

Attachment 7 - Collections Storage Timeline			Timeline																							
No.	Task	Responsible Party	Budget Estimate	Q1 - 2017	Q2 - 2017	Q3 - 2017	Q4 - 2017	Q1 - 2018	Q2 - 2018	Q3 - 2018	Q4 - 2018	Q1 - 2019	Q2 - 2019	Q3 - 2019	Q4 - 2019	Q1 - 2020	Q2 - 2020	Q3 - 2020	Q4 - 2020	Q1 - 2021	Q2 - 2021	Q3 - 2021	Q4 - 2021	Q1 - 2022	Q2 - 2022	
Creating Space in Off-Site Collections Storage Facility																										
1	Readiness for culling of collections	All curatorial	N/A																							
2	RMM Board Report for	Ann Lovell	N/A																							
3	City Council Report for	Ann Lovell	N/A																							
4	Implement deaccession procedures	Curatorial Staff, Collections Committee	N/A																							
5	Assess non-collections objects in offsite storage (for surplus or relocation)	Brenda Focht, All staff - depending on item	N/A																							
6	Dispose of non-collections objects	Curatorial Staff	N/A																							
7	Move non-collections items identified for relocation to Botany Collection	Cesar	\$ 1,500																							
8	Determine storage cabinets and conservation supplies	Paisley Cato	Staff Time																							
9	Secure space in off-site collections storage	Brenda Focht, Bob Przeklaska	Staff Time																							
10	Purchase storage cabinets (Funded by Clark Fund Botany)	Brenda Focht	\$ 4,160																							
11	Conserve items as necessary	All curatorial	TBD																							

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- Jan- Mar	- Apr- Jun	- July- Sept	- Oct- Dec	- Jan- Mar	- Apr- Jun	- July- Sept	- Oct- Dec	- Jan- Mar	- Apr- Jun	- July- Sept	- Oct- Dec	- Jan- Mar	- Apr- Jun	- July- Sept	- Oct- Dec	- Jan- Mar	- Apr- Jun	- July- Sept	- Oct- Dec	- Jan- Mar	- Apr- Jun	- July- Sept	- Oct- Dec	- Jan- Mar	- Apr- Jun	
12	Pack specimens	All curatorial	Staff Time																							
13	Move collection to off-site storage facility	Cesar, all curatorial, contractor	\$ 2,500																							
14	Update Argus.net records Zoology Collection	All curatorial	Staff Time																							
15	Determine storage cabinets and conservation supplies	Paisley Cato	Staff Time																							
16	Secure space in off-site collections storage	Brenda Focht, Bob Przeklaska	Staff Time																							
17	Purchase storage cabinets	Brenda Focht	\$ 38,550																							
18	Conserve items as necessary	All curatorial	\$ 2,000																							
19	Move collection to off-site storage facility	Cesar, all curatorial, contractor	\$ 1,500																							
20	Update Argus.net records Archives Collection	All curatorial	Staff Time																							
21	Secure space in off-site collections storage		Staff Time																							
22	Move collection to off-site storage facility	Contractor	\$ 5,000																							
Consolidated Archives Space																										

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				Q1 - 2017 - Jan- Mar	Q2 - 2017 - Apr- Jun	Q3 - 2017 - July- Sept	Q4 - 2017 - Oct- Dec	Q1 - 2018 - Jan - Mar	Q2 - 2018 - Apr - Jun	Q3 - 2018 - July - Sept	Q4 - 2018 - Oct - Dec	Q1 - 2019 - Jan - Mar	Q2 - 2019 - Apr - Jun	Q3 - 2019 - July - Sept	Q4 - 2019 - Oct - Dec	Q1 - 2020 - Jan - Mar	Q2 - 2020 - April - Jun	Q3 - 2020 - July - Sept	Q4 - 2020 - Oct - Dec	Q1 - 2021 - Jan - Mar	Q2 - 2021 - April - Jun	Q3 - 2021 - July - Sept	Q4 - 2021 - Oct - Dec	Q1 - 2022 - Jan - Mar	Q2 - 2022 - April - Jun		
23	Confirm space requirements with General Services	Curatorial Staff, City Clerk, General Services Staff, Library Director	Staff Time																								
24	Participate in design planning as needed (This will require time and effort by General Services Director, Architectural Design Firm, City Clerk, Library Director)	Curatorial Staff, City Clerk, General Services Staff, Library Director	Staff Time																								
25	Prepare Archival Collections for move to new facility	Curatorial Staff	Staff Time																								
26	Move Archives Collections to new facility	Contractor	Staff Time																								
27	Consolidated Archives Space open to public	Curatorial Staff, City Clerk, General Services Staff, Library Staff	Staff Time																								

\$ 55,210

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