

The Cleveland Museum of Art Records Retention and Disposition Schedule

Archives

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Accession Reports	Filed by year and by department.	*P	0	*P	Reports filed by year can be discarded when no longer needed for administrative purposes.
2	Administrative Records		A (budget 7 years)	0	A (7 years)	
3	Annual reports and statistics	Unpublished reports and statistics	5 years	P	P	
4	Archival Collections	A) Permanent B) Non Permanent	For accessioning and processing	A) P B) according to departmental schedule	A) P B) according to departmental schedule	Collections include analog and electronic records.
5	Archives Databases	Includes Accessions, Processed, May Show, Reference, and Architectural Drawings	*P	0	*P	Certain portions of the databases are located on the library website for access.
6	Finding Aids		*P	0	*P	Finding aids for publicly accessible collections are located on the library website.

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7	Iron Mountain Records	Includes contracts, invoices, orders, receipts and reports	CY + 5 years	0	6 years	Contracts and Schedule "A"s should be retained for 15 years.
8	Oral History Program files	Includes signed release forms, correspondence, background material, etc.	*P	0	*P	
9	Out Slips	Slips filled out when items are checked out	CY + 5 years	19	25 years	
10	Policy statements and procedure manuals		A	P	P	
11	Record Destrutions	Includes reports from Iron Mountain and authorizations from heads of departments	CY + 5 years	P	P	
12	Records Schedules		A	P	P	Transfer to electronic records archives when superseded
13	Records Surveys		*P	0	*P	May be in paper or electronic form
14	Reference library		*P	0	*P	
15	Subject Files	Includes library and museum wide projects in which the archives was involved.	CY + 5 years	P	P	