

October 30, 2008

Mr. David Grignon
Director
Menominee Logging Camp Museum
Menominee Indian Historical Foundation
PO Box 910
Keshena, WI 54135-0910

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HISTORIC
PRESERVATION

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ADMINISTRATION

Dear Mr. Grignon:

Enclosed is the assessment report submitted by your MAP Surveyor, Ann McMullen. The purpose of this report is to present recommendations and suggestions that will assist and inform your institution as you continue to strive toward improved operations and programs. The report is therefore offered in a constructive spirit, and we hope that it will serve as a tool that will be useful as you plan for the future.

Your report has been prepared by your colleagues and peers who volunteer their time for this important process and reflects his or her personal experiences and writing style. If after you have had time to read and evaluate your Assessment Report you have any questions or concerns, please feel free to contact us.

The staff at MAP appreciates feedback from institutions participating in the program. Enclosed in this packet you will find the *Evaluation Form for Museums*, please fill this form out and return to the MAP office within six weeks of receiving your report. Any comments you share will be carefully read and considered. Your responses can help improve MAP and its service to the museum community. Also, your response to the MAP experience can be of particular assistance to MAP Surveyors, providing them helpful feedback on what areas they excel in and where they need improvement. Frequently museums and Surveyors find it beneficial to maintain a relationship beyond the scope of the assessment. If you are interested in doing so, contact your Surveyor.

Though the receipt of your assessment report signals the completion of your assessment, please remember your charge to implement assessment recommendations that will improve your institution. To that end, the enclosed *Following the Assessment Report* will serve as a guide as you work to reach organizational goals.

Thank you very much for being a part of MAP! Do not hesitate to contact the MAP office at 202/289-9118 or map@aam-us.org if you have any questions or comments regarding any of the enclosed material.

Sincerely,



Nina [Caccioppoli] O'Neil
Administrative Assistant, MAP

Enclosures

MAP

Museum Assessment Program

COLLECTIONS ASSESSMENT REPORT

MENOMINEE LOGGING CAMP MUSEUM MENOMINEE INDIAN HISTORICAL FOUNDATION

KESHENA, WI

OCTOBER 30, 2008

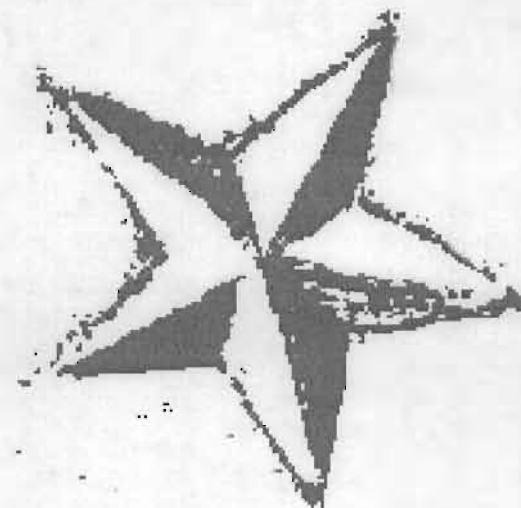
REPORT WRITTEN BY SURVEYOR:

Ann McMullen

Chief Curator

National Museum of the American Indian

Washington, DC



American Association of Museums, Museum Assessment Program

Collections Management Assessment: Menominee Logging Museum

EXECUTIVE SUMMARY

This Museum Assessment Program Collections Management Assessment by Ann McMullen is intended to assist the Menominee Logging Museum's institutional planning and development, especially with regard to collections and collections management. It addresses the Museum's goals of improving care and preservation of the Logging Museum's collections; increasing staff knowledge of collections management principles and care; developing collections management policies and procedures; and increasing familiarity with potential funding sources to improve overall programmatic operations. Beyond these articulated foci, this report also addresses broader museum functions and programs as they relate to the Menominee Tribe's rapidly changing museum goals—including plans for the creation of a cultural museum—and the impact of these changes on short- and long-term goals, programs, and mission-critical work.

Although the stated purpose of this MAP assessment was to review and evaluate collections management for the Menominee Logging Museum, the Tribe's plans to create a new Cultural Museum in the very near future have tremendous implications for the Logging Museum and its work. As a result, this report takes a much broader look at the prospects of museum operations for the Tribe and the work and planning that is critical at this point to make both the Logging Museum and the Cultural Museum fulfill their promise. As suggested below, the operations of the Logging Museum have long remained relatively informal. Nonetheless, the anticipated program of the planned Cultural Museum—based on higher standards of museum practice and collections care, the potential for exhibits that include objects borrowed from other museums and the expectations of potential donors to the new museum—will require a much greater investment of resources than the Tribe has hitherto committed to its museum work.

To move the Tribe's museum work from its current standard to where it should be to carry out the work of the Logging Museum and the new Cultural Museum, significant investment must be made in three key areas: strategic planning and prioritization; museum policies and procedures; and staff and training. All of these will require substantial commitments of both financial resources and time. Introspective discussion and planning for growth should begin immediately.

To succeed with the Tribe's museum ventures, staff, community members, and members of tribal government all need to work together to develop realistic goals and plans for the next several years and to identify the resources available to accomplish those goals. Specifically, all parties involved with the Tribe's museum operations—staff, tribal administrators, and members of tribal government—need to educate themselves on what is required to operate the two museums and immediately begin to expand the staff and budgetary resources allocated to these tribal programs.

Menominee Tribal Archives Planning Project
Completed by Debra Anderson, Archiving Consultant from UW-Green Bay
December 2010

Summary of Recommendations

1. **Administration:** Clearly delineate archival program – determine which department will administer the archival program
 2. **Funding:** Initial program to be grant funded; long term supported by the Tribe
 3. **Personnel:** At least 2 individuals
 - a. Professional archivist to manage the archives, preservation, and records management;
 - Planning, collection development, processing, public programming
 - b. Support staff – processing, organizing, potentially help development of public programs
- ** “It is imperative the archival functions and duties of a centralized tribal archive not be viewed as add on duties for existing personnel. In other words, to be truly successful, the staffing must consist of dedicated positions solely for the archives”***
4. **Facilities** – currently have poor environmental control and security
 - a. Options: Cultural Center – add a new wing to the building, space is currently not adequate
 5. **Records Management** – there are no existing policies to address ownership, custody, use, or preservation of archival records.
 - a. Formal records management program be established for tribal departments in conjunction with the archives program.
 - b. Will be a lengthy process – 4000 cubic feet of records
 - c. Need for clear administrative direction that will apply to all records and departments
 - d. Ideas on how to begin the process of records management is found on pages 5-6.
 - e. Records center might be established – interactive records are stored before being destroyed or transferred to archives. Governed by similar practices of archiving storage and reading room
 6. **Archive Collections** – held by separate entities Tribal Office, Historic Pres, CMN Library, Menominee High School
 - a. Collaborative collecting policies between the organizations - determine which organization will keep the comprehensive items (all termination/ restoration papers)
 - Page 7 outline of how to develop the collaborative plan
 - b. Non- governmental items – development strategies to acquire documents, artifacts, and other items from other organizations (St. Michaels & St. Anthony’s)
 - c. Develop acquisition policies

- d. Arrangement by provenance (documents from the same department stay together) and original order
 - e. Description – Organization of the information in a way to inform potential users
 - f. Security – accessible only with staff members, not researchers alone
 - g. Preservation – assessment during organization/ description processes on how to best preserve the documents and materials
 - h. Reference Services – public access and restricted records , data sharing with other institutions
7. **Outreach** – Provide information to the public on what is being done with the records and how/if it will be accessed.

**** Short term and long term goals on how to move the project forward are on pages 12-14**