

The Cleveland Museum of Art Records Retention and Disposition Schedule

Facilities Department

This schedule applies to records in all formats

| item # | Record Title | Description | Retain in Office | Retain in Archives | Total | Comments |
|--------|---|--|------------------|--------------------|------------|--|
| 1 | General – administrative and personnel files | See general schedule | A | 0 | A | |
| 2 | General - architectural drawings | As built and other drawings used for building management | *P | 0 | *P | |
| 3 | General – reference material | See general schedule | A | 0 | A | |
| 4 | Building Services – databases | Includes request for service, purchase orders, charge backs, kitchen inspection*, and others | A | 0 | A | *transfer kitchen inspection database to archives for 15 years as it related to contracts. |
| 5 | Building Services – employee council | Notes and minutes of meetings | A | 0 | A | |
| 6 | Building Services – floor files | Information on every type of flooring in the museum complex | *P | 0 | *P | |
| 7 | Building Services – inspection forms | Tri-part form | A + 1 year | 0 | A + 1 year | |
| 8 | Building Services – Outlook calendar and Webevent | Used to track events and for cross reference | A | 0 | A | |
| 9 | Construction Services – vendor files | | A | 0 | A | |
| 10 | Engineering - administrative | See general schedule | CY + 2 years | 0 | 3 years | |

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| 11 | Engineering – building controls reference material | Valve charts, panel list for breakers*, fire controls* | *P | 0 | *P | *panel list and fire controls retain until demolition of 1958 and 1983 buildings |
| 12 | Engineering – engineer’s diary | Record of issues and problems maintained by second and third shift engineers | Until book is filled | 15 years | 15 years | Retention is based on possible relation to facilities contracts |
| 13 | Engineering – environmental records | Temperature and humidity charts of equipment readings organized by chiller | CY + 4 years | 10 years | 15 years | |
| 14 | Engineering – manuals | For all equipment and systems | A | 0 | A | Discard when systems are superseded |
| 15 | Engineering – Siemens controls | Electronic record of the Siemens system that controls all HVAC | *P | 0 | *P | |
| 16 | Engineering – training materials | DVD recordings of training classes presented by manufacturers of equipment | *P | 0 | *P | |
| 17 | Facilities office – asbestos abatement projects | | Until 2011 | P | P | Transfer to archives if quantity becomes burdensome |
| 18 | Facilities office – contracts for building operations | | CY + 1 years | 13 years | 15 years | |

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| 19 | Facilities office – engineering files | For repairs, replacements and renovations and containing copies of invoices, job orders, log sheets, and project files | A + 1 year | P | P | |
| 20 | Facilities office – project and subject files | Include receipts for service, service reports, annual billing statements, correspondence and memos, contractor workers compensation information, waivers of lien, invoices, etc. | A + 1 year | P | P | Extensive weeding of this series is expected |
| 21 | Facilities office – purchase order tracking database | | CY | 0 | CY | Information is superseded every fiscal year |
| 22 | Facilities office – work order database | Proprietary software system that is used to run systems and create and track work orders | *P | 0 | *P | |
| 23 | Grounds – education files | and records of courses and seminars presented to various groups and classes | A | 0 | A | Until no longer useful |
| 24 | Grounds – maintenance logs | | CY + 6 years | 0 | 7 years | A record hold will be activated should a lawsuit be filed |
| 25 | Grounds – MSDS sheets | Masters | *P | 0 | *P | *P copies in all offices that need them |

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| 26 | Grounds – project files, CMA | Fleet records, hazardous waste, electronics recycling, and other projects | A + 1 year | P | P | P only electronics recycling and hazardous waste, all others discard |
| 27 | Grounds – project files, grounds | For exterior projects including Fine Arts Garden maintenance, plantings, greenhouse, and outdoor events | Cy + 2 years | P | P | |
| 28 | Grounds – volunteer groups and education files | Records of volunteer groups who have assisted with grounds maintenance | CY + 2 years | P | P | |