

**Curatorial Division**

*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	Affiliate group files	records of affiliate groups such as the Print Club, Textile Arts Alliance, Contemporary Art Society, etc.	CY + 2 years	P	P	CAS, TAA, and The Print Club do not bank with CMA. These financial records should be kept for 7 years and then discarded. Endowment account statements should be sent to archives by the Affiliate Group Coordinator.
3	Annual Reports for your department	Detailed unpublished reports including statistics, program summaries, and quarterly reports	5 years	P	P	

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4	Board of Trustees Accessions Committee files	records of meetings along with all preparatory and ancillary documents	CY + 2 years	P	P	
5	Board of Trustees Collections Committee Files	records of meetings along with all preparatory and ancillary documents	CY + 2 years	P	P	
6	Catalog preparation records	all records related to the preparation of collection catalogs	A + 2 years	P	P	It is expected that this series will be heavily weeded.
7	Census of Cleveland Private Collections		A	P	P	
8	Correspondence and memoranda, general, substantive	May be divided into subseries such as artists, institutions - see general schedule	A + 2	P	P	
9	Dealer files	Correpondence, may include photographs	A + 2 years	P	P	
10	Exhibition files	all records related to the planning and preparation of exhibitions including research files	A + 2 years	P	P	
11	Exhibitions proposed, cancelled, declined	records of exhibitions proposed or offered but not held	A	P	P	This series will be heavily weeded.
12	Grant Administrative Files for grants received		A + 5 years	P	P	
13	Gallery interpretation project	Records of the installation, reinstallation and interpretation of permanent galleries	A + 5 years	P	P	
14	Label copy	For permanent galleries	*P	0	*P	
15	Loan files	records related to the loan of art objects	A + 2 years	P	P	

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16	Minutes and related materials prepared by your department	Includes staff meeting minutes and agendas	A + 2 years	P	P	Discard informational copies of meeting minutes and related materials NOT created by your department when they are no longer useful
17	Object files	records of artwork in CMA collections (records of conservation work, copies of expert notices and IRs, copies of bills of sale, correspondence with dealers and donors, reference requests regarding objects, etc.) and accession cards	*P	0	*P	
18	Object photographs		*P	0	*P	Retain as needed or desired
19	Policy Statements and Procedure Manuals		A	P	P	
20	Professional Activity files	Records related to participation in professional organizations and records of relevant interviews and articles	CY + 1 year	P	P	Extensive weeding is expected. Send articles and interviews not conducted through the marketing department, and not included in the NY Times or Cleveland.com (the library and archives clip these publications)

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21	Receipt of object and expect notices		CY + 1 year	0	3 years	Record copy is retained in the registrar's office
22	Reference Correspondence	Requests for general information about the museum and collections	CY + 1 year	0	2 years	
23	Special Projects	files on unique, one-time projects	A + 1 year	P	P	
24	Subject files	May include records of museum committees, strategic planning, records relating to other institutions, research on artists, etc.	A + 2 years	P	P	