

## Departments of Community Arts and Engagement

*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	Audience Development Strategies	Records of collaboration with all programmatic areas of the education division in developing audiences for CMA.	A+5 years	P	P	
3	Community Arts Event Files	Includes project files on the Mask Festival, Parade the Circle, Chalk Festival, Winter Lights, Outreach Appearance, and the Art Crew.	A + 5 years	P	P	Registration forms should be discarded before transfer. Images (photographs, video) will be selectively retained

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4	Community of Relationships Grant (Cleveland Foundation)	Grant administration files from the Community of Relationships grant including evaluations, reports, program files, mentoring program, and records of targeted outreach to the four communities named in the grant.	A + 5 years	P	P	
5	Policy Statements		A	P	P	Can be sent electronically when superseded.
6	Procedure manuals and statements		A	P	P	Can be sent electronically when superseded.
7	Special Program Files	Records of programs such as teacher workshops and MLK day.	A + 5 years	P	P	
8	Nia Coffee House and Café Bellas Artes Records	Includes grant administration files.	A + 5 years	P	P	Routine correspondence regarding the scheduling of Nia Coffee House and Café Bellas Artes events can be discarded.
9	Scheduling Database	Museum wide Approach scheduling database.	*P	0	*P	Daily schedules generated from the database will be retained for 10 years.
10	Trustee Education and African-American Advisory Committee records	Meeting agendas, minutes, and preparatory material	A + 5 years	P	P	