

Education and Public Programs - Public Programs and LLC

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Administrative Files, routine	A) Calendars, diaries, employment applications and related correspondence (including internship and volunteer applications), inventories of supplies and equipment, leave applications, mailing lists, personnel files, phone logs, purchase orders for routine purchases, requests for service, research materials, supply/vendor catalogs, telephone directories, time cards and sheets, training files, travel vouchers	A	0	A	
		B) Budget working papers and details	7 Years	0	7 Years	
2	Early Learning Programs	Includes records of meetings with partners, lesson plans, and content and evaluation materials	A + 3 years	P	P	
3	Family and Youth Programs	Includes content development records for family days and museum children's classes	A + 3 years	P	P	Drafts of announcements and schedules provided to marketing for publication should be discarded before transfer to archives

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4	Grant Administrative Files for grants received		A + 3 years	P	P	May be included with other programming records such as the development of the LLC and early learning programs
5	Lifelong Learning Center	Development, planning, and program files for the LLC. Includes records of physical and media design, conceptual drawings, records of content creation, meeting minutes, correspondence with contractors, and board of trustee material	A + 3 years	P	P	Architectural drawings duplicated by Vinoly, Panzica Gilbane, or RISE group should be discarded before transfer to archives
6	Policy Statements		A	P	P	Can be sent electronically when superseded.
7	Procedure manuals and statements		A	P	P	Can be sent electronically when superseded.
8	Studios	Records of studio classes including lists of teachers, evaluations, scheduling information, supply inventories, and vendor information	A	0	A	
9	Teen Programs	Records of the Museum Ambassadors Program	A + 3 years	P	P	