

Auxiliary Services -Museum Store

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Contract Files	Agreements with vendors who use CMA images for commercial purposes. Includes contracts and related documents.	CY + 5 years	10 years	15 years	
2	Merchandise inventories	inventories of supplies and equipment on hand	7 years	0	7 years	
3	Museum store cash register tapes		current quarter	7 years	7 years	
4	Online and special orders		1 year	6 years	7 years	
5	Product management database	TAM database that manages day to day store activities including sales, purchasing, inventory, etc.	*P	0	*P	
6	Procedure manuals and statements		A	P	P	Send copy to archives when manual is updated
7	Product images	digital images of products developed for sale	*P	0	*P	
8	Royalty statements		CY + 1 year	5	7 years	

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9	Vendor files	information on vendors who develop products for museum stores	CY + 5 years	P	P	
10	Wholesale order forms		CY + 1 year	0	2	