

**THE CLEVELAND MUSEUM OF ART
RECORDS RETENTION AND DISPOSITION SCHEDULE
VOLUNTEER INITIATIVES**

item #	Record Title (other titles)	Description	Retain in Office	Retain in Archives	Total	Comments
1.	Department newsletters [Desk Notes]	newsletter distributed to volunteers	CY + 1 year	P	P	Archives is on the distribution list to receive the newsletter beginning September 2003. Past issues are stored electronically. Office copies are for reference only.
2.	Policies and procedures	For information desk volunteers	A	P	P	transfer to archives with program files when policy or procedure is superceded
3.	Program files	Records of programs and events for which volunteers are recruited, or designed specifically for volunteers. Includes meeting minutes, training material, schedules, lists of volunteers, and other records.	CY + 1 year	P	P	
4.	Volunteer personnel files	Includes volunteer profile, correspondence, notes, and other customary personnel information.	A + 3 years	0	A + 3 years	

CY = calendar year A = active (project is ongoing) P = permanent *P = permanent, retain in office of origin