

## Design Department

*This schedule applies to records in all formats including email*

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  B) Budget working papers and details	A  7 Years	0  0	A  7 Years	
2	Annual Reports for your department	Detailed unpublished reports including statistics, program summaries, and quarterly reports	5 years	P	P	
3	Architect selection committee files		A	P	P	<i>restricted</i>

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4	Building oversight (Board of Trustees Building and Grounds Committee) records	minutes of facilities planning meetings and building and grounds meetings, meeting materials, budgets, and supporting documents	A	P	P	archive electronic files only if they do not duplicate paper files; check for duplication of Board of Trustees Committee meeting minutes, <i>restricted</i>
5	Building design and construction files, general	records of design and construction projects not directly related to galleries	A + 5 years	P	P	
6	Design goals files		A + 2 years	P	P	
7	Exhibition files	records relating to all exhibitions including signage, slides, label copy [from exhibitions director], layouts, floor plans, paint samples, installation photographs [from registrar], and minutes and supporting materials for exhibition meetings	A + 5 years	P	P	CAD files should be transferred electronically in PDF format. Weed material from exhibition director and registrar's office before transferring to archives, <i>insurance values for artwork restricted.</i>
8	Fine Arts Garden files	meeting minutes and supporting materials for the Fine Arts Garden Commission; copies of assessment reports; and subject files	A + 2 years	P	P	weed subject files before transferring to archives; delete electronic duplicates
9	Gallery project files	include production schedules for labels	A + 2 years	P	P	some electronic and oversized records are included

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10	Gallery renovation files	similar to exhibition files including checklists, color swatches, photographs, slides, meeting notes, CAD drawings, conservation information, budgets, correspondence, floor plans, and case drawings	A + 5 years	P	P	
11	Graphic design files	Graphics of galleries, signage, and other images produced by the graphic designer	A and *P	P	P	Copy files to disk when no longer active, transfer one disk to archives and leave one disk in the office for reference
12	Minutes and related materials prepared by your department	Includes staff meeting minutes and agendas	A + 2 years	P	P	Discard informational copies of meeting minutes and related materials NOT created by your department when they are no longer useful
13	Policy Statements and Procedure Manuals		A	P	P	
14	Professional files of director of design and architecture	records of participation in organizations and projects not specific to CMA	A + 2 years	P	P	archives will weed as appropriate; some material is restricted
15	Weekly reports of the department		A + 2 years	P	P	Weekly meetings will come electronically to the archives in Microsoft excel spreadsheets.