



## Purpose

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Describes how to classify the Public Art files into Meridian Archives.

## Participants

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FIS document management staff.

## Procedure

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1. Filling in the wizard in Meridian:
  - a. **SUBCLASS:** Public Art is almost always going to be a REQUISITION. The Contract or Purchase Order should go into Meridian as a REQUISITION.
  - b. **SUBCLASS DETAIL:** for the payments: REQUISITION.
  - c. **DESCRIPTION:** Preface with ARTWORK – (*description of art piece*) (example ARTWORK – SCULPTURE or ARTWORK – OIL PAINTING)
  - d. **SOURCE COMPANY:** Should always be the name of the artist or their company.
  - e. **VOLUME:** Always put PUBLIC ART in the volume. There is a specific Nav View that is filtering on this piece of information, so it is extremely important. No matter what the subclass is, make sure to put PUBLIC ART In the volume if it deals with artwork.
2. If the project has a public art installation that is outside of the building, please verify the project is cross referenced to the 3001 ARTS AND MONUMENTS land entity.

## Revision History and Owner of Document

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