

The Cleveland Museum of Art Records Retention and Disposition Schedule

Director's Office

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Administrative files, routine	purchase orders for routine purchases, travel vouchers, time sheets, leave requests, training files, and other administrative records	A	0	A	
2	Agreements and contracts	pertains to contracts for capital improvements and reinstallation of the galleries.	A	P	P	retain original, signed copy in controller's office for duration of agreement or contract, retire to archives when completed, Vital Record
3	Annual report of the department	unpublished reports, if different from published annual report	5 years	P	P	
4	Calendars and diaries, personal		A + 1 years	P	P	
5	Correspondence and memoranda, routine	includes letters of transmittal, cover letters, announcements, address changes, invitations, acknowledgments, reservations, confirmations, and routine requests for general information	4 years	0	4 years	Includes Email

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6	correspondence and memoranda, substantive	correspondence related to policy, procedures, activities, and art work	A + 2 years	P	P	Includes Email
7	Interviews and public programs	audio-visual material	A	P	P	
8	Long range plans and forecasts		A	P	P	<i>Vital Record</i>
9	Mailing lists		A + 1 year	0	A + 1 year	
10	Minutes and related material prepared by the department		A + 2 years	P	P	
11	Minutes and related material, all others	informational copies of meeting minutes and related material NOT created by the department	A	0	A	consult archives staff before discarding
12	Museum Associates material	copies of records created by the development department	A	0	A	
13	Policy statements		A	P	P	
14	Procedure manuals and statements		A	P	P	
15	Press releases and news clippings		A	0	A	Communications is the office of record
16	Professional journals	serial publications of professional organizations	A	0	A	Contact Ingalls library staff for possible transfer to the library

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17	Publications	all printed CMA documentation including invitations, brochures, pamphlets, catalogs, books, newsletters, programs, calendars, guides, gallery maps, flyers, posters, and announcements	A	0	A	Publications, communications, and membership are the offices of record
18	Reference/reading files	files maintained for reference purposes only	A + 1 year	0	A + 1 year	