



Why is it important to keep archives as an artist?



- Makes reference quick and easy. You're able to track work, details, and the materials used when needed.
- A good record of the provenance and exhibition history of works within your collection.
- Track your progress. A record of how much work you have produced within your career so far.
- Research value in the long run. Think of curators preparing your retrospective.

It's best to understand why you're archiving your work so that it helps guide and motivate you through the process, making it a part of your practice. It doesn't have to be perfect, just as long as you have a process in place that works for you.

A lot of people won't be able to afford the materials commonly used within archival institutions such as acid-free storage boxes, cold storage, and so forth. But there are alternatives that, if kept up, can make sure your records are stored for a long time to come.

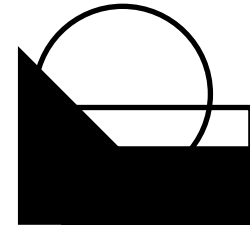
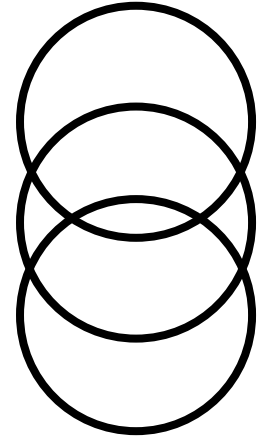
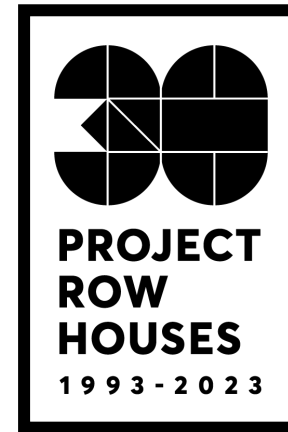
Hopefully this provides a good start for documenting your work! Keep in mind that this is a quick starting point for you to develop your archive and that there is much more to learn!

Scan the QR Code for additional resources.



Remember, don't panic.

Tips appreciated but not necessary
CashApp: \$quepace | Venmo/PayPal: @quepace



A QUICK GUIDE TO ARCHIVING YOUR ARTWORK AND ART PRACTICE

Special PRH Edition

By Quentin Pace

Ar(t)chives on the Row celebrates #ArchivesMonth 2023!

Physical Records



Physical records can consist of **research articles, sketches, correspondence, art transactions, VHS tapes, CDs, exhibition flyers, agendas, and so forth.** They all serve a purpose in determining key details about an artist and their artwork.

If possible, get a file cabinet and some (archival) folders to store these records. Its best to store your paper records in a cool and dry place if you're able.



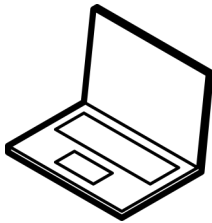
Organization is key so make sure you have your records arranged in a way that would make sense to you and anyone else that would need to search them.

A start would be to organize the **documents by type** and then using **chronological** and **alphabetical order.** There's also the option of digitizing your physical records by using devices such as a scanner, camera, or recorder. You typically want to digitize it at a high resolution such as 300 dpi though you can go higher but keep in the mind: the higher the resolution, the larger the file.



Digital Records

A good practice is to have a dedicated hard drive for storing digital materials and using sites like Google or Dropbox as a cloud storage alternative. 1TB should be more than enough to start unless you're working with extremely large files.

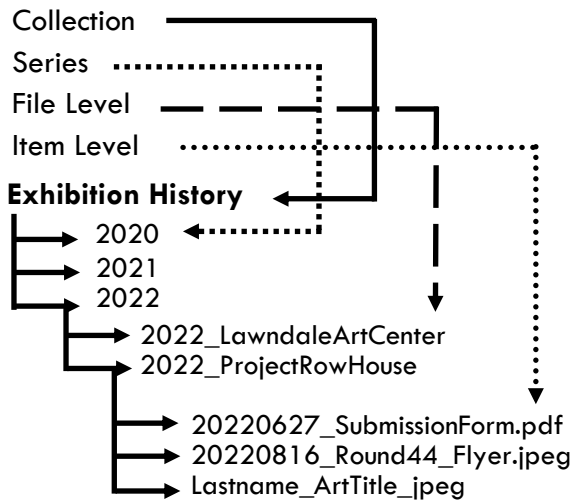


Make sure to check your hard drive at regular intervals. Typically, you would want to store your digital records in 3 places as a failsafe but often that's not an option due to funds, access, and the like.

Again, organization is key!

Check the link in the QR code for the articles *Digital Recordkeeping Best Practices for Directory and File Naming* and *Best Practices for File-Naming* as guides.

Organization Example



Record Keeping Systems

Tropy, tropy.org

- FREE
- Computer Application
- Images

Artwork Archive

- Cloud Storage
- Subscription Based (\$8—\$24)

Notion, notion.so

- Cloud Storage
- Free

Google

- Cloud Storage
- Free
- Drive, Sheets , Docs



Reading List

- **All This Stuff: Archiving the Artist**
edited by Judy Vaknin, Karyn Stuckey, and Victoria Lane
- **Guide to archiving digital records for volunteer and community groups** from the Digital Repository of Ireland
- **Archives For The Lay Person: A Guide to Managing Cultural Collections** by Lois Hamill
- **Staging the Archives: Art and Photography in the Age of New Media** by Ernst van Alphen
- **Archive Everything: Mapping the Everyday**
by Gabriella Giannachi

Here's a suggested reading of materials that can help with learning more about archives and how to create and managing your own. Check the QR link on the back for more materials.

Final Tips

- **Everything doesn't need to be archived.** As time progress you will be able to determined what's important to save and what's not.
- **Set a schedule for yourself.** Set a dedicated timeframe to make it easier. Could be bi-weekly, monthly, etc. As long as you're consistent, it'll be fine.
- **Start small.** Don't try to organize everything right away especially starting out. It's a new skill, so be patient with yourself and you'll get the hang of it.
- **Find what works for you.** Everyone is unique in the way we do things. Find what works for you.
- **Seek help when needed.** And that's for everything, really.