

Attachment 7 - Collections Storage Timeline																									
No.	Task	Responsible Party	Budget Estimate	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 Apr - Jun	Q3 - 2020 July - Sept	Q4 - 2020 Oct - Dec	Q1 - 2021 Jan - Mar	Q2 - 2021 Apr - Jun	Q3 - 2021 July - Sept	Q4 - 2021 Oct - Dec	Q1 - 2022 Jan - Mar	Q2 - 2022 Apr - Jun
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	Cesar	\$ 1,500																						
Botany Collection																									
8	Determine storage cabinets and conservation supplies	Paisley Cato	Staff Time																						
9	Secure space in off-site collections storage	Brenda Focht, Bob Przeklasa	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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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	All curatorial	Staff Time																							
Zoology Collection																										
15	Determine storage cabinets and conservation supplies	Paisley Cato	Staff Time																							
16	Secure space in off-site collections storage	Brenda Focht, Bob Przeklasa	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	All curatorial	Staff Time																							
Archives Collection																										
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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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

## Attachment 7 - Collections Storage Timeline

[illegible]

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Q3 - 2022 July - Sept	Q4 - 2022 Oct - Dec

## Attachment 7 - Collections Storage Timeline

[illegible]