

**Conservation***This schedule applies to records in all formats*

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Administrative files	Includes budget records, travel records, training files, and other general administrative files	A	0	A	Detailed and summary financial records come to archives from accounting.
2	Collection Management System	Including service requests and art movement requests	*P	0	*P	
3	Conservation project files	Files relating to special projects, visiting conservators, proposed accessions, and collectors. Includes non-centralized records kept by CMA conservators.	A + 5 years	P	P	
4	Exhibition files		A + 2 years	P	P	This record series will be heavily weeded for duplicates.
5	Frames	Information on conservation and identification of frames	*P	0	*P	
6	Grant administration files	For conservation projects funded through grants	A + 5 years	P	P	
7	Infrared image negative database		*P	0	*P	Negatives are in storage. [Will these be added to Piction?]
8	Infrared reflectograms	Prints and negatives	*P	0	*P	Newer images are stored digitally. [will these be added to Piction?]

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9	Material Safety Data Sheets	Information on hazardous materials arranged by compound and related reference material on disaster recovery.	*P	0	*P	
10	Object files	May include treatment proposals and reports, correspondence, slides, loan examinations, photographs, and X-rays.	*P	0	*P	Includes files for all collections.
11	Object fragments	Fragments detached from the original object and stored in envelopes	*P	0	*P	These are not archival records.
12	Radiation detection reports		CY + 10 years	P	P	
13	Scientific and analytical records	Scientific data and analyses of scientific data	*P	0	*P	
14	Subject files	Records related to museum projects not specific to conservation such as strategic planning, interpretation, lectures, and professional projects and associations	A + 5 years	P	P	This series will be heavily weeded depending on record status.
15	Thermohygrometer Reports		CY + 4 years	10 years	15 years	The statute of limitations for breach of contract claims in Ohio is 15 years preventing lenders of objects to exhibitions from filing claims after that time.

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16	Treatment files – private collections	Treatment of privately owned artwork ended in 1993	0	P	P	These records can be transferred to archives immediately.
17	Vendor files	In addition to the usual equipment vendors this series also includes vendors for radiation-containing equipment and accompanying state regulated reports, licenses, and testing results.	*P	0	*P	Weed files of defunct vendors periodically.
18	X rays		*P	0	*P	