

**CLEVELAND MUSEUM OF ART
RECORDS RETENTION AND DISPOSITION SCHEDULE
VITAL RECORDS**

This schedule pertains to records in all formats

| Item # | Record title (other titles) | Description | Office of Origin | Retain in Office | Retain in Archives | Total Retention | Comments |
|---------------|--|----------------------------------|--|-------------------------|---------------------------|------------------------|---|
| 1. | Agreements and contracts – general | | All departments | A + 4 years | 10 years | 15 years | This retention conforms to Ohio breach of contract laws |
| 2. | Agreements and contracts – capital property improvements and exhibitions | | Director, deputy director for administration | A + 4 years | P | P | Retain in controller's office until transfer to the archives |
| 3. | Annual reports | | Publications | Copies as needed | P | P | Send published report in both paper and electronic form to archives upon publication |
| 4. | Articles of Incorporation, Code of Regulations, and amendments | | Director/Secretary to the Board | Photocopy | P | P | Send certified copy to archives upon receipt, maintain copies in museum departments as needed and appropriate |
| 5. | Attorney-client privileged files | | Director and deputy directors | A | P | P | Retire to archives upon settlement of case |
| 6. | Bills of sale, deeds of gift, and supporting documents | For artwork | Director, curatorial, registrar | *P | 0 | *P | To be retained in registrar's office object files |
| 7. | Board of Trustees minutes | Minutes and supporting documents | Director/Secretary to the Board | CY + 2 years | P | P | Maintain signed copy in the director's office for two years then transfer to archives, send electronic copy to archives upon approval |

CY = current year

A = active (project is ongoing)

P = permanents

*P = permanent, retain in office of origin

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| 8. | Board of Trustees committee minutes (standing and ad hoc) | Minutes and supporting documents | Director/Secretary to the Board and any other offices responsible for creating these records | CY + 2 years | P | P | Maintain signed copy in the office of origin for two years then transfer to archives, send electronic copy to archives upon approval |
| 9. | Budgets and audits | | Finance | CY + 5 years | P | P | Send copy of audit to archives upon publication |
| 10. | Correspondence pertaining to gifts of art | | Director, development, finance | *P photocopies as needed | 0 | *P | Retain original in object files in registrar's office; maintain photocopies in museum departments as needed and appropriate |
| 11. | Correspondence pertaining to dedicated funds | | Director, development finance | CY + 2 years | P | P | |
| 12. | Deeds, titles, easements, mortgages, and licenses pertaining to real property | | Director, deputy director for administration | Photocopy | P | P | Send certified copy to archives when received; maintain photocopies in museum departments as needed and appropriate |
| 13. | Donor files | | Development | *P | 0 | *P | |
| 14. | Financial ledgers | General, endowment, and capital projects ledgers | Finance | A (through annual audit) | P | P | Copy yearly endowment details along with the general ledger to DVD in an excel file and ACSII text and transfer to archives; print out end of year from database and send to archives |
| 15. | Grant files | Grants awarded | Development | A + 4 | P | P | |
| 16. | Long Range plans or forecast | | Director | A | P | P | Send copy to archives upon publication, send original when superseded |

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| 17. | Object files | | Registrar | *P | 0 | *P | |
| 18. | Object files | | Curatorial | *P | 0 | *P | |
| 19. | Organizational charts | | Human Resources | A | P | P | Send copy to archives when updated |
| 20. | Policy statements | Policies related to all museum programs and activities | All departments | A | P | P | |
| 21. | Trust documents | | Development | A | P | P | Retire to archives when trust is formalized; maintain photocopies in museum departments as needed and appropriate |
| 22. | Wills | | Development | A | P | P | Send certified copy to archives when estate is settled; maintain photocopies in museum departments as needed and appropriate |

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