrieve information related to the histories of the organizations and projects that Anne has founded and worked with that previously would have been inaccessible to them.

What Was Done?

- Completed a folder-level inventory of more than 70 boxes.
- Evaluated condition of boxes and their contents.
- Generated QR codes to paperless identification of the contents of the boxes in areas without Wi-Fi or cellular coverage.
- Planned consolidation of archives into a single storage space.

Next Steps

- Create guidelines for inventorying collection at item level.
- Complete move of all boxes into single storage space.
- Create map of storage space.
- Providing online access to inventory for stakeholders and other interested parties.