

Development Department Records Schedule

Applies to Records in All Formats

Updated July, 2015

Development Office	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
Administrative Files, Routine, all departments	Routine General Files	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	
		C) Annual and other reports - unpublished including statistics, program summaries, and reports of associate directors to directors of development and advancement	CY + 4 years	P	P	Reports of Associate Directors are confidential
		D) Publications including newsletters, brochures, annual reports, etc.	CY + 4 years	P	P	Archives should be on the distribution lists for any publications sent electronically. Forward items published in hard copy as soon as published.
		E) Subject files regarding special projects and short and long term planning	CY + 4 years	P	P	
Advancement Administration	Donor Files: Including Individuals, Corporations, Foundations, Trustees, Bequests, and Annuities	Includes correspondence, solicitation and acknowledgement letters, donor giving histories, family histories and research from commercial databases, newspaper clippings, photographs, notes on meetings, copies of checks and credit card information, summary sheets related to gifts of stock, copies of invoices, and other records create in the course of business with donors	*P	0	*P	Periodic weeding of copies of checks and invoices and other nonessential or outdated information is recommended. Newspaper clippings should be copied to acid free paper. Photographs should be stored in polypropylene sleeves.
Advancement Administration	Donor Files: Deceased Individuals and defunct corporations, foundations, etc.	Donor files of individuals who have been deceased for X number of years.	X years	P	P	Previous development staff weeded the donor files and transferred donor files of deceased and defunct entities to archives. As of June 2015 Archives has deceased donor files F-Z weeded in 2011.
Advancement Administration	Enterprise database system	The Development Department is using Raiser's Edge to maintain donor information	*P	0	*P	<i>Need to confirm, is it Raiser's Edge?</i>
Advancement Administration	Grant administration files - grants awarded	Includes grant guidelines, administrative correspondence, final proposal, financial information, copies of reports filed with granting agency, and other administrative paperwork.	A + 4 years	P	P	

Development Department Records Schedule

Applies to Records in All Formats

Updated July, 2015

Development Office	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
Advancement Administration	Grant administration files - grants not awarded	same as above	2 years	5 years [some P]	7 years	Archives may choose to retain selected non funded grants.
Advancement Administration	Grants - government files	Records of the museum's relationship with government officials (local, state, and federal jurisdictions)	*P	0	*P	This series contains only the records of a government official's public relationship with the museum. Any private relationships are documented elsewhere, including the donor files.
Advancement Administration	Grants - funder files	General correspondence and information about private and government funding agencies not specific to a particular grant; interfiled with grant administration files.	*P	0	*P	
Advancement Administration	Research and Evaluation Records	Family tree files?	*P	0	*P	<i>How are these different from what's in the donor files; or are these in addition to the donor files? Is a particular software product used? Should this be under donor files? Is this really part of research and evaluation?</i>
Advancement Administration	Research and Evaluation Records	??				<i>this is a new department with no records management history. We'll need to talk to Elizabeth about this.</i>
Advancement Administration	Special events files	Includes photos, menu proposals, copies of invoices for linen and table rentals, requests for service for security and facilities, memos, and other planning information for all special events:				
		A. Routine events	CY + 2 years	2 years	5 years	Routine lunches, teas, dinners, and internal and affiliate group events
		B. Significant events	CY + 2 years	7 years	10 years	Director's/Members openings, Founders Dinner, Corporate Dinner, Gallery Opening events, Solstice Party
		C. Historic events	CY + 2 years	P	P	Building project openings (i.e. when a new wing opens, new galleries are unveiled for the first time, major renovations are completed), and major benefactor events
Annual Giving	Corporate Council	Rosters, agendas and minutes, ancillary meeting materials	CY + 3 years	P	P	
Annual Giving	Corporate Solicitations	Corporate Solicitations, includes prospects recommended by members of the Corporate Council	CY + 6 years	0	7 years	
Annual Giving	General Annual Fund Records	Mailing lists, letters, routine annual fund records.	CY + 6 years	0	7 years	<i>Add wording regarding important/original/final documents being added to donor files?</i>

Development Department Records Schedule

Applies to Records in All Formats

Updated July, 2015

Development Office	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
Annual Giving	Membership - General records		CY + 2 years	0	3 years	
Annual Giving	Membership - Transaction records	Transaction receipts and reply forms	6 months	0	6 months	<i>Is this all handled electronically now? Should this record be included in general membership records?</i>
Principal Giving	Affiliate Group Files	See the Affiliate and Friends Groups Schedule	NA	NA	NA	
Principal Giving	Principal Giving - Circles Leadership Committee	Includes agendas, minutes, progress reports, rosters, and supplemental materials	CY + 4 years	P	P	
Principal Giving	Principal Giving - General files	Records of honorary and memorial gifts, Jewish Community Federation Records, matching gift files, ask and acknowledgement letters, stock account statements	CY + 6 years	0	7 years	Records included in donor files should remain in donor files.
Principal Giving	Principal Giving - Annuity files	Annuity proposals, agreements, financial documents, completed agreement, copies of 1099s, correspondence	A	0	A	Proposal and final agreement are filed in individual donor files, another copy is filed with accounting. <i>Do we need this line since annuities are listed in the donor file line? Same question with the bequests line?</i>
Principal Giving	Principal Giving - Seminars and educational presentations		CY + 3 years	P	P	