

**Collections Management***This schedule applies to records in all formats*

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Autographs	correspondence from artists having autograph value	*P	0	*P	stored in collections storage.
2	Bills of sale, deeds of gift, and supporting documents	For artwork	*P	0	*P	
3	Board of Trustees accessions committee records	preparatory material for accession committee meetings and copies of minutes	*P	0	*P	
4	Cleveland Collectors files	census of art owned by local collectors, includes provenance information and if CMA has a photograph of the object	*P	0	*P	Record series no longer active; used for reference purposes only.
5	Facility reports	reports for institutions other than CMA	*P	0	*P	Series is weeded periodically to keep it current. Outdated reports are shredded.
6	Infomaker	Report creating software used with databases	*P	0	*P	
7	Loan exhibition files	working files containing contracts, shipping orders, correspondence, exhibition meeting minutes, <i>condition notebooks</i> , and other records	A + 2 years	P	P	Transfer electronic records to archives when they are removed from the registrar's server.

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8	Loan exhibition files – reference	reference material about exhibitions for use by researchers. General information about exhibitions used by staff and to respond to research requests. Files contain final checklist, final lender list, signed contract, OR/IRs for exhibition, final budget, copy of our indemnity and immunity from seizure applications; labeled installation views (one set), and press materials (including reference materials)	*P	0	*P	
9	Loan request records	correspondence and related records pertaining to requests for loans of CMA artwork	CY + 5 years	P	P	
10	Long term loan files	Records about objects on long term loan to CMA but not owned by CMA	*P	0	*P	

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11	Object card files	Index cards pertaining to works of art arranged by year, by collection category, by artist/title, by loan number, by exhibition, by donor, and by location. There is also an alphabetical series of cards for everyone who brought in an artwork for any reason (such as for examination or study).	*P	0	*P	
12	Object files	files containing correspondence, conservation reports, original deeds of gift and bills of sale for art work, copies of the "Bulletin", and exhibition information on a work of art owned by CMA	*P	0	*P	Maintain photocopies of records in curatorial offices as needed and appropriate.
13	Outgoing loan files	chronological file by month documenting outgoing loans of CMA objects	A+1	0	P	Will remain onsite for access
14	Incoming and Outgoing receipts (Irs/ORs) and Art Passes	formerly known as shipping reports	CY + 10	P	P	Will remain onsite for access
15	Photographs – objects	includes non-accessioned works and objects in loan exhibitions	*P	0	*P	

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16	Photographs – exhibition and gallery views	<p>Gallery views come from Photo Studio as .tiffs, these images are edited and IR numbers for each object are added. The edited images are saved as .jpgs. There are also photo prints of the unedited .tiffs and color paper prints of the edited jpegs.</p>				
		A) Special exhibition gallery views	*P	P	*P	Send electronic copies of edited jpegs to archives at the conclusion of all special exhibitions. Also retain a copy in the office.
		B) Initial permanent gallery installation views	*P	P	*P	Send electronic copies of edited jpegs to archives after new permanent galleries are installed or completely re-installed. Also retain a copy in the office.
		C) Routine permanent gallery installation views (whenever any piece of art is swapped out of the galleries new images are taken)	*P	0	*P	Do not send routine permanent gallery installation views to archives. Retain in office.

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17	Receipt of object and expect notices	yellow copies of receipts attached to expect notices; white and pink copies are forwarded to curatorial offices as needed and appropriate	*P	0	*P	White and pink copies of receipts can be discarded during processing of curatorial collections.
18	Rights and reproduction records	correspondence and rights/reproduction agreements for use of CMA objects	CY + 2 years	12 years	15 years	
19	Subject files	alphabetical subject files not specific to CMA objects retained for reference purposes	*P	0	*P	This series is periodically updated and weeded.
20	TR/IR (temporary/incoming receipt) books	a chronological record of artwork entering the museum for exhibition, examination, or other reasons	*P	0	*P	
21	Imaging studio database	Records the activities of the imaging studio. Contains names and locations of all high resolution images	*P	0	*P	In Access. Database is very large with relational tables.
22	Imaging studio images	High resolution images of object and editorial photography stored off line on DVD. Object photography with IR numbers is retained only on hard disk until/unless the object is accessioned.	*P one copy	P one copy	P	Storage procedures may change with the implementation of a digital asset management system.