

The Cleveland Museum of Art Records Retention and Disposition Schedule

Protection Services

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Administrative records, routine	see general schedule	A	0	A	
2	Alarm testing reports		CY + 3 years	0	4 years	
3	Control room logs	printouts of security monitoring system and sign in sheets for art storage	Current month	CY + 1 year	2 years	
4	Door passes	authorization to remove property from the museum	CY + 1 year	0	2 years	
5	Electronic security system		*P	0	*P	
6	Fire inspection and sprinkler testing reports		CY + 1 year	0	CY + 1 year	Fire extinguisher inspection records remain with each extinguisher
7	Incident reports	A) for damage to art objects	CY + 4 years	P	P	
		B) for personal injury, no claim filed	CY + 3 years	0	4 years	
		C) for personal injury, claim filed	4 years after settlement	0	4 years after settlement	

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8	Investigation files	Notes and memoranda regarding thefts and damage to museum property, and other confidential investigations. May have accompanying incident report.	CY + 4 years for files relating to art objects	P	P	Send files involving CMA employees to HR for inclusion in personnel files. Destroy duplicates
9	Lost and found	items left by museum visitors	60 days	0	60 days	
10	Parking tickets		CY + 1 year	0	CY + 1 year	
11	Procedure manuals		A	P	P	Includes Museum Emergency Operations Plan. Transfer to archives when superseded by a new manual
12	Service entrance logs	Visitor, volunteer, temporary staff badge, library, key sign-out, door pass, temporary entry cards, dock door	CY	1 year	2 years	
13	Service entrance logs	Dry cleaning, uniforms	CY = 6 months	0	0	