

Education and Public Programs - Interpretation

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Interpretation - 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	Interpretation - Academic Programs	A) CWRU Joint Program	A + 5 years	P	P	
		B) Internships	A + 5 years	P	P	
		C) Sages Program	A + 5 years	P	P	
3	Interpretation - Adult Programming	Records of adult programming including lecture series, tours, and book club	A + 5 years	P	P	
4	Interpretation - Docent Program	Records of the docent program; training manuals and other materials	A + 5 years	P	P	

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5	Interpretation - Education Art Accession and Object records	Includes correspondence, bills of sale, conservation reports, research, and other records specific to objects in the Education Art Collection	*P	0	*P	
6	Interpretation - Education Art Accession Binders	Notes and analysis of incoming objects, condition reports, and an inventory of the old Extensions department	Some P	Some P	P	Integrate records related to specific objects into the accession records. Transfer all other records to archives.
7	Interpretation - Education Art Loan Records	Includes records relating to the Mary Warner collection - a long term loan from the city of Cleveland. Records of Education Art Collection loans are copies of records from the Registrar's office	A	Some P	Some P	Retain copies of loan records from the Registrar's office until no longer useful. Transfer loan records from the period of the Extensions department to archives.
8	Interpretation - Education Art object cards	Arranged by accession number and cross referenced by country and subject	*P	0	*P	
9	Interpretation - Education Art Object Labels	Printed on card stock	*P	0	*P	Used for reference

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item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
10	Interpretation - Education Art Subject Files	Includes administrative records (see item #1) and projects specific to ATG such as information on NAGPRA and WPA and FAP project records	A + 1 years	P	P	Subject files related to objects should be reviewed for inclusion in accession records
11	Interpretation - Exhibition Programming	Lectures, demonstrations, family days, and other programming related to special exhibitions	A + 5 years	P	P	
12	Interpretation - Gallery Interpretation records	Records related to gallery and exhibition interpretation (reinstallation of permanent galleries, art carts, audio programs, focus gallery, internships)	A + 5 years	P	P	
13	Interpretation - Grant Administration Files for grants received		A + 5 years	P	P	
14	Interpretation - Procedure manuals and statements		A	P	P	Can be sent electronically when superseded.