



# **Finding Aid for the RecorDIM Project Records of the Getty Conservation Institute Field Projects Division, 1994-2009, undated IA10016**

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Description is in English.

## **Institutional Records and Archives**

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URL: [http://www.getty.edu/research/special\\_collections/  
institutional\\_archives/](http://www.getty.edu/research/special_collections/institutional_archives/)

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## Summary Information

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- Repository:** Institutional Records and Archives
- Creator:** Getty Conservation Institute. Field Projects Division
- Title:** RecorDIM project records
- ID:** IA10016
- Dates:** 1994-2009,
- Dates:** undated
- Extent:** 5.58 Linear Feet (10 boxes, including 7 audiocassettes)
- Extent:** 18.91 GB (21,558 files)
- Request Materials:** To access physical materials at the Getty, go to the [library catalog record](#) for this collection and click "Request an Item." Click here for [general library access policy](#). See the Administrative Information section of this finding aid for access restrictions specific to the records described below. Please note, some of the records may be stored off site; advanced notice is required for access to these materials.
- Language:** English .
- Abstract:** Records comprise reports, meeting materials and handouts, correspondence and memoranda, budgets, contracts, publication development and design material, images, audiocassettes, and ARIS workshop materials, dating 1994-2009 and undated, created and maintained by the Field Projects Division of the Getty Conservation Institute. The materials concern the development, operation, and results of Field Projects' Recording, Documentation, and Information Management (RecorDIM) Initiative. Some of the planning, publication, and ARIS workshop materials are in digital form, consisting of text, database, PowerPoint, image, website, and CAD files. The majority of the records were authored by project director and Field Projects Head, François LeBlanc, and by consultant Robin Letellier. Some of the files were also maintained by Christopher Gray, a senior project specialist in Field Projects, and Rand Eppich, project specialist and manager of the Institute's Digital Lab.

### Preferred Citation

[Cite the item and series (as appropriate)], RecorDIM project records 1994-2009, undated, Getty Conservation Institute. Institutional Records and Archives, Getty Research Institute, Los Angeles, IA10016.

<http://hdl.handle.net/10020/cifaia10016>

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## Administrative History

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The Getty Conservation Institute (GCI), a part of the J. Paul Getty Trust, was initially planned in 1982 and began full operation in 1985. Since its inception, the GCI has engaged in a program of scientific research, educational activities, documentation, and the dissemination of information through publications, conferences, workshops, and public programs that include research opportunities for professionals and public lectures. In addition, the Institute has conducted international field projects in Asia, Africa, North and South America, and Europe. The GCI's endeavors are designed to serve the needs of the conservation profession by undertaking work that tackles broad practical or theoretical questions of significance to the conservation field. The Institute develops and refines tools for conservation and shares its expertise with institutions and organizations worldwide so that its efforts have the greatest possible benefit to the practice of conservation.

As a part of its mission, the GCI undertakes conservation projects in partnership in various parts of the world. For the purpose of bringing together information users and providers in the field of heritage conservation, one of these projects was with the International Center for the Study of the Preservation and the Restoration of Cultural Property (ICCROM) and the International Scientific Committee for Documentation of Cultural Heritage (CIPA), a committee of the International Council of Monuments and Sites (ICOMOS) and the International Society for Photogrammetry and Remote Sensing (ISPRS). The project, known as the Recording, Documentation and Information Management (RecorDIM) Initiative, was intended to explore ways for the GCI to contribute in partnership to raise the level of conservation practice through more effective and improved use of recording, documentation, and information management as a strategic component for the conservation of monuments and sites. The Initiative had its genesis in 1995 when, under the guidance of Robin Letellier, CIPA assembled outreach workshops after its general meetings. The workshop groups found that gaps existed between the users and providers of information for built cultural heritage projects. To identify the gaps and to find strategic ways to fill them, the concept of "Bridging the Gap" was introduced by the GCI in 2000. By 2002 this had become the RecorDIM Initiative, which started with a roundtable held at the Getty Center identifying twenty-five gaps between the information users and providers.

The GCI intended, with the help of partners, to focus on the following: the publication of a manual on Principles and Guidelines for the recording, documentation, and information management of built cultural heritage; the publication of a handbook on the same subject; and the creation and support of a web presence. The program was later expanded to include training initiatives, which were carried out through Architectural Records, Inventories, and Information Systems for Conservation (ARIS) courses, initially organized by ICCROM and later co-sponsored by the GCI.

The group of core collaborators included CIPA, English Heritage, Public Works and Government Services Canada, World Monument Fund, ICOMOS, and the GCI. To accomplish the work 20 international task groups were formed to focus on specific needs and five roundtable meetings were held at various international venues. As part of the training component, four ARIS courses were held in Rome from 2005 to 2009 on documentation methodologies and tools, providing training to 59 mid-career professionals from over 46 countries.

The Initiative lasted from 2002 through 2007 and the project was managed by, first, Field Project staff member Christopher Gray and then by department head François LeBlanc. Robin Letellier was hired as a consultant to coordinate the Initiative at the international level. Rand Eppich, project specialist and manager of the GCI's Digital Lab, was also a member of the project team and led the ARIS courses.

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## Scope and Content of Collection

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Records comprise reports, meeting materials and handouts, correspondence and memoranda, budgets, contracts, publication development and design material, images, audiocassettes, and ARIS workshop materials, dating 1994-2009 and undated, created and maintained by the Field Projects Division of the Getty Conservation Institute. The materials concern the development, operation, and results of Field Projects' Recording, Documentation, and Information Management (RecorDIM) Initiative. Some of the planning, publication, and ARIS workshop materials are in digital form, consisting of text, database, PowerPoint, image, website, and CAD files. The majority of the records were authored by project director and Field Projects Head, François LeBlanc, and by consultant Robin Letellier. Some of the files were also maintained by Christopher Gray, a senior project specialist in Field Projects, and Rand Eppich, project specialist and manager of the Institute's Digital Lab.

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## Arrangement

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These records are arranged into components in accordance with the GCI Field Projects project management system. Records are arranged in the following categories: Administration, Bibliographies, Component 1 - International Coordination, Component 2 - Publication - Guiding Principles, Component 3 - Publication - Illustrated Examples, Component 4 - Website, Component 5 - Training, Component 6 - Publication - Metric Survey, Component 7 - Monitoring and Evaluation, Manuals and Standards, Reports, and Visuals.

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## Administrative Information

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### Access Restrictions

With the exception of materials that have been marked restricted or confidential, the records described in accession 2007.IA.38, 2018.IA.27, and 2019.IA.20 are available for use by qualified researchers.

**Please note: selected restricted materials must be removed from boxes prior to access by researchers.**

The following records are permanently closed: records containing personal information, records that compromise security or operations, legal communications, legal work product, and records related to donors. The J. Paul Getty Trust reserves the right to restrict access to any records held by the Institutional Archives.

Access to digital content in the collection is only available on Getty networked computers and in the Special Collections Reading Room.

### Restrictions on Use

Contact [Rights and Reproductions](#) at the Getty Research Institute for copyright information and permission to publish.

Access copies of audiocassettes must be created prior to use. To request access, fill out the [reference form](#) with the audiocassettes and finding aid number IA10016. Please note reformatting may take up to eight weeks.

### Acquisition Information

Accessions 2007.IA.38, 2018.IA.27, and 2019.IA.20 were transferred by Field Projects, Getty Conservation Institute.

### Appraisal

Projects of the Conservation Institute's Field Projects Division are considered archival, documenting work and research done on international cultural heritage sites and issues. In accordance with internal Field Projects procedures, the project manager of each field project will select and prepare for transfer to the Institutional Archives the project documentation required to ensure that future researchers and conservators will understand past work done on each site and to provide a foundation for future work.

## Processing History

The records were refoldered, rehoused, and described in this finding aid by Nancy Enneking in October 2007.

Lorain Wang integrated materials from accession 2018.IA.27 and 2019.IA.20, processed the optical discs in the collection, and revised the finding aid in 2018 and 2019. As part of processing the CDs, files were copied off most of the discs and unique identifiers were assigned to each set of digital files. With the exception of those with custom labeling and inserts, the CDs were removed from the collection.

## Alternate Form Available

Electronic versions of some of these documents may still be stored in the originating department.

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## Related Materials

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### Related Materials Note

*The following materials are offered as possible sources of further information on the people, programs, and subjects covered by the records. The listing is not exhaustive.*

#### Publications

Eppich, Rand, and Amel Chabbi, eds. 2007. *Recording, Documentation and Information Management for the Conservation of Heritage Places: Illustrated Examples*. Los Angeles, CA: Getty Conservation Institute. [http://hdl.handle.net/10020/gci\\_pubs/recordim\\_vol2](http://hdl.handle.net/10020/gci_pubs/recordim_vol2)

Letellier, Robin, Werner Schmid, and François LeBlanc. 2007. *> Recording, Documentation, and Information Management for the Conservation of Heritage Places: Guiding Principles*. Los Angeles, CA: Getty Conservation Institute. [http://hdl.handle.net/10020/gci\\_pubs/recordim](http://hdl.handle.net/10020/gci_pubs/recordim)

Letellier, Robin and Christopher Gray. 2002. *Bridging the gap between information users and information providers [electronic resource] : Recording, Documentation and Information Management (RecorDIM) Initiative : report of Roundtable 1, Los Angeles, California, March 4-5, 2002*. Los Angeles, CA : Getty Conservation Institute. [Getty Internet Access, NA2728 .B75]

Additional RecorDIM project publications can be accessed at [http://www.getty.edu/conservation/our\\_projects/field\\_projects/recordim/recordim\\_publications.html](http://www.getty.edu/conservation/our_projects/field_projects/recordim/recordim_publications.html).

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## Controlled Access Headings

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### Contributor(s)

- Eppich, Rand
- Gray, Christopher
- J. Paul Getty Trust
- LeBlanc, François, 1946-
- Letellier, Robin

### Subjects - Corporate Bodies

- International Committee of Architectural Photogrammetry
- International Council of Monuments and Sites

### Subjects - Topics

- Historic sites -- Conservation and restoration -- Data processing
- Information storage and retrieval systems -- Architecture
- Information technology -- Management
- Knowledge management
- Monuments -- Recording
- Photogrammetry in architecture

### Genres and Forms of Materials

- Budgets
- Correspondence
- Digital images
- Drafts (documents)
- Electronic documents
- Reports

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## Technical Requirements

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Access to digital content in 2007.IA.38, 2018.IA.27, and 2019.IA.20 is only available on-site.

Please note that we may not be able to provide access to all file formats due to lack of required software and/or system specifications. For more information, contact [Library Reference](#) at the Getty Research Institute.



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## Collection Inventory

Title/Description	Containers
<b>Administration</b>	
Agreements <i>Access Restrictions:</i> <b>Access to agreements is limited to GCI and Trust Administration staff.</b>	Box 2007.IA.38 - 6
FY 2002	Box 2007.IA.38 - 6
FY 2003	Box 2007.IA.38 - 6
FY 2004	Box 2007.IA.38 - 6
FY 2005	Box 2007.IA.38 - 6
FY 2006-FY 2007	Box 2007.IA.38 - 6
Budgets <i>Access Restrictions:</i> <b>Access to budgets is limited to GCI and Trust Administration staff.</b>	Box 2007.IA.38 - 6
FY 2002	Box 2007.IA.38 - 6
FY 2003	Box 2007.IA.38 - 6
FY 2004	Box 2007.IA.38 - 6
FY 2005	

	Box 2007.IA.38 - 6
FY 2006	Box 2007.IA.38 - 6
FY 2007	Box 2007.IA.38 - 6
FY 2008	Box 2007.IA.38 - 6
Contacts, 2006	Box 2007.IA.38 - 1
Correspondence, 1997-1998, 2002-2005	Box 2007.IA.38 - 1
<p>Getty Conservation Institute filing procedures, 2001-2002</p> <p><i>Scope and Contents:</i> Drafts and notes for Christopher Gray's documentation protocol document.</p> <p><i>Processing Information:</i> Files copied from CD and assigned unique identifier 2007ia38_b01i01. The disc was removed from the collection.</p> <p><i>Access Restrictions:</i> Access to digital files in 2007.IA.38 is available to on-site researchers and Getty staff. Contact <a href="#">Library Reference</a> at the Getty Research Institute for information about these files or to request access.</p>	Box 2007.IA.38 - 1
Permissions [includes copyright permissions for the Guiding Principles publication], 2006-2007	Box 2007.IA.38 - 1
Planning documents, 2004	Box 2007.IA.38 - 1
<b>Bibliographies</b>	
Bibliographies [includes remote monitoring of World Heritage Sites bibliography and Guiding Principles publication bibliography], 1994, undated	Box 2007.IA.38 - 1
<b>Component 1 – International Coordination</b>	
Partners meeting, Ottawa, Canada, June 11-13, 2007 [2 folders]	

	Box 2007.IA.38 - 1
Partners meeting, Rome, Italy, May 14-16, 2006	Box 2007.IA.38 - 1
Partners meeting, Xi'an, China, 2005	Box 2007.IA.38 - 1
Partners meeting, Paris, France, May 8-10, 2005 [3 folders]	Box 2007.IA.38 - 1
Roundtable meeting, Torino, Italy, September 27-October 1, 2005	Box 2007.IA.38 - 1
Meeting with Werner Schmid, Los Angeles, California, April 2-8, 2004	Box 2007.IA.38 - 1
Partners meeting, Leuven, Belgium, April 23-25, 2004 [5 folders]	Box 2007.IA.38 - 1
Roundtable meeting, Istanbul, Turkey, July 18, 2004	Box 2007.IA.38 - 2
Roundtable meeting, Antalya, Turkey, 2003	Box 2007.IA.38 - 2
Partners meeting, Vienna, Austria, March 2003	Box 2007.IA.38 - 2
Roundtable meeting, Sevilla, Spain, November 2002	Box 2007.IA.38 - 2
Partners meeting, London, England, 2002	Box 2007.IA.38 - 2
Roundtable meeting, Madrid, Spain, 2002	Box 2007.IA.38 - 2
Roundtable meeting, Los Angeles, California, March 2002	Box 2007.IA.38 - 2
Documentation strategy development documents, 2001	Box 2007.IA.38 - 2
Documentation strategy correspondence, 1997-1999	

	Box 2007.IA.38 - 2
Task Groups	Box 2007.IA.38 - 2
Decision making tool, 2004	Box 2007.IA.38 - 2
Getty Conservation Institute, 2004	Box 2007.IA.38 - 2
General, 2002-2004	Box 2007.IA.38 - 2
Glossary of submerged heritage, 2004	Box 2007.IA.38 - 2
International Committee on the Underwater Cultural Heritage, 2003	Box 2007.IA.38 - 2
Information warehouse, 2003	Box 2007.IA.38 - 2
Integrating heritage recording into property management, 2003	Box 2007.IA.38 - 2
Low cost digital recording, 2004	Box 2007.IA.38 - 2
Metric survey skills, 2004	Box 2007.IA.38 - 2
Monitoring world heritage, 2004	Box 2007.IA.38 - 2
Persian Heritage Archives, 2004	Box 2007.IA.38 - 2
Rock art science, 2007, undated	Box 2007.IA.38 - 2
Stereo views, 2003	Box 2007.IA.38 - 2
Tabulation of technologies, 2004	

	Box 2007.IA.38 - 2
[Task groups mid-term status summaries for Torino and Xi'an], 2005	Box 2018.IA.27-01
<p>[Christopher Gray's electronic documentation strategy files], 1997-2002</p> <p><i>Processing Information:</i> Files copied from CD, which was assigned accession 2019.IA.20. The disc was removed from the collection.</p> <p><i>Access Restrictions:</i> Access to digital files in 2019.IA.20 is available to on-site researchers and Getty staff. Contact <a href="#">Library Reference</a> at the Getty Research Institute for information about these files or to request access.</p> <p>Access to letters of agreement in the set of files is limited to GCI and Trust Administration staff.</p>	
<b>Component 2 – Publication – Guiding Principles</b>	
Letellier manuscript for ICCROM [International Center for the Study of the Preservation and the Restoration of Cultural Property] – "Recording, Documentation, and Information Management for World Cultural Heritage Sites," 1994	Box 2007.IA.38 - 2
Letellier manuscript for ICCROM – first revision, 1996	Box 2007.IA.38 - 2
Principles and Guidelines workshop, Los Angeles, California, 1996	Box 2007.IA.38 - 2
Publication proposal, 2003	Box 2007.IA.38 - 2
Principles and Guidelines, 2004	Box 2007.IA.38 - 2
Guiding Principles first draft design, 2005	Box 2007.IA.38 - 2
Comments on draft, 2005	Box 2007.IA.38 - 3
Principles and Guidelines, editorial review board notes, 2005-2006	Box 2007.IA.38 - 3
Guiding Principles Final Design by Joe Molloy, 2007	Box 2007.IA.38 - 3
<p><i>Scope and Contents:</i> PDF on CD of publication (not final version).</p>	

Printing, 2005, 2007	Box 2007.IA.38 - 3
Guiding Principles publication comments, 2004-2005	Box 2007.IA.38 - 3
Guiding Principles publication, draft feedback, 2007	Box 2007.IA.38 - 3
Abstracts by François LeBlanc, undated	Box 2007.IA.38 - 3
Guidelines and Handbook workshop, Los Angeles, 2003 (2 folders)	Box 2018.IA.27-02
<i>Recording, Documentation, and Information Management for the Conservation of Heritage Places: Guiding Principles</i> , 2007 (2 copies)	Box 2018.IA.27-02

### Component 3 – Publication – Illustrated Examples

#### Contributors:

##### *Scope and Contents:*

Files contain copies of agreements, some of which are signed; correspondence; cassette recordings of phone interviews with contributors regarding their documentation process; and notes on the interviews.

##### *Access Restrictions:*

Access to agreements is limited to GCI and Trust Administration staff.

##### *Conditions Governing Use:*

Access copies of audiocassettes must be created prior to use. To request access, fill out the [reference form](#) with the audiocassette description and finding aid number IA10016. Please note reformatting may take up to eight weeks.

Contact [Library Rights and Reproductions](#) at the Getty Research Institute for copyright information and permission to publish.

Addison, Alonzo, 2006-2007	Box 2018.IA.27-03
Arun, Gorun, 2005-2006	Box 2018.IA.27-03
Borelli, Caterina, 2005	Box 2018.IA.27-03
Chabbi, Amel, 2005-2006	Box 2018.IA.27-03
Chikwanda, Geofree, 2006-2007	

	Box 2018.IA.27-03
Clark, Kate, 2006	Box 2018.IA.27-03
Croci, Giorgio, 2005	Box 2018.IA.27-03
Crosby, Tony (handbook only), 2005	Box 2018.IA.27-03
Dallas, Rose, 2005	Box 2018.IA.27-03
Elwazani, Salim, 2006 <i>Scope and Contents:</i> Includes a cassette tape of phone interview with Salim Elwazani.	Box 2018.IA.27-03
Jones, Kevin L., 2006-2007 <i>Scope and Contents:</i> Includes a cassette tape of phone interview with Kevin L. Jones.	Box 2018.IA.27-03
Kim, Soon-Kwan, 2006-2007	Box 2018.IA.27-03
Lerma Garcia, Jose Luis, 2005-2006 <i>Scope and Contents:</i> Includes a cassette tape of phone interview with Lerma Garcia.	Box 2018.IA.27-03
Lunnon, Sarah, 2005	Box 2018.IA.27-03
Matero, Frank (handbook only), 2005-2006 <i>Scope and Contents:</i> Includes a cassette tape of phone interview with Judy Peters.	Box 2018.IA.27-03
Ogleby, Cliff, 2005 <i>Scope and Contents:</i> Includes a cassette tape of phone interview with Ogleby.	Box 2018.IA.27-03
Oshima, Yumi ("Cow in the Sky") [design work], 2005 <i>Scope and Contents:</i> Includes two CDs containing images (not all used in publication) and mockups (not final) for Planning Interventions chapter.	Box 2018.IA.27-03
Ouimet, Christian, 2005 <i>Scope and Contents:</i> Includes a cassette tape of phone interview with Ouimet.	Box 2018.IA.27-03

Sikka, Sandeep, 2005-2006	Box 2018.IA.27-03
Siravo, Francesco, 2006 <i>Scope and Contents:</i> Includes a cassette tape of phone interview with Siravo.	Box 2018.IA.27-03
Tallini, Marco, 2005	Box 2018.IA.27-03
Van Tilburg, Jo Anne, 2005-2006	Box 2018.IA.27-03
Handbook background material, circa 2006 [4 folders]	Box 2007.IA.38 - 3
Meeting with John Burns, 2004	Box 2007.IA.38 - 3
Handbook mock-up, 2006	Box 2007.IA.38 - 3
<i>Recording, Documentation, and Information Management for the Conservation of Heritage Places: Illustrated Examples</i> , 2007 (2 copies)	Box 2018.IA.27-02

#### Component 4 – Web Site

##### *Related Materials:*

As of April 2019, the RecordIM website is accessible at <http://extranet.getty.edu/gci/recordim/index.html>.

The website is also available through the Internet Archive's Wayback Machine: <https://web.archive.org/web/20130717002141/http://extranet.getty.edu/gci/recordim/index.html>.

Web site pages, 2004-2007 <i>Scope and Contents:</i> Printouts of website.	Box 2007.IA.38 - 4
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#### Component 5 – Training

ARIS03:	
ARIS03 [course binder], 2003	Box 2018.IA.27-01
Participants Presentations, 2001-2003 <i>Processing Information:</i> Files copied from CD and assigned unique identifier 2018ia27_i01. The disc has been retained in the collection.  <i>Access Restrictions:</i>	Box 2018.IA.27-02



Access to digital files in 2018.IA.27 is available to on-site researchers and Getty staff. Contact [Library Reference](#) at the Getty Research Institute for information about these files or to request access.

ARIS05:	
ARIS05 course materials, 2005 [3 folders]	Box 2007.IA.38 - 4
ARIS05 [course binder], 2005 (2 folders)	Box 2018.IA.27-01
[ARIS05 planning], 2003-2004	Box 2018.IA.27-02
ARIS05, 2004	Box 2018.IA.27-02
ARIS05, 2003-2005	Box 2018.IA.27-02
Case Study: The surroundings of Santa Cecilia in Trastevere (Rome), 2002-2005 <i>Processing Information:</i> Files copied from CD and assigned unique identifier 2018ia27_i02. The disc has been retained in the collection.  <i>Physical Characteristics and Technical Requirements:</i> Because the original CD contained an interactive program, 2018ia27_i02 is available as an ISO (for accessing the interactive features) and as individual files.  <i>Access Restrictions:</i> Access to digital files in 2018.IA.27 is available to on-site researchers and Getty staff. Contact <a href="#">Library Reference</a> at the Getty Research Institute for information about these files or to request access.	Box 2018.IA.27-02
Participants contribution, 2000-2005 <i>Processing Information:</i> Files copied from CD and assigned unique identifier 2018ia27_i03. The disc has been retained in the collection.  <i>Access Restrictions:</i> Access to digital files in 2018.IA.27 is available to on-site researchers and Getty staff. Contact <a href="#">Library Reference</a> at the Getty Research Institute for information about these files or to request access.	Box 2018.IA.27-02
Archive 1, 1999-2005 <i>Processing Information:</i> Files copied from CD and assigned unique identifier 2018ia27_i04. The disc was removed from the collection.  <i>Restricted Access:</i>	

Access to digital files in 2018.IA.27 is available to on-site researchers and Getty staff. Contact [Library Reference](#) at the Getty Research Institute for information about these files or to request access.

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Archive 2 1998-2005

*Processing Information:*

Files copied from CD and assigned unique identifier 2018ia27\_i05. The disc was removed from the collection.

*Access Restrictions:*

Access to digital files in 2018.IA.27 is available to on-site researchers and Getty staff. Contact [Library Reference](#) at the Getty Research Institute for information about these files or to request access.

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Additional, 2005

*Processing Information:*

Files copied from CD and assigned unique identifier 2018ia27\_i06. The disc was removed from the collection.

*Access Restrictions:*

Access to digital files in 2018.IA.27 is available to on-site researchers and Getty staff. Contact [Library Reference](#) at the Getty Research Institute for information about these files or to request access.

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ARIS07:

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ARIS07 course preparation material, 2007

Box  
2007.IA.38 -  
4

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ARIS07 [course binder], 2007 (2 folders)

Box  
2018.IA.27-01

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Multimedia, 2001-2007

Box  
2018.IA.27-02

*Processing Information:*

Files copied from CD and assigned unique identifier 2018.IA.27\_i07. The disc has been retained in the collection.

*Physical Characteristics and Technical Requirements:*

Because the original CD contained an interactive program, 2018ia27\_i07 is available as an ISO (for accessing the interactive features) and as individual files.

*Access Restrictions:*

Access to digital files in 2018.IA.27 is available to on-site researchers and Getty staff. Contact [Library Reference](#) at the Getty Research Institute for information about these files or to request access.

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ARIS '07, 2001-2007

*Processing Information:*

Files copied from CD and assigned unique identifier 2018ia27\_i08. The disc was removed from the collection.

*Access Restrictions:*

Access to digital files in 2018.IA.27 is available to on-site researchers and Getty staff. Contact [Library Reference](#) at the Getty Research Institute for information about these files or to request access.

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ARIS '07, 1992-2007

*Processing Information:*

Files copied from CD and assigned unique identifier 2018ia27\_i09. The disc was removed from the collection.

*Access Restrictions:*

Access to digital files in 2018.IA.27 is available to on-site researchers and Getty staff. Contact [Library Reference](#) at the Getty Research Institute for information about these files or to request access.

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ARIS09:

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ARIS09 [course binder], 2009	Box 2018.IA.27-01
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ARIS09 Documentation of the frescos in the right aisle and Ponziani Chapel of Santa Cecilia, 2009	Box 2018.IA.27-04
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Glossaries, 2006	Box 2007.IA.38 - 4
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Glossary, key definitions, undated	Box 2007.IA.38 - 4
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**Component 6 – Publication – Metric Survey**

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Metric survey, proposal for publication from English Heritage, 2007	Box 2007.IA.38 - 4
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**Component 7 – Monitoring and Evaluation**

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Monitoring and evaluation of RecorDIM Initiative, 2004	Box 2007.IA.38 - 4
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**Manuals and Standards**

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Manuals and standards for art submissions to Getty Publications, 2004, undated	Box 2007.IA.38 - 4
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**Reports**

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RecorDIM - Article by François LeBlanc and Christopher Gray, 2001	
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	Box 2007.IA.38 - 4
RecorDIM - Article by Robin Letellier, 2001	Box 2007.IA.38 - 4
RecorDIM – Potsdam, Germany; field trip report by François LeBlanc, 2001	Box 2007.IA.38 - 4
RecorDIM - Article by Peter Waldhaeusl, 2002	Box 2007.IA.38 - 4
RecorDIM - Madrid, Spain; field trip report by François LeBlanc November-December 2002	Box 2007.IA.38 - 4
RecorDIM activities report by R. Letellier, January 2003	Box 2007.IA.38 - 4
RecorDIM – Vienna, Austria; meeting report by Robin Letellier, September 15, 2003	Box 2007.IA.38 - 4
RecorDIM – Vienna, Austria; meeting report by Robin Letellier, September 19, 2003	Box 2018.IA.27-01
RecorDIM – Vienna, Austria; field trip report by François LeBlanc, 2003	Box 2007.IA.38 - 5
RecorDIM activities report by Robin Letellier, 2003	Box 2007.IA.38 - 5
RecorDIM – Antalya, Turkey; field trip report by François LeBlanc, 2003	Box 2007.IA.38 - 5
RecorDIM – Article by François LeBlanc, 2003	Box 2007.IA.38 - 5
RecorDIM – Leuven, Belgium; meeting report by Robin Letellier, 2004	Box 2007.IA.38 - 5
RecorDIM – Leuven, Belgium; field trip report by François LeBlanc, 2004	Box 2007.IA.38 - 5
RecorDIM – Istanbul, Turkey; Roundtable 4, meeting report by R. Letellier, 2004	Box 2007.IA.38 - 5
ARIS, Rome, Italy - trip report by François LeBlanc, 2004	

	Box 2007.IA.38 - 5
Guiding Principles Editorial Board – London, UK; field trip report by F. LeBlanc, 2004	Box 2007.IA.38 - 5
RecorDIM – Paris, France; report by Robin Letellier, 2005	Box 2007.IA.38 - 5
RecorDIM – Torino, Italy; field trip report by F. LeBlanc, 2005	Box 2007.IA.38 - 5
ARIS-05 – Rome, Italy; field trip report by François LeBlanc, 2005	Box 2007.IA.38 - 5
GCI Newsletter on recording and documentation, 2005	Box 2007.IA.38 - 5
RecorDIM – Xi'an, China; field trip report by François LeBlanc, 2005	Box 2007.IA.38 - 5
ARIS-07 – Rome, Italy; field trip report by François LeBlanc, 2006	Box 2007.IA.38 - 5
RecorDIM – Rome, Italy; field trip report by François LeBlanc, 2006	Box 2007.IA.38 - 5
RecorDIM – Ottawa, Canada; field trip report by François LeBlanc, 2007	Box 2007.IA.38 - 5

## Visuals

Guiding Principles Images, all images copyright J. Paul Getty Trust 2007

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RecorDIM\_01 Guiding Principles Illustrations part 1 .jpg, .tif, .ai, 2003-2007

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RecorDIM\_02 Guiding Principles Illustrations part 2 .eps, .jpg, .pdf, .tif, 2005

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RecorDIM\_03 Meetings images .jpg, 2001-2004

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RecorDIM\_04 Meetings images Paris .jpg, 2005

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RecorDIM\_05 Meetings images .jpg, 2005-2006

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RecorDIM\_06 Meetings images .jpg images, website images, 2005-2007

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