

The Cleveland Museum of Art Records Retention and Disposition Schedule

Facilities Department

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	General – administrative and personnel files	See general schedule	A	0	A	
2	General - architectural drawings	As built and other drawings used for building management	*P	0	*P	
3	General – reference material	See general schedule	A	0	A	
4	Building Services – databases	Includes request for service, purchase orders, charge backs, kitchen inspection*, and others	A	0	A	*transfer kitchen inspection database to archives for 15 years as it related to contracts.
5	Building Services – employee council	Notes and minutes of meetings	A	0	A	
6	Building Services – floor files	Information on every type of flooring in the museum complex	*P	0	*P	
7	Building Services – inspection forms	Tri-part form	A + 1 year	0	A + 1 year	
8	Building Services – Outlook calendar and Webevent	Used to track events and for cross reference	A	0	A	
9	Construction Services – vendor files		A	0	A	
10	Engineering - administrative	See general schedule	CY + 2 years	0	3 years	

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11	Engineering – building controls reference material	Valve charts, panel list for breakers*, fire controls*	*P	0	*P	*panel list and fire controls retain until demolition of 1958 and 1983 buildings
12	Engineering – engineer’s diary	Record of issues and problems maintained by second and third shift engineers	Until book is filled	15 years	15 years	Retention is based on possible relation to facilities contracts
13	Engineering – environmental records	Temperature and humidity charts of equipment readings organized by chiller	CY + 4 years	10 years	15 years	
14	Engineering – manuals	For all equipment and systems	A	0	A	Discard when systems are superseded
15	Engineering – Siemens controls	Electronic record of the Siemens system that controls all HVAC	*P	0	*P	
16	Engineering – training materials	DVD recordings of training classes presented by manufacturers of equipment	*P	0	*P	
17	Facilities office – asbestos abatement projects		Until 2011	P	P	Transfer to archives if quantity becomes burdensome
18	Facilities office – contracts for building operations		CY + 1 years	13 years	15 years	

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19	Facilities office – engineering files	For repairs, replacements and renovations and containing copies of invoices, job orders, log sheets, and project files	A + 1 year	P	P	
20	Facilities office – project and subject files	Include receipts for service, service reports, annual billing statements, correspondence and memos, contractor workers compensation information, waivers of lien, invoices, etc.	A + 1 year	P	P	Extensive weeding of this series is expected
21	Facilities office – purchase order tracking database		CY	0	CY	Information is superseded every fiscal year
22	Facilities office – work order database	Proprietary software system that is used to run systems and create and track work orders	*P	0	*P	
23	Grounds – education files	and records of courses and seminars presented to various groups and classes	A	0	A	Until no longer useful
24	Grounds – maintenance logs		CY + 6 years	0	7 years	A record hold will be activated should a lawsuit be filed
25	Grounds – MSDS sheets	Masters	*P	0	*P	*P copies in all offices that need them

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26	Grounds – project files, CMA	Fleet records, hazardous waste, electronics recycling, and other projects	A + 1 year	P	P	P only electronics recycling and hazardous waste, all others discard
27	Grounds – project files, grounds	For exterior projects including Fine Arts Garden maintenance, plantings, greenhouse, and outdoor events	Cy + 2 years	P	P	
28	Grounds – volunteer groups and education files	Records of volunteer groups who have assisted with grounds maintenance	CY + 2 years	P	P	