Registrar Office records

Collection ID: RG.02.03.04

Finding Aid prepared by Hoang Tran

The Pennsylvania Academy of the Fine Arts
118-128 North Broad Street
Philadelphia, PA 19102

archives@pafa.org
215-972-2066

Prepared May 2015
## Summary Information

<table>
<thead>
<tr>
<th>Repository</th>
<th>The Pennsylvania Academy of the Fine Arts, Dorothy and Kenneth Woodcock Archives</th>
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</thead>
<tbody>
<tr>
<td>Creator</td>
<td>PAFA</td>
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<td>Date [bulk]</td>
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<tr>
<td>Date [inclusive]</td>
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<td>Extent</td>
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<td>Language</td>
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<td>Language of Materials note</td>
<td>English</td>
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<tr>
<td>Abstract</td>
<td>Documents generated by the registrar department specifically in regards to loans, relocation of European works, rehang text, Potamkin and Sorgenti acquisitions and Henry Luce Foundation grant materials.</td>
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</table>

### Preferred Citation note

[identification of item], Title of Collection, Collection ID#, Pennsylvania Academy of the Fine Art Archives, Philadelphia, PA.
Historical note

The first staff member whose duties were primarily the maintenance of records concerning the permanent collection—documentation of provenance, location control, loan activity, and storage facilities—was hired in 1943. This department consists of a department head, an associate registrar, and a rights and reproductions officer, although a number of assistants and temporary staff have been employed as well. Two or more preparators (art handlers) report jointly to the registrar and the curator.

Prior to 1943, the activities listed above were handled by the secretary/managing director (director after 1945). For other information about registrarial business, consult the collection files (see 2-D), office files of the secretary/managing director/director (see 1-D), registers of works received for exhibition (see below and 2-F), art property registers, and printed catalogues of the collection.

Registrar Office records (RG.02.03.04)

Registrars (heads of department):

Barbara Roberts 1943–1952
Mabel Eiseley 1952–1959
Louise Wallman 1960–1969
Janice Stanland Dockery 1978–1986
Gale Rawson 1986–2016

Scope and Contents note

Arrangement note

Arranged in three series:

1. Administrative
2. Publications
3. Grants

Administrative Information

Conditions Governing Access note

Collection is open for research.

The archives reserves the right to restrict access to materials of sensitive nature. Please contact the department for further information.
Conditions Governing Use note

The collection is the physical property of the Pennsylvania Academy of the Fine Arts, Archives. The Museum holds literary rights only for material created by Museum personnel or given to the Museum with such rights specifically assigned. For all other material, literary rights, including copyright, belong to the authors or their legal heirs and assigns. Researchers are responsible for obtaining permission from rights holders for publication and for other purposes where stated.

Immediate Source of Acquisition note

Provenance note

Processing Information note

Processed by Hoang Tran.

Controlled Access Headings

Person(s)

Corporate Name(s)

Genre(s)

Geographic Name(s)

Subject(s)

Physical Characteristics and Technical Requirements note

Collection Inventory

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<thead>
<tr>
<th>Series</th>
<th>Date</th>
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