

General Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Accounting (Invoices, Requisitions and Reimbursements)	Requisition forms for products and services. Includes Development "checklists".	FY + 1 yr	no	no	2 yrs	Finance is the office of record for all general invoices and accounting information. Registration is the office of record for art related invoices. Keep accounting records in office for two years then discard in secured blue bins for shredding. If need to refer back to a specific receipt in the future, create a reference file and copy that receipt only (mark as "reference copy").
American Alliance of Museums (AAM) Reaccreditation	Records related to the reaccreditation process that the BMA goes through every ten years with AAM.	A	no	no	A	Development is the office of record.
Artist Submissions	Records related to artists' submissions to the BMA including correspondence, curriculum vitae, and samples of work.	FY + 1 yr	no	no	2 yrs	Send all printed materials from artists to the Library. Retain artists' submittal letters and corresponding BMA reply in office for FY + 1 yr. If artist is of interest file under "Research Files" or "Subject Files" in your office.
Audiovisual Material	Audiovisual material not produced by Creative Services. Includes audio and/or video recordings of programs and events.	A	no	yes	P	Transfer files with release forms from office of origin. Create and transfer born digital video files in Uncompressed QuickTime 8-bit format. Create and transfer Audio files in Wave format, captured at 44.1 KHz, 16 bit. Still transfer historic material not captured at the archival quality standards.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
BMA Today	Drafts, images, captions, layouts, and other content submitted to Communications for publication in BMA Today.	FY	no	no	FY	Communications is the office of record for content submitted to the designer and Creative Services is the office of record for the final copy of BMA Today.
Budgets	Departmental budgets. Includes spreadsheets for tracking expenses and planning documents.	FY + 4 yrs	no	no	5 yrs (see notes)	Finance is the office of record (see "Approved Budgets"). Exhibitions is the office of record for exhibition related budgets (see "Exhibition Budgets"). Head of Divisions should keep approved budgets for all of their departments prior to 2012 and transfer to the Archives.
Calendars	Departmental and staff calendars.	FY	no	no	FY	Individual and departmental calendars (excluding the BMA master calendar & Director's calendar) created in Outlook are backed up for 400 days by Information Services.
Committees, Sub-Committees, Task Forces, Teams (including Accessibility, Colleague Motivation Team (CMT), Green Team, Impact Planning, Friends Groups Summits, Senior Management Team (SMT) etc?	Records related to committees and sub-committees at the BMA. Includes audiovisual materials, correspondence, images, notes, minutes and other supporting documentation.	A	no	yes	P	Weed out material produced by other departments before transferring to the Archives. Human Resources is the office of record for Colleague Motivation Team (CMT). Finance is the office of record for Senior Management Team (SMT). The Chair of the BMA Accessibility Task Force is the office of record for Accessibility Task Force Records. Regarding, Accessibility, OMB Circular A-110 (2CFR 215) or "The Common Rule", A Section 504 self evaluation required under federal law by granting agencies.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Contracts, General Contracts (under \$5,000)	Contracts related to maintenance, projects, and services at the BMA. Includes independent contractor and vendor contracts.	Life of contract + 3 yrs if no seal; Life of contract + 12 years if under seal	no	no	Life of contract + 3 yrs; Life of contract + 12 years if under seal	Finance is the office of record for contracts over \$5,000 and should have all original contracts while a reference copy may be kept in your office. For contracts under \$5,000, keep original in your office for the life of the contract plus 3 years if not sealed and life of contract plus 12 years if sealed.
Contracts, Rights Related (Artist, Photography, Publishing, and Videography)	Contracts and/or release forms related to projects and services at the BMA which contain permissions, releases and copyright relating to artists', models', performers' and/or other independent contractors' work.	A	no	yes	P	Office of origination is the office of record. Always keep a copy of the release form with corresponding materials (audio, photography, publication, video etc) to transfer together to the Archives. In the case of fine art, Registration is the office of record for rights related contracts (Ex: Sarah Oppenheimer's site-specific work contract).
Correspondence, General	General Correspondence of a routine nature. Includes email, letters, and supplementary information.	FY + 2 yrs	no	no	3 yrs	
Correspondence, Significant	Deals with important projects, events, and operations. Includes emails, letters, and supplementary information.	FY + 6 yrs	no	yes	P	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Cover letters & resumes	Cover letters and resumes for prospective applicants, interns, and new staff.	A	no	no	A	Human Resources is the office of record. Securely shred information in locked blue bins.
Departmental and Interdepartmental Meetings, General	Records related to departmental and interdepartmental meetings held at BMA on routine issues. Includes agendas, notes, and minutes.	FY + 2 yrs	no	no	3 yrs	
Departmental and Interdepartmental Meetings, Significant	Records related to departmental and interdepartmental meetings held at BMA on significant issues such as exhibitions, policies, major gifts, initiatives etc. Includes agendas, notes, and minutes.	FY + 6 yrs	no	yes	P	Weed out material not created by your department before sending to the Archives.
Departmental Newsletters	Newsletters created by various BMA departments for staff, donors, and patrons.	A	no	yes	P	Creative Services is the office of record for newsletters produced by them. Do transfer two copies of all newsletters not produced by Creative Services to the Archives.
Email (see Correspondence)						Please note: departmental and individual email accounts that are archived are not being backed up by Information Technology. Print out any email of significance as a back up. Also, back up your email archives periodically as a precaution.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Evaluations	Program evaluations. Includes consultant, docent, visitor, teacher evaluations, and focus groups.	FY + 3 yrs	no	yes	P	Do not transfer evaluation forms to Archives. Do transfer final program evaluation summaries and reports.
Friends Groups	Records related to Friends Groups of the BMA including governance, lectures, membership, programming, and trips.	A + 7 yrs	no	yes	P	Weed out Friends Groups general correspondence, budgets and financial information (such as copies of checks, deposit slips and expense reports) and membership forms before sending to the Archives. Consult Archivist with questions.
Friends Groups Schedule	Records of dates and times of Friends Groups meetings per fiscal year.	400 days	no	no	400 days	Note - Friends Group Schedule by itself only being backed up 400 days by Information Services. Information also stored in BMA Master Calendar which is permanently backed up.
Governance	Copies of the museum's articles of incorporation, amendments, and bylaws.	A	no	no	A	Finance is the office of record for the BMA's articles of incorporation and amendments. Development is the office of record for bylaws and minutes.
Grants	Records related to grants both funded and unfunded.	A	no	no	A	Development is the office of record.
Images	Images not produced by Creative Services.	A	no	yes	P	General photographs of BMA staff, buildings, events, exhibitions, travel and scholarly research should be transferred to the Archives. Please consult archivist with questions regarding object photography. When possible, create images that are uncompressed TIFF files, minimum of 600 pixels per inch, minimum 4000 pixels across longest dimension, minimum 24-bit RGB, 8 bits / channel, 100% resolution. Still transfer historic material not captured at the archival quality standard.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Incident Reports (Art)	Reports generated by Security for incidents involving works in the collection.	A	no	no	A	Registration is the office of record.
Incident Reports (General)	Reports generated by Security reporting any suspected damage, injury or risk to visitors or the building.	A	no	no	A	Finance is the office of record for Incident Reports (General) that involve injury to visitors. Facilities is the office of record for Incident Reports (General) that involve damage to the building.
Insurance	Policies and renewals.	A	no	yes	P	Registration is the office of record for the Fine Arts Insurance Policy. Finance is the office of record for the Liability Insurance Policy and Certificates of Insurance.
Inventories	Routine inventories of supplies and equipment.	A	no	no	A	
Legal Actions	Records related to legal actions including correspondence, evidence, depositions etc?	A + 2 yrs	no	yes	P	Consult with Archivist before retaining any portion of a legal action after retention period.
Loans	Records related to BMA works of art and objects that are loaned to outside institutions.	A	no	no	A	Registration is the office of record for non-PDP loans. PDP is the office of record for loans involving prints, drawings, and photographs (see PDP "Object Files").
Long Range / Strategic Planning	Planning documents describing strategic plans and programs for growth of BMA departments.	A	no	yes	P	Development is the office of record for the BMA Strategic Planning document. Creative Services is the office of record for the printed and online museum-wide BMA Strategic Plan brochure. Weed out material not created by your department before sending to the archives. Please consult Archivist before disposing of any historic Strategic Planning material.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Marketing & Communications	BMA Marketing and Communications not handled by the Marketing & Communications Division of the BMA. Includes blogs and web pages.	FY	no	yes	P	Save files of blog posts and web pages as PDF/A and transfer to the Archives. When files cannot be saved as PDF/A files, save files as PDFs. Printed copies also acceptable.
Material Safety Data Sheets (MSDS Sheets) / Safety Data Sheets (SDS)	Sheets detailing data about chemical substances used at the Museum.	A	no	no	A	Transfer copies of all MSDS and SDS sheets to Security to be included in the Hazardous Chemical Information List. Also, notify Security when use is discontinued of a particular product / chemical. CFR 1910.1200(g)(8) , Keep one copy of all active MSDS sheets at workstations in order to make accessible to employees. All MSDS Sheets will become SDS sheets by June 1, 2015.
Notes	Significant notes of lasting research value on policies, procedures, or events at the BMA. Includes annotations or notes on agendas, minutes, and meeting handouts.	A	no	yes	P	
Operational Manuals & Warranty Information	Operation manuals, warranty information, serial numbers, and copy of equipment receipt.	Life of equipment	no	no	Life of equipment	
Permanent Collection Rotation and Label Request (aka "Green Sheets")	Copies of forms requesting permanent collection rotation and label requests.	A	no	no	A	Installation is the office of record

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Personal Files and References	Files related to previous research performed by staff before being employed by the BMA.	A	no	no	A	Consult Archivist before removing or disposing of material.
Personnel Files	Files related to staff, work-study students and interns in department.	(see notes)	no	(see notes)	(see notes)	Human Resources is the office of record for records relating to individual's performance, medical conditions, or other documentation of a sensitive nature in your office and should be forwarded to them. Delete electronic files and/or shred any information of a sensitive nature remaining in office in secure blue shredding bins throughout museum. Do transfer letters of commendation to the Archives.
Policies & Procedural Manuals	Handbooks, manuals, and training materials for BMA docents, interns, staff, trustees and work-study students.	A	no	yes	P	Transfer to the Archives only the policies and procedural manuals authored by your department.
Printed Materials	Promotional material such as marketing and advertising material. Includes brochures, flyers, posters, et al.	A	no	Yes (see notes)	P	Creative Services is the office of record for materials produced by them. Do transfer two copies of all printed materials related to BMA activities not produced by Creative Services to the Archives.
Professional Development	Educational literature, presentations and resources acquired through BMA funds.	A	no	no	A	Keep one copy of information in your office to share with colleagues while information is current and/or useful.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Professional Papers & Presentations	Professional papers, lectures, and educational programming presented at BMA or outside institutions as part of BMA employment. Includes speaking notes.	A	no	yes	P	Only transfer materials that are produced as a part of your employment at the BMA . Convert PowerPoint presentations to PDF/A files before transferring to the Archives. Convert to PDFs if PDF/A is not an option.
Projects, Special	Files related to capital and special projects at BMA. Contains audiovisual materials, budgets, checklists, correspondence, layouts, images, samples, and other supporting material.	A	no	yes	P	Weed out routine correspondence, drafts, duplicates and financial information (invoices, deposit slips, requisition forms, etc). Do not transfer materials created by other departments.
References / subject files, general	Information of limited value that will be updated or replaced	A	no	no	A	Actively weed out material as it no longer becomes useful.
References / subject files, significant	Important information of lasting value such as unpublished dissertations, meeting notes with scholars / experts in a field etc.	A	no	yes	P	
Renovations & Reinstallations	Records related to renovations and reinstallations of BMA exhibition space. Includes audiovisual materials, correspondence, images, and notes.	A	no	yes	P	Weed material not produced by your department before sending to the Archives.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Signage	Printed signage for BMA events, programming, and other.	A	no	yes	P	
Social Media (see Marketing & Communications)						
Surveys	Includes comments, survey forms, and feedback related to BMA exhibitions, general fundraising, general visitors, membership, and programs.	A	no	Yes (see notes)	P	Discard individual survey forms when no longer active. Transfer an example of the survey form, final reports and summaries of survey findings to Archives.
Tax, Tax-Exempt Certificate (copy)	Copy of the Museum's tax-exempt certificate.	A	no	no	A	Finance is the office of record of the original tax-exempt certificate as well as all other additional "Tax-Exempt Information".
Templates	Reference templates for forms, surveys, questionnaires etc.	A	no	no	A	
Timekeeping, BMA employees	Records related to BMA employees' hours worked and leave. Includes copies of leave requests, overtime sheets, and time sheets (both BMA and Grants). Includes paid interns & contractors.	1 yr	no	no	1 yr	Finance is the office of record for all timekeeping records except grant timesheets for which Development is the office of record. Do not keep copies of time-sheets and leave requests for more than one year from date of pay period ending.
Timekeeping, JHU work-study students	Records related to JHU work-study students' hours worked.	1 yr	no	no	1 yr	Finance is the office of record. Black out social security numbers if copies of time sheets are retained. Do not keep copies for more than one year from date of pay period ending. Shred securely in locked blue bins.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Travel	Records relating to travel destinations for professional reasons.	A	no	no	A	Finance is the office of record for all travel invoices and requisitions. Keep travel reference files as long as they are useful. Weed frequently.
User Information	Account numbers, user logins, and passwords to various accounts set up through and for the BMA.	A	no	no	A	Securely shred inactive user information in locked blue bins.
Vendor Catalogs		A	no	no	A	
Vendor Credit Accounts	List of vendors that the BMA has accounts with and account numbers.	A	no	no	A	Finance is the office of record. Securely shred any inactive vendor credit account information in locked blue bins.

SAA Museum Archives Section Working Group Example

Director's Office Records Retention Schedule BMA RECORDS MANAGEMENT

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Record Name	Description	Retain in Records Center	Retain offsite	Transfer to Archives	Total Retention	Comments / Legal Citations
Calendars	Records related to the day to day activities of the Director of the museum.	A	no	yes	P	Information being backed up by Information Technology.
Chronological Files	Contains all official written Director's correspondence sent from museum.	A	no	yes	P	
Mail log	Log of all incoming mail including correspondence and faxes to the Director's office.	A	no	yes	P	
Subject Files	Files organized alphabetically by name, institution, or general subject. Includes correspondence, images, printed material, research, essays, and newspaper clippings. Some files are quite extensive.	A	no	yes	P	
Telephone log	Log of all telephone messages and voicemail messages in the absence of the Director.	A	no	yes	P	

Curatorial Affairs, Deputy Director's Office Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Accessions (Actual)	Records related to accessions into the museum collection.	A	no	no	A	Registration is the office of record. PDP is the office of record for Prints, Drawings & Photographs.
Accessions (Potential)	Records related to objects of interest. Also includes records of entire collections that may be potential accessions.	A	no	no	A	Retain as long as actively referenced. If work acquired, move to Accessions (Actual) and transfer copy to Registration or Prints, Drawings & Photographs depending on the type of art.
Accessions Committee (includes Deaccessions)	Includes records related to all four BMA accessions committees (PSGA, AAAP, Dec Arts & Contemporary). Includes correspondence, presentations, contact information, and mailing lists of members, nominees, reports, and master spreadsheet of members with committee attendance.	A + 5 yrs	no	no	(see notes)	Development is the office of record for Accession Committee Reports and list of committee members. (Information included in Board Minutes and Trustee Manual). Registration is the office of record for the "Accessions Committee Manual" (included in "Collection Management Policies & Procedures Manual"). Curatorial Affairs is the office of record for presentations given to the Accessions Committee and should transfer to the Archives when no longer active.
Accessions Committee General Correspondence	General Correspondence related to the Accessions Committee including invitations to join, thank you notes to returning members. Letters are signed by Board Chair and composed by a Curatorial Liaison.	A + 3 yrs	no	no	(see notes)	Finance is the office of record for Audit, Finance, and Investment minutes.
Accessions Committee Manual	Manual describing the accessions process and responsibilities of staff in process.	A	no	yes	P	Deputy Director of Curatorial Affairs is the office of record.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Auction & Dealer Catalogs	Catalogs of art sales and exhibitions from various auction houses and private art galleries.	A	no	no	A	Transfer any unwanted auction or dealer catalogs to the Library.
Board Meetings	Records related to monthly, special, and annual board meetings held at the BMA including talks and drafts of presentations given by curators to the Board of Directors.	FY + 3 yrs	no	no	4 yrs	Development / Finance are the offices of record.
Campaign for Art	Records related to Campaign for Art project. Includes master spreadsheet with valuations of art.	End of Campaign + 1 yr	no	no	End of campaign + 1 yr	Development is the office of record.
Card Catalogs	Records of objects not yet entered into TMS (primarily textiles)	A	no	no	A	
Classes & Visitors	Records related to classes, scholars, and other visitors that visit the curatorial departments	FY + 4 yrs	no	yes	P	Transfer annual figures, reports, agenda, and class outlines to the Archives. Do not transfer copies of attendance lists or object lists.
Collecting Strengths & Priorities	Document detailing BMA's strategic goals for acquiring works of art.	A	no	yes	P	
Events	Contains records related to Curatorial events such as Lace Day and Textiles Day.	A + 5 yrs	no	yes	P	Extensive weeding expected.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Exhibition & Rotation Files	Files for exhibitions and rotations. Contains: checklists, contractual invoices, correspondence, design, framing & matting details, invoices, notes, etc. Also, includes proposed exhibitions by BMA curators.	A	no	yes	P	Weed out routine correspondence, drafts of essays that do not contain significant changes or revisions, green sheets, copies of material(s) printed and /or produced by other departments, and non-final checklists. Do transfer final TMS checklists, final essays, research notes, significant correspondence, and other significant documentation of the exhibition / rotation. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead. In regard to label copy, Installation is the office of record for exhibition label copy whereas Curatorial Affairs should retain permanent collection rotation label copy in their files.
Exhibition and Installation Proposals (From Outside Organizations)	Includes formal exhibition and installation proposals sent to the BMA by outside museums and organizations.	A + 3 yrs	no	no	A + 3 yrs	Deputy Director of Curatorial Affairs is the office of record.
Gifts, Promised	Records related to promised gifts of material including correspondence, notes, and photographs.	A	no	no	A	Registration is the office of record (see Partial & Promised Gifts).
Inquiries, General	General inquiries from the public, scholars, and other Museums about BMA objects.	A	no	no	A	
Inquiries, Significant	Significant inquiries of lasting research value from the public, scholars, and other art museums about BMA objects.	A	no	no	(see notes)	File all significant inquiries in Registration's "Object Files" for permanent retention.
Gifts, Rejected	Serious gifts of art formally offered to the BMA and formally rejected.	FY + 5 yrs	no	no	6 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Mailing Lists	Databases of contacts and mailing list of individuals who have specific interest in curatorial subject matters including students, teachers, collectors, and others.	A	no	no	A	
North American Graves Protection & Repatriation Act (NAGPRA)	Records related to survey inventory of North American Native American works in the BMA's collection.	PL	no	no	PL	Registration is the office of record. 43 CFR 10.12 NAGPRA and OMB Circular A-110 (2CFR 215) or "The Common Rule", Inventory required under federal law.
Research	Information on art, artists, collections, subjects, etc. Includes research notes.	A	no	yes	P	Extensive weeding expected. Only transfer records capturing a significant amount of information, which could be used by a variety of researchers after its primary use has passed. Do transfer research notes to Archives. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead.
Teaching	Files related to curator's teaching at BMA and other locations through the BMA. Includes agendas, notes, presentations, and syllabi.	A + 3 yrs	no	yes	P	
Transmittal Letters	Records related to correspondence thanking and acknowledging donors of objects that come into the BMA's collection.	FY	no	no	FY	Registration is the office of record.

Arts of Africa, the Americas, Asia, and the Pacific Islands Department Records Retention Schedule BMA RECORDS

MANAGEMENT

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Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Accessions (Actual)	Records related to accessions into the museum collection.	A	no	no	A	Registration is the office of record. PDP is the office of record for Prints, Drawings & Photographs.
Accessions (Potential)	Records related to objects of interest. Also includes records of entire collections that may be potential accessions.	A	no	no	A	Retain as long as actively referenced. If work acquired, move to Accessions (Actual) and transfer copy to Registration or Prints, Drawings & Photographs depending on the type of art.
Accessions Committee (includes Deaccessions)	Includes records related to all four BMA accessions committees (PSGA, AAAP, Dec Arts & Contemporary). Includes correspondence, presentations, contact information, and mailing lists of members, nominees, reports, and master spreadsheet of members with committee attendance.	A + 5 yrs	no	no	(see notes)	Development is the office of record for Accession Committee Reports and list of committee members. (Information included in Board Minutes and Trustee Manual). Registration is the office of record for the "Accessions Committee Manual" (included in "Collection Management Policies & Procedures Manual"). Curatorial Affairs is the office of record for presentations given to the Accessions Committee and should transfer to the Archives when no longer active.
Accessions Committee General Correspondence	General Correspondence related to the Accessions Committee including invitations to join, thank you notes to returning members. Letters are signed by Board Chair and composed by a Curatorial Liaison.	A + 3 yrs	no	no	(see notes)	Finance is the office of record for Audit, Finance, and Investment minutes.
Accessions Committee Manual	Manual describing the accessions process and responsibilities of staff in process.	A	no	yes	P	Deputy Director of Curatorial Affairs is the office of record.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Auction & Dealer Catalogs	Catalogs of art sales and exhibitions from various auction houses and private art galleries.	A	no	no	A	Transfer any unwanted auction or dealer catalogs to the Library.
Board Meetings	Records related to monthly, special, and annual board meetings held at the BMA including talks and drafts of presentations given by curators to the Board of Directors.	FY + 3 yrs	no	no	4 yrs	Development / Finance are the offices of record.
Campaign for Art	Records related to Campaign for Art project. Includes master spreadsheet with valuations of art.	End of Campaign + 1 yr	no	no	End of campaign + 1 yr	Development is the office of record.
Card Catalogs	Records of objects not yet entered into TMS (primarily textiles)	A	no	no	A	
Classes & Visitors	Records related to classes, scholars, and other visitors that visit the curatorial departments	FY + 4 yrs	no	yes	P	Transfer annual figures, reports, agenda, and class outlines to the Archives. Do not transfer copies of attendance lists or object lists.
Collecting Strengths & Priorities	Document detailing BMA's strategic goals for acquiring works of art.	A	no	yes	P	
Events	Contains records related to Curatorial events such as Lace Day and Textiles Day.	A + 5 yrs	no	yes	P	Extensive weeding expected.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Exhibition & Rotation Files	Files for exhibitions and rotations. Contains: checklists, contractual invoices, correspondence, design, framing & matting details, invoices, notes, etc. Also, includes proposed exhibitions by BMA curators.	A	no	yes	P	Weed out routine correspondence, drafts of essays that do not contain significant changes or revisions, green sheets, copies of material(s) printed and /or produced by other departments, and non-final checklists. Do transfer final TMS checklists, final essays, research notes, significant correspondence, and other significant documentation of the exhibition / rotation. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead. In regard to label copy, Installation is the office of record for exhibition label copy whereas Curatorial Affairs should retain permanent collection rotation label copy in their files.
Exhibition and Installation Proposals (From Outside Organizations)	Includes formal exhibition and installation proposals sent to the BMA by outside museums and organizations.	A + 3 yrs	no	no	A + 3 yrs	Deputy Director of Curatorial Affairs is the office of record.
Gifts, Promised	Records related to promised gifts of material including correspondence, notes, and photographs.	A	no	no	A	Registration is the office of record (see Partial & Promised Gifts).
Inquiries, General	General inquiries from the public, scholars, and other Museums about BMA objects.	A	no	no	A	
Inquiries, Significant	Significant inquiries of lasting research value from the public, scholars, and other art museums about BMA objects.	A	no	no	(see notes)	File all significant inquiries in Registration's "Object Files" for permanent retention.
Gifts, Rejected	Serious gifts of art formally offered to the BMA and formally rejected.	FY + 5 yrs	no	no	6 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Mailing Lists	Databases of contacts and mailing list of individuals who have specific interest in curatorial subject matters including students, teachers, collectors, and others.	A	no	no	A	
North American Graves Protection & Repatriation Act (NAGPRA)	Records related to survey inventory of North American Native American works in the BMA's collection.	PL	no	no	PL	Registration is the office of record. 43 CFR 10.12 NAGPRA and OMB Circular A-110 (2CFR 215) or "The Common Rule", Inventory required under federal law.
Research	Information on art, artists, collections, subjects, etc. Includes research notes.	A	no	yes	P	Extensive weeding expected. Only transfer records capturing a significant amount of information, which could be used by a variety of researchers after its primary use has passed. Do transfer research notes to Archives. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead.
Teaching	Files related to curator's teaching at BMA and other locations through the BMA. Includes agendas, notes, presentations, and syllabi.	A + 3 yrs	no	yes	P	
Transmittal Letters	Records related to correspondence thanking and acknowledging donors of objects that come into the BMA's collection.	FY	no	no	FY	Registration is the office of record.

Conservation Department Records Retention Schedule BMA RECORDS MANAGEMENT

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Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Collections Files	Files on specific collections of artwork within the BMA including the Peabody Collection (on loan), The Cone Collection, etc	PL	no	no	PL	
Collections Maintenance	Correspondence with BMA staff related to the maintenance of the collection such as vacuuming and dusting.	A + 3 yrs	no	no	A + 3 yrs	File significant "Collections Maintenance" records, file in "Collections Files" for permanent retention.
Deaccessions	Conservation files of deaccessioned objects.	PL	no	no	PL	
Exhibitions & Rotations	Records related to exhibitions and rotations held at the BMA as well as exhibitions held at outside institutions.	A	no	yes	P	

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Fiber ID Slides	Research records of fiber samples.	PL	no	no	PL	
Hygrothermograph readings	Weekly reports of hygrothermograph chart readings from multiple units throughout the museums.	FY + 9 yrs	no	no	10 years	
Images	Conservation images of objects undergoing treatment, in settings around the museum and other.	PL	no	no	PL	
Incident Reports (Art)	Reports generated by Security when incidents occur involving objects in the collection.	PL	no	no	PL (see notes)	Registration is the office of record for "Incident Reports (Art)". Security is the office of record for "Incident Reports (General)". If incident is significant, print out incident report and file in conservation "Object File" to keep permanently.
Inspection Cards	Records of in-gallery inspections performed by Conservation staff.	A	no	no	A	

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Lab Equipment & Supplies	Records of related to current lab equipment and conservation supplies. (Does not include hazardous supplies. See "Material Safety Data Sheets" for hazardous materials.)	Life of equipment or supplies	no	no	Life of equipment or supplies	
Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS) (see General Schedule)						

SAA Museum Archives Section Working Group Example

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Object files	Files for accessioned objects in collection detailing conservation history of object. Includes correspondence, incident reports, images, treatment records, XRF Spectra analysis, and notes.	PL	no	no	PL	For preservation, originals can be transferred to the Archives for long term care and working copies can be created.
Oddy Test Results	Records related to materials and their corresponding documentation and Oddy Test results showing their fitness to be used in museum displays.	A	no	no	A	

SAA Museum Archives Section Working Group Example

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Pest Management	The BMA's policy and procedures for pest prevention and management. Includes copy of policy and excel spreadsheets documenting incidents involving pests.	A	no	(see notes)	P, A	Transfer copy of pest policies to archives as they are developed. Keep excel spreadsheet and log in Conservation Department.
Pigment Samples	Pigment samples from paintings for scientific analysis.	PL	no	no	PL	
Private Work	Records related to conservation performed on privately owned works of art by BMA staff.	PL	no	no	PL	

SAA Museum Archives Section Working Group Example

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Radioactive Beta Plate	Records related to radioactive beta plate used for recording watermarks. Includes licenses, badge tests, leak tests, and inventory.	(see notes)	no	no	(see notes)	Treat badge tests as an "Exposure Record" and send to Human Resources to be retained for 30 years per 29 CFR 1910.1020(d)(1)(ii); 40 CFR 721.125. In regards to badge tests, 29 CFR 1910.1096(n)(1) Every employee shall maintain records of the radiation exposure of all employees for whom personal monitoring is required under paragraph (d) of this section and advise each of his employees of his individual exposure on at least an annual basis. (Anyone likely to receive a dose in any calendar quarter in excess of 25 percent of the applicable value of 1 1/4 rems for the whole body). In regard to leak tests, COMAR 26.12.01.01.A.4 (c) Each licensee who uses a sealed source shall have the source tested for leakage at intervals not to exceed 6 months. (2) The licensee shall maintain records of the leak tests in accordance with Sec. E.67 (i.e. 3 years after record is made). Regarding inventory, (per conditions of license and not state law) inventory device(s) every six months and retain for two years. Regarding license, keep until renewed.
Research	Conservation research related to the collection. Includes research notes, copies of articles, bibliographies, and original essays.	A	no	yes	P	File research related to one object in corresponding "Object File". Extensive weeding expected. Only transfer records capturing a significant amount of information, which could be used by a variety of researchers after their primary use has passed to the Archives. Do transfer research notes to Archives. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead.
Surveys	Conservation collection surveys of groups of objects	PL	no	no	PL	

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Unidentifiables	Fragments of historic object labels that have broken or fallen off BMA objects.	PL	no	no	PL	
X-radiographs	X-ray documentation of works of art.	PL	no	no	PL	

SAA Museum Archives Section Working Group Example

Contemporary Art Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Accessions (Actual)	Records related to accessions into the museum collection.	A	no	no	A	Registration is the office of record. PDP is the office of record for Prints, Drawings & Photographs.
Accessions (Potential)	Records related to objects of interest. Also includes records of entire collections that may be potential accessions.	A	no	no	A	Retain as long as actively referenced. If work acquired, move to Accessions (Actual) and transfer copy to Registration or Prints, Drawings & Photographs depending on the type of art.
Accessions Committee (includes Deaccessions)	Includes records related to all four BMA accessions committees (PSGA, AAAP, Dec Arts & Contemporary). Includes correspondence, presentations, contact information, and mailing lists of members, nominees, reports, and master spreadsheet of members with committee attendance.	A + 5 yrs	no	no	(see notes)	Development is the office of record for Accession Committee Reports and list of committee members. (Information included in Board Minutes and Trustee Manual). Registration is the office of record for the "Accessions Committee Manual" (included in "Collection Management Policies & Procedures Manual"). Curatorial Affairs is the office of record for presentations given to the Accessions Committee and should transfer to the Archives when no longer active.
Accessions Committee General Correspondence	General Correspondence related to the Accessions Committee including invitations to join, thank you notes to returning members. Letters are signed by Board Chair and composed by a Curatorial Liaison.	A + 3 yrs	no	no	(see notes)	Finance is the office of record for Audit, Finance, and Investment minutes.
Accessions Committee Manual	Manual describing the accessions process and responsibilities of staff in process.	A	no	yes	P	Deputy Director of Curatorial Affairs is the office of record.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Auction & Dealer Catalogs	Catalogs of art sales and exhibitions from various auction houses and private art galleries.	A	no	no	A	Transfer any unwanted auction or dealer catalogs to the Library.
Board Meetings	Records related to monthly, special, and annual board meetings held at the BMA including talks and drafts of presentations given by curators to the Board of Directors.	FY + 3 yrs	no	no	4 yrs	Development / Finance are the offices of record.
Campaign for Art	Records related to Campaign for Art project. Includes master spreadsheet with valuations of art.	End of Campaign + 1 yr	no	no	End of campaign + 1 yr	Development is the office of record.
Card Catalogs	Records of objects not yet entered into TMS (primarily textiles)	A	no	no	A	
Classes & Visitors	Records related to classes, scholars, and other visitors that visit the curatorial departments	FY + 4 yrs	no	yes	P	Transfer annual figures, reports, agenda, and class outlines to the Archives. Do not transfer copies of attendance lists or object lists.
Collecting Strengths & Priorities	Document detailing BMA's strategic goals for acquiring works of art.	A	no	yes	P	
Events	Contains records related to Curatorial events such as Lace Day and Textiles Day.	A + 5 yrs	no	yes	P	Extensive weeding expected.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Exhibition & Rotation Files	Files for exhibitions and rotations. Contains: checklists, contractual invoices, correspondence, design, framing & matting details, invoices, notes, etc. Also, includes proposed exhibitions by BMA curators.	A	no	yes	P	Weed out routine correspondence, drafts of essays that do not contain significant changes or revisions, green sheets, copies of material(s) printed and /or produced by other departments, and non-final checklists. Do transfer final TMS checklists, final essays, research notes, significant correspondence, and other significant documentation of the exhibition / rotation. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead. In regard to label copy, Installation is the office of record for exhibition label copy whereas Curatorial Affairs should retain permanent collection rotation label copy in their files.
Exhibition and Installation Proposals (From Outside Organizations)	Includes formal exhibition and installation proposals sent to the BMA by outside museums and organizations.	A + 3 yrs	no	no	A + 3 yrs	Deputy Director of Curatorial Affairs is the office of record.
Gifts, Promised	Records related to promised gifts of material including correspondence, notes, and photographs.	A	no	no	A	Registration is the office of record (see Partial & Promised Gifts).
Inquiries, General	General inquiries from the public, scholars, and other Museums about BMA objects.	A	no	no	A	
Inquiries, Significant	Significant inquiries of lasting research value from the public, scholars, and other art museums about BMA objects.	A	no	no	(see notes)	File all significant inquiries in Registration's "Object Files" for permanent retention.
Gifts, Rejected	Serious gifts of art formally offered to the BMA and formally rejected.	FY + 5 yrs	no	no	6 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Mailing Lists	Databases of contacts and mailing list of individuals who have specific interest in curatorial subject matters including students, teachers, collectors, and others.	A	no	no	A	
North American Graves Protection & Repatriation Act (NAGPRA)	Records related to survey inventory of North American Native American works in the BMA's collection.	PL	no	no	PL	Registration is the office of record. 43 CFR 10.12 NAGPRA and OMB Circular A-110 (2CFR 215) or "The Common Rule", Inventory required under federal law.
Research	Information on art, artists, collections, subjects, etc. Includes research notes.	A	no	yes	P	Extensive weeding expected. Only transfer records capturing a significant amount of information, which could be used by a variety of researchers after its primary use has passed. Do transfer research notes to Archives. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead.
Teaching	Files related to curator's teaching at BMA and other locations through the BMA. Includes agendas, notes, presentations, and syllabi.	A + 3 yrs	no	yes	P	
Transmittal Letters	Records related to correspondence thanking and acknowledging donors of objects that come into the BMA's collection.	FY	no	no	FY	Registration is the office of record.

Decorative Arts, American Painting, and Sculpture Department Records Retention Schedule BMA RECORDS

MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Accessions (Actual)	Records related to accessions into the museum collection.	A	no	no	A	Registration is the office of record. PDP is the office of record for Prints, Drawings & Photographs.
Accessions (Potential)	Records related to objects of interest. Also includes records of entire collections that may be potential accessions.	A	no	no	A	Retain as long as actively referenced. If work acquired, move to Accessions (Actual) and transfer copy to Registration or Prints, Drawings & Photographs depending on the type of art.
Accessions Committee (includes Deaccessions)	Includes records related to all four BMA accessions committees (PSGA, AAAP, Dec Arts & Contemporary). Includes correspondence, presentations, contact information, and mailing lists of members, nominees, reports, and master spreadsheet of members with committee attendance.	A + 5 yrs	no	no	(see notes)	Development is the office of record for Accession Committee Reports and list of committee members. (Information included in Board Minutes and Trustee Manual). Registration is the office of record for the "Accessions Committee Manual" (included in "Collection Management Policies & Procedures Manual"). Curatorial Affairs is the office of record for presentations given to the Accessions Committee and should transfer to the Archives when no longer active.
Accessions Committee General Correspondence	General Correspondence related to the Accessions Committee including invitations to join, thank you notes to returning members. Letters are signed by Board Chair and composed by a Curatorial Liaison.	A + 3 yrs	no	no	(see notes)	Finance is the office of record for Audit, Finance, and Investment minutes.
Accessions Committee Manual	Manual describing the accessions process and responsibilities of staff in process.	A	no	yes	P	Deputy Director of Curatorial Affairs is the office of record.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Auction & Dealer Catalogs	Catalogs of art sales and exhibitions from various auction houses and private art galleries.	A	no	no	A	Transfer any unwanted auction or dealer catalogs to the Library.
Board Meetings	Records related to monthly, special, and annual board meetings held at the BMA including talks and drafts of presentations given by curators to the Board of Directors.	FY + 3 yrs	no	no	4 yrs	Development / Finance are the offices of record.
Campaign for Art	Records related to Campaign for Art project. Includes master spreadsheet with valuations of art.	End of Campaign + 1 yr	no	no	End of campaign + 1 yr	Development is the office of record.
Card Catalogs	Records of objects not yet entered into TMS (primarily textiles)	A	no	no	A	
Classes & Visitors	Records related to classes, scholars, and other visitors that visit the curatorial departments	FY + 4 yrs	no	yes	P	Transfer annual figures, reports, agenda, and class outlines to the Archives. Do not transfer copies of attendance lists or object lists.
Collecting Strengths & Priorities	Document detailing BMA's strategic goals for acquiring works of art.	A	no	yes	P	
Events	Contains records related to Curatorial events such as Lace Day and Textiles Day.	A + 5 yrs	no	yes	P	Extensive weeding expected.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Exhibition & Rotation Files	Files for exhibitions and rotations. Contains: checklists, contractual invoices, correspondence, design, framing & matting details, invoices, notes, etc. Also, includes proposed exhibitions by BMA curators.	A	no	yes	P	Weed out routine correspondence, drafts of essays that do not contain significant changes or revisions, green sheets, copies of material(s) printed and /or produced by other departments, and non-final checklists. Do transfer final TMS checklists, final essays, research notes, significant correspondence, and other significant documentation of the exhibition / rotation. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead. In regard to label copy, Installation is the office of record for exhibition label copy whereas Curatorial Affairs should retain permanent collection rotation label copy in their files.
Exhibition and Installation Proposals (From Outside Organizations)	Includes formal exhibition and installation proposals sent to the BMA by outside museums and organizations.	A + 3 yrs	no	no	A + 3 yrs	Deputy Director of Curatorial Affairs is the office of record.
Gifts, Promised	Records related to promised gifts of material including correspondence, notes, and photographs.	A	no	no	A	Registration is the office of record (see Partial & Promised Gifts).
Inquiries, General	General inquiries from the public, scholars, and other Museums about BMA objects.	A	no	no	A	
Inquiries, Significant	Significant inquiries of lasting research value from the public, scholars, and other art museums about BMA objects.	A	no	no	(see notes)	File all significant inquiries in Registration's "Object Files" for permanent retention.
Gifts, Rejected	Serious gifts of art formally offered to the BMA and formally rejected.	FY + 5 yrs	no	no	6 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Mailing Lists	Databases of contacts and mailing list of individuals who have specific interest in curatorial subject matters including students, teachers, collectors, and others.	A	no	no	A	
North American Graves Protection & Repatriation Act (NAGPRA)	Records related to survey inventory of North American Native American works in the BMA's collection.	PL	no	no	PL	Registration is the office of record. 43 CFR 10.12 NAGPRA and OMB Circular A-110 (2CFR 215) or "The Common Rule", Inventory required under federal law.
Research	Information on art, artists, collections, subjects, etc. Includes research notes.	A	no	yes	P	Extensive weeding expected. Only transfer records capturing a significant amount of information, which could be used by a variety of researchers after its primary use has passed. Do transfer research notes to Archives. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead.
Teaching	Files related to curator's teaching at BMA and other locations through the BMA. Includes agendas, notes, presentations, and syllabi.	A + 3 yrs	no	yes	P	
Transmittal Letters	Records related to correspondence thanking and acknowledging donors of objects that come into the BMA's collection.	FY	no	no	FY	Registration is the office of record.

European Painting and Sculpture Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Accessions (Actual)	Records related to accessions into the museum collection.	A	no	no	A	Registration is the office of record. PDP is the office of record for Prints, Drawings & Photographs.
Accessions (Potential)	Records related to objects of interest. Also includes records of entire collections that may be potential accessions.	A	no	no	A	Retain as long as actively referenced. If work acquired, move to Accessions (Actual) and transfer copy to Registration or Prints, Drawings & Photographs depending on the type of art.
Accessions Committee (includes Deaccessions)	Includes records related to all four BMA accessions committees (PSGA, AAAP, Dec Arts & Contemporary). Includes correspondence, presentations, contact information, and mailing lists of members, nominees, reports, and master spreadsheet of members with committee attendance.	A + 5 yrs	no	no	(see notes)	Development is the office of record for Accession Committee Reports and list of committee members. (Information included in Board Minutes and Trustee Manual). Registration is the office of record for the "Accessions Committee Manual" (included in "Collection Management Policies & Procedures Manual"). Curatorial Affairs is the office of record for presentations given to the Accessions Committee and should transfer to the Archives when no longer active.
Accessions Committee General Correspondence	General Correspondence related to the Accessions Committee including invitations to join, thank you notes to returning members. Letters are signed by Board Chair and composed by a Curatorial Liaison.	A + 3 yrs	no	no	(see notes)	Finance is the office of record for Audit, Finance, and Investment minutes.
Accessions Committee Manual	Manual describing the accessions process and responsibilities of staff in process.	A	no	yes	P	Deputy Director of Curatorial Affairs is the office of record.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Auction & Dealer Catalogs	Catalogs of art sales and exhibitions from various auction houses and private art galleries.	A	no	no	A	Transfer any unwanted auction or dealer catalogs to the Library.
Board Meetings	Records related to monthly, special, and annual board meetings held at the BMA including talks and drafts of presentations given by curators to the Board of Directors.	FY + 3 yrs	no	no	4 yrs	Development / Finance are the offices of record.
Campaign for Art	Records related to Campaign for Art project. Includes master spreadsheet with valuations of art.	End of Campaign + 1 yr	no	no	End of campaign + 1 yr	Development is the office of record.
Card Catalogs	Records of objects not yet entered into TMS (primarily textiles)	A	no	no	A	
Classes & Visitors	Records related to classes, scholars, and other visitors that visit the curatorial departments	FY + 4 yrs	no	yes	P	Transfer annual figures, reports, agenda, and class outlines to the Archives. Do not transfer copies of attendance lists or object lists.
Collecting Strengths & Priorities	Document detailing BMA's strategic goals for acquiring works of art.	A	no	yes	P	
Events	Contains records related to Curatorial events such as Lace Day and Textiles Day.	A + 5 yrs	no	yes	P	Extensive weeding expected.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Exhibition & Rotation Files	Files for exhibitions and rotations. Contains: checklists, contractual invoices, correspondence, design, framing & matting details, invoices, notes, etc. Also, includes proposed exhibitions by BMA curators.	A	no	yes	P	Weed out routine correspondence, drafts of essays that do not contain significant changes or revisions, green sheets, copies of material(s) printed and /or produced by other departments, and non-final checklists. Do transfer final TMS checklists, final essays, research notes, significant correspondence, and other significant documentation of the exhibition / rotation. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead. In regard to label copy, Installation is the office of record for exhibition label copy whereas Curatorial Affairs should retain permanent collection rotation label copy in their files.
Exhibition and Installation Proposals (From Outside Organizations)	Includes formal exhibition and installation proposals sent to the BMA by outside museums and organizations.	A + 3 yrs	no	no	A + 3 yrs	Deputy Director of Curatorial Affairs is the office of record.
Gifts, Promised	Records related to promised gifts of material including correspondence, notes, and photographs.	A	no	no	A	Registration is the office of record (see Partial & Promised Gifts).
Inquiries, General	General inquiries from the public, scholars, and other Museums about BMA objects.	A	no	no	A	
Inquiries, Significant	Significant inquiries of lasting research value from the public, scholars, and other art museums about BMA objects.	A	no	no	(see notes)	File all significant inquiries in Registration's "Object Files" for permanent retention.
Gifts, Rejected	Serious gifts of art formally offered to the BMA and formally rejected.	FY + 5 yrs	no	no	6 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total retention	Comments / Legal Citations
Mailing Lists	Databases of contacts and mailing list of individuals who have specific interest in curatorial subject matters including students, teachers, collectors, and others.	A	no	no	A	
North American Graves Protection & Repatriation Act (NAGPRA)	Records related to survey inventory of North American Native American works in the BMA's collection.	PL	no	no	PL	Registration is the office of record. 43 CFR 10.12 NAGPRA and OMB Circular A-110 (2CFR 215) or "The Common Rule", Inventory required under federal law.
Research	Information on art, artists, collections, subjects, etc. Includes research notes.	A	no	yes	P	Extensive weeding expected. Only transfer records capturing a significant amount of information, which could be used by a variety of researchers after its primary use has passed. Do transfer research notes to Archives. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead.
Teaching	Files related to curator's teaching at BMA and other locations through the BMA. Includes agendas, notes, presentations, and syllabi.	A + 3 yrs	no	yes	P	
Transmittal Letters	Records related to correspondence thanking and acknowledging donors of objects that come into the BMA's collection.	FY	no	no	FY	Registration is the office of record.

Prints, Drawings, and Photographs Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Accession Files	Files for accessions that are confirmed. Correspondence, preliminary research, incoming/condition reports, catalogues, related auction sales, and accession committee meeting documents.	A	no	no	A	Once work is acquired, move records into PDP "Object File".
Auction & Dealer Catalogs	Catalogs of art sales and exhibitions from various auction houses and private art galleries.	A	no	no	A	Transfer any unwanted auction or dealer catalogs to the Library.
Cataloging	Records related to the registration of artworks into the PDP Department. Includes files related to registration, documentation, and cataloging. Consists of numbering problems, works needing numbers, etc. Also includes images, conditions of artwork & packaging as well as master print terminology and PDP cataloging manual.	A	no	yes (see notes)	A, P	Keep everything in office as long as it is active. Do transfer a copy of the PDP cataloging manual and master print terminology to Archives to be retained permanently.
Collectors' Files	Files about collectors that the BMA has accessioned numerous objects from. Files include images, deeds of gift, promised gift agreements, extended loan agreements, and correspondence.	A	no	yes	P	Development is the office of record for correspondence relating to monetary gifts from collectors including thank you notes from the Director and Deputy Director. Transfer files to the Archives upon collector's death or long period of inactivity.
Deaccessions	Records of PDP works deaccessioned from the collection. Contains primarily card catalog cards of historic deaccessioned objects and object files.	A	no	no	A	

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Exhibition & Rotation Files	Files for exhibitions and rotations dealing with works on paper. Contains anything related to the show or rotation: checklists, contractual invoices, correspondence, design, framing & matting details, invoices, label copy, pamphlets, and notes. Also, contains a master list of PDP exhibitions.	A	no	yes	P	Weed out routine correspondence, drafts of essays that do not contain significant changes or revisions , copies of material(s) printed and /or produced by other departments, and non-final checklists. Do transfer final checklists, final essays, significant correspondence, and other significant documentation of the exhibition / rotation. In regards to label copy, do not transfer exhibition label copy as Installation is the office of record. Do enter extended label copy for permanent collection rotations into TMS.
Inquiries , General	General inquiries from the public, scholars, and other Museums about BMA objects.	A	no	no	A	
Inquiries , Significant	Significant inquiries of lasting research value from the public, scholars, and other museums about BMA objects.	A	no	no	PL (see notes)	File all significant inquiries into PDP "Object Files".
Loans (see "Object Files")						
Object Cards	File cards with cataloguing information on works in PDP, accessioned and deaccessioned. Some contain photographs, exhibition history, and lists of publications. Created in the 1930's as part of a WPA project.	A	no	no	A	

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Object Files	Files related to PDP objects. Includes loan materials, photographs, exhibition label copy, press materials, auction catalogue pages, scholarly articles, catalogue entries, pamphlets, printouts of e-mails related to accessions, and transmittal letters. Also, includes deaccessioned objects.	PL	no	no	PL	
Print Fair	Files related to the BMA's Print Fair. Includes: budget, dealers, admission information, artists talks and programming, logistics, floor plans, maps, marketing, brochures, ads, press releases, and materials on other print fairs for comparison.	FY + 4 yrs	no	yes	P	Weed out routine correspondence, copies of material(s) printed and /or produced by other departments, checks, requisition forms, deposit slips, and duplicates of material.
Research	Information on art, artists, collections, subjects, etc. Includes research notes.	A	no	yes	P	Extensive weeding expected. Only transfer records capturing a significant amount of information, which could be used by a variety of researchers after its primary use has passed. Do transfer research notes to Archives. Do not transfer copies of articles easily found through the Library. Do transfer a bibliography instead.
Visitor Files	Records of visitors and classes. Includes inquiries, calendar of all visitors (including classes), dates, number of visitors with information. Also, includes master spreadsheet compiling information.	A	no	yes	A, P	Retain all records in your office while they are active. Do transfer a copy annual figures to the Archives.

Registration Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Accession Funds Master List	Master list of Accessions Funds with descriptions and codes.	A	no	no	A	
Accessions	Records related to accessions of new works into the BMA's collection.	PL	no	no	PL	
Architectural Drawings & Specifications	Floor plans and measurements specifically relating to dimensions of doors and elevators for bringing artwork in and out of the Museum.	A	no	no	A	Operations & Capital Planning is the office of record.
Artist Non-Exclusive License Agreements	Non-exclusive license agreements signed by artists and/or artists' representatives or estates allowing the BMA to publish their artwork for standard museum purposes.	PL	no	no	PL	
Audit, High Value Inventory	Files of audits of highest valued works in collection by department.	FY + 10 yrs	no	no	11 yrs	
Audit, Items not located in Inventory	Hard copy files of items that were not located in inventory and the supporting documents regarding the search for their whereabouts.	A	no	no	A	
Audit, Random Monthly Inventory Check	Records related to Random Monthly Inventory check.	FY + 10 yrs	no	no	11 yrs	
Card Catalogs	Card Catalogs containing information about accessioned objects.	A	no	no	A	
Certificates of Authenticity	Original certificates of Authenticity from artists, artists' estates and authentication boards for artwork in the museum's collection.	PL	no	no	PL	

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Collection Management Policies & Procedures Manual (see "Policies & Procedural Manuals" on the General Schedule).						
Collection / Collectors' Files	Files about collections and collectors that the BMA has accessioned numerous objects from (Ex: Antioch Mosaics, Garrett, Woodward, Wurtzburger etc). Files include images, deeds of gift, extended loan agreements, appraisals / valuations, correspondence to and from curators about objects in collection, etc.	PL	no	yes (see comments)	PL	Development is the office of record for correspondence relating to monetary gifts from collectors including thank you notes from Director and Deputy Director. Archivist and Registrar will coordinate on files / documents that should be transferred to the Archives and working copies can be created.
Crating and Shipping Estimates	Estimates from fine art handlers who build crates and ship works of art for the Museum.	FY + 2 yrs	no	no	3 yrs	
Crate Planning Lists	Crate planning lists for exhibitions and loans.	A	no	no	A	
Customs Power of Attorney	Forms related to designating a power of attorney to act on behalf of the Museum when artwork is being transported to another country. Includes U.S. Customs Power of Attorney Forms and correspondence.	A + 1 yr	no	no	A + 1 yr	
Deaccessions	Object files for works that have been deaccessioned from the collection.	PL	no	no	PL	
Disaster Recovery Plan	Plan documenting the Museum's policies and procedures in the event of a disaster.	A	no	yes	P	

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Exhibition Files	Records related to BMA exhibitions as well as outside exhibitions. Includes correspondence, actual crate and shipping pricing, TMS checklists, loan, Government Indemnity & fine arts insurance information.	A + 10 yrs	no	yes	P	
Facility Reports	Building reports from institutions requesting loans from the BMA.	FY + 3 yrs	no	no	4 yrs	Shred old facility reports in locked blue shredding bins.
Fine Arts Insurance	Includes Fine Arts Insurance Policy and Certificates of Insurance.	A	no	yes	P	
Identification	Copies of passports and identification of BMA staff who travel with BMA artwork.	A	no	no	A	Securely shred paper copies in locked blue shredding bins once inactive.
Inquiries, General	General inquiries from the public, scholars, and other museums about BMA objects.	A	no	no	A	
Inquiries, Significant	Significant inquiries of lasting research value from the public, scholars, and other museums about BMA objects	A	no	no	(see notes)	File all significant inquiries in Registration's "Object Files" for permanent retention.
Images, Incoming Art Objects	Images of incoming art objects and the packaging that they arrive in. Photographs depict condition of objects and their packaging.	A + 1 yr	no	no	A + 1 yr	
Lender Files	Files organized by lender containing historic extended loan information.	A	no	no	A	If loan is returned to owner, file in "Loans, Returned". If loan is acquired by the Museum, file in "Object Files".
Loans, Approved	Information related to approved loans of BMA objects, Library, and Archives materials.	PL	no	no	PL	PDP is office of record for "Loans, Approved" cross-sheets (once the loan is complete) for individual loans of prints, drawings & photographs. If multiple works on paper involved in a loan, Registration is the office of record.

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Loans, Declined	Correspondence related to declined loans.	PL (see notes)	no	no	PL (see notes)	PDP is the office of record for declined loans of prints, drawings & photographs. For non-PDP works, file "Loans, Declined" in the "Object Files".
Loans, Extended & Returned	Documentation related to extended loans of works of art (both incoming, outgoing, and inactive) and loans returned. Includes images, agreements, correspondence, and certificates of insurance.	PL	no	no	PL	
Manuscripts	Records related to donors and collections where large gifts of art have been received by the Museum from one entity (ex: Cone, Jacobs, May). Includes original correspondence, images, reports, and bills of sale.	(see comments)	no	yes (see comments)	P	Consult Archivist regarding transfer times. Working copies can be created.
North American Graves Protection & Repatriation Act (NAGPRA)	Records related to survey inventory of North American Native American works in the BMA's collection.	PL	no	no	PL	43 CFR 10.12 NAGPRA and OMB Circular A-110 (2CFR 215) or "The Common Rule", Inventory required under federal law.
Object Files, Accessioned	Records related to accessioned objects. Includes correspondence, TMS print out, customs forms, loan information, bill of sale, transmittals, incident reports, images, provenance, research, and original documents.	PL	no	no	PL	Conservation is the office of record for all treatment proposals and treatment records. PDP is the office of record for all prints, drawings, and photographs object files. Originals can be transferred to the Archives for long term care and working copies can be created.
Object Files, Compromised	Records related to objects lost, destroyed, missing and/or stolen from the BMA's collection.	PL	no	no	PL	For preservation, originals can be transferred to the Archives for long term care and working copies can be created.

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Object Files, Not to be Accessioned	Records for objects that are not to be accessioned. Includes records for clocks, benches, tables & chairs, and tools that donors were given receipts for but are not fine art objects.	A	no	yes	P	
Partial & Promised Gifts	Records related to partial & promised gifts of art to BMA.	PL	no	no	PL	Transfer paperwork into object file when gift occurs.
Provenance	Includes records related to provenance research of works of art in accordance with AAM guidelines.	PL	no	no	PL	
Q & A Records Database	Records related to Q & A (Pre- TMS) database and mapping of data into TMS.	A	no	no	A	
Receipts (Incoming)	Incoming receipts for objects that enter the Baltimore Museum of Art.	PL	no	no	PL	
Releases (Outgoing)	Records related to objects that leave the museum. Also includes release forms and historic "Returned from Examination" forms.	PL	no	no	PL	
TMS Jpeg Images	Jpeg image files used as the image record for the TMS database.	PL	no	no	PL	
Transportation Security Administration (TSA), Certified Cargo Screening Facility Program	Records related to the BMA's certification as Certified Cargo Screener for the Transportation Security Administration for sending works of art internationally.	A	no	no	A	49 CFR 1520.19 (b) In general. A covered person must destroy SSI (sensitive security information) completely to preclude recognition or reconstruction of the information when the covered person no longer needs the SSI to carry out transportation security measures. Shred in locked secure blue shredding bins when destroying.

Development Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
American Association of Museums (AAM) Reaccreditation	Records related to the reaccreditation process that the BMA goes through every ten years with AAM.	A	no	yes	P	
Annual Trustee Giving	Chart of Annual Trustee Giving.	FY + 2 yrs	no	no	3 yrs	Information also housed in Raiser's Edge which is stored permanently.
BMA Donation Box	Records related to revenue from various BMA donation boxes located throughout the Museum. Includes spreadsheet of donation box revenues sent to Finance. Also includes master spreadsheet detailing location, dates, and total amounts of revenue of boxes for research.	(see notes)	no	no	(see notes)	Finance is the Office of record (Accounts Receivable) for figures and funds submitted to Finance, retain your copy in office for FY + 1 yr. For master spreadsheet, retain in office while active, do not transfer to the Archives.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Board and Committee meeting minutes and related materials (other than Audit, Finance, and Investment)	Includes Board and Committee meeting minutes, materials distributed to the board, agendas, notes, and reports. Also includes supplementary information distributed to the Board and Committee members.	A	no	yes	P	Finance is the office of record for Audit, Finance, and Investment Committee minutes.
Board of Trustee Files (i.e. files related to individual trustees)	Documentation of current and former members of the board.	A	no	yes	P	
Board of Trustee Master List	Master historical list containing names and dates of trustees who have served the BMA.	PL	no	yes	PL	Transfer copy of list every year to the Archives.
Board of Trustees Mailing List	Mailing list of current Board of Trustee members.	A	no	no	A	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Board of Trustees Packets	Packets of information provided to Board members for each meeting. Includes agenda, finance report with notes, Director's Report, loan reports, accessions and deaccessions information, and minutes from the previous meeting (the annual fund report also used to be included). Also includes resolutions, presentations, and other supplementary information.	A	no	yes	P	
Campaign	Includes: backup records related to campaign gifts; campaign committee meetings' agendas, minutes, and financials; campaign event information including talking points and invitation lists; campaign surveys cards and reports; grants including audited financial statements; pledge statements; progress report spreadsheets; reconciliation forms for campaign expenses; confidential background research.	Life of Campaign + 7 yrs	no	yes	P	Retain reference to key gift agreements in donor files before transferring to the Archives. Weed out backup records for campaign gifts, reconciliation forms, receipts, invoices, and survey cards before sending to the Archives. Regarding Charitable Solicitation Records, Annotated Code of MD § 6-507, keep for at least three years after funding-raising drive, campaign, or event.
Checklist Batches	Checklist of Development cash receipts and backup such as copies of donor checks stapled together each day.	FY + 1 yr	no	no	2 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Donor Files (Individuals)	Files related to members of the museum (memberships above the \$150 mark). Includes correspondence from donor, correspondence from Director, Deputy Director of Development, and Trustee thanking donor, gift acknowledgments, copy of checks, wire transfer receipts, tax receipts, membership, and renewal forms.	A	no	yes	P	Registrar and PDP are office of record for any donor information related primarily to art objects (insurance valuations, appraisals, etc). Upon a member becoming inactive for a substantial period of time or passing away, please transfer file to the Archives after removing and shredding any forms containing credit card and bank account information in secure blue bins.
Form Letter Solicitations	Form letters asking for funding of BMA initiatives	FY + 4 yrs	no	no	5 yrs	
Governance, Bylaws	Museum's corporate bylaws. Include significant revisions, comments, and drafts.	A	no	yes	P	Transfer a copy of most recent bylaws to Finance so that they can have Corporate Documents together in one place for easy access by attorneys for review.
Long Range Strategic Plan	Planning documents describing strategic plans and programs for growth of BMA departments.	A	no	yes	P	Creative Services is the office of record for the printed and online museum-wide BMA Strategic Plan brochure.
Maryland Insurance Administration	Records sent to Maryland Insurance Administration including reports of annuity of reserves and planned givings.	FY + 3 yrs	no	no	FY + 3 yrs	Annotated Code of Maryland, §1-304, Unless a specified period is set by law for the preservation of a business record that is required by the laws of this State to be kept, the business record may be destroyed 3 years after it is made.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Matching Gift Back-Up	Financial back up for both campaign and non-campaign related gifts and grants that involve matching. Also, financial back up for donations and gifts. Includes copies of financial paperwork, gift paperwork, and spreadsheets with information in one place for audits. (See also "Grant Timesheets" under Grants and Government relations Records Schedule)	A + 7 yrs	no	no	A + 7 yrs	Regarding Federal Grants, 43 CFR 10.12 NAGPRA and OMB Circular A-110 (2CFR 215) or "The Common Rule" you must maintain financial records, supporting documents (such as cancelled checks, invoices, contracts, travel reports, donor letters, in-kind contribution reports, and personnel activity reports), statistical records, and all other records pertinent to an award according to the provisions outlined in OMB Circular A-110 (2 CFR 215), Section 53, or the "Common Rule," Section 1157.42, as applicable. Generally, the retention period is three years from the date the final FFR is filed. .26 CFR 31.6001-1 Retain sufficient to determine whether an employment tax liability is incurred. Records include copies of returns, schedules, statements, records of claimants, records of employee, keep four years after due date of such tax or filing date, whichever is later. COMAR Subtitle 32, Chapter 1, 09.32.01.06 An employing unit shall keep employment records (including wage records, payroll registers, check registers, cash disbursement journals, cancelled checks, federal income tax returns, and general ledgers.) for a period of 5 years from the last day of the calendar quarter to which the records relate.
Naming Gift Agreements	Records related to specific endowments, naming of gallery or museum spaces. Includes original gift paperwork.	A	no	yes	P	Registration is the office of record for gifts of art (Partial & Promised Gifts).
Naming Opportunities	List of gallery and museum spaces that are named for donors or have the potential to be named for donors.	A	no	no	A	
News articles & Press Releases	Includes coverage of Development activities and campaigns.	A	no	no	A	Marketing & Communications is the office of record for press releases and newspaper clippings.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Planned Giving & Bequests	Records related to planned gifts of cash and art. Includes annuities, gift agreements, gift calculations, and wills. Also, includes spreadsheets tracking planned gifts which cannot be entered into Raiser's Edge.	A	no	(see comments)	P	Registration is the office of record for gifts of art (Partial & Promised Gifts). Send bequests for cash only to the Archives for monetary amounts over \$2 million when no longer active.
Project Summaries	Overview of art, history, partnerships, educational workshops, and budgets of BMA projects which can be used for grant writing and donor solicitations.	A	no	yes	P	
Prospects	Records related to potential corporations, donors, foundations, and grants for funding. Includes quick reference emails for solicitor to use including summary of project and monetary amounts, spreadsheet of potential prospects, and background information.	A	no	no	A	
Raiser's Edge Database	Fundraising and donor management database.	PL	no	(see notes)	(see notes)	Consult with Archivist if database becomes inactive or if a new database is adopted.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Reports - Monthly and Year End	Reports pulled from Raiser's Edge showing monthly and year-end figures. Includes campaign, corporate, and foundation's figures.	FY	no	yes (see notes)	P	Transfer year-end reports only to the Archives.
Research (Confidential)	Restricted research pertaining to gift giving.	PL	no	no	PL	Periodic weeding expected.
Thank you letters	Thank you notes to donors.	A	no	no	A	File thank you notes in donor files. Keep thank you notes for donors under \$150 for 1 yr.
Timelines	Internal planning documents.	A	no	no	A	

SAA Museum Archives Section Working Group Example

Grants and Government Relations Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Cultivation and Prospects	Includes records related to possible corporations, foundations, and grants that the BMA could have a relationship with.	A	no	no	A	File in "Donor File" if prospect becomes a donor.
Cultivation Events	Records related to events such as the annual Corporate Family Workshop and Corporate Council Night held at the BMA. Includes budgets, correspondence, invitations, and lists.	FY + 2 yrs	no	yes	P	Weed routine correspondence, receipts, and invoices. Only transfer materials produced by your department.
Donor Files (Corporations, Foundations, Governments)	Records related to corporations, individual non-annual fund, foundations, and government entities that the BMA has applied and/or received funding from. Includes annual giving, Raiser's Edge Sheet, copies of checks, correspondence, and research. Also includes back up for grant expenditures.	A	no	yes	P	Finance is the office of record for Audit, Finance, and Investment minutes.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Education Reports	Annual reports detailing the Education Department's activities for the year.	A	no	no	A	Education is the office of record.
Gifts (Copies)	Copies of gift financial paperwork in one place for easy access for auditing purposes.	FY + 2 yrs	no	no	3 yrs	
Grant Timesheets	Timesheets for employees recording amount of time spent on grant projects.	Life of grant + 7 yrs	no	no	Life of grant + 7 yrs	43 CFR 10.12 NAGPRA and OMB Circular A-110 (2CFR 215) or "The Common Rule" you must maintain financial records, supporting documents (such as cancelled checks, invoices, contracts, travel reports, donor letters, in-kind contribution reports, and personnel activity reports), statistical records, and all other records pertinent to an award according to the provisions outlined in OMB Circular A-110 (2 CFR 215), Section 53, or the "Common Rule," Section 1157.42, as applicable. Generally, the retention period is three years from the date the final FFR is filed.
Grants	Final packages of submitted grants (both funded and unfunded). Includes applications forms, correspondence, essays, images, biographies, resumes, et al.	FY + 10 yrs	no	yes	P	Grant record considered inactive after grant funding ends or is denied. 43 CFR 10.12 NAGPRA and OMB Circular A-110 (2CFR 215) or "The Common Rule" you must maintain financial records, supporting documents (such as cancelled checks, invoices, contracts, travel reports, donor letters, in-kind contribution reports, and personnel activity reports), statistical records, and all other records pertinent to an award according to the provisions outlined in OMB Circular A-110 (2 CFR 215), Section 53, or the "Common Rule," Section 1157.42, as applicable. Generally, the retention period is three years from the date the final FFR is filed.
Grants Spreadsheet	Spreadsheet tracking grant amounts pledged, received, and remaining by fiscal year.	FY + 5 yrs	no	yes	P	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Grants, Background Information	Includes supplementary information that is used frequently for grant writing or sent as supporting documentation.	A	no	no	A	
Lobbying	Records related to BMA employee(s)' lobbying activities. Includes activity reports.	FY + 6 yrs	no	no	7 yrs	Finance is the office of record for billing and receipts involving lobbying. Whereas, Grants & Government Relations is the office of record for all information regarding lobbying time. Annotated Code of MD §15.409 Retain activity and records of each account, bill, receipt, book, paper or other document necessary to complete and substantiate the report or statement for a period of 3 years after the date the repost was filed or required to be filed. COMAR Subtitle 32, Chapter 1, 09.32.01.06 An employing unit shall keep employment records (including wage records, payroll registers, check registers, cash disbursement journals, cancelled checks, federal income tax returns, and general ledgers.) for a period of 5 years from the last day of the calendar quarter to which the records relate.26 CFR 31.6001-1 Retain sufficient to determine whether an employment tax liability is incurred. Records include copies of returns, schedules, statements, records of claimants, records of employee, keep four years after due date of such tax or filing date, whichever is later.
Long Range / Strategic Planning	Planning documents describing strategic plans and programs for growth of the BMA.	A	no	yes	P	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Sector Meetings	Records relating to Development Sector Meetings with Board of Trustees to discuss specific occupation areas and fundraising potential. Includes agendas, correspondence, notes, meeting members, and occupational sectors.	A	no	yes	P	Transfer any agendas, notes, and minutes to archives.

SAA Museum Archives Section Working Group Example

Membership Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Basic Member ship Files	Records related to patrons who purchase a basic membership for under \$150 arranged by fiscal year.	FY + 2yrs	no	no	3 yrs	Securely shred in locked blue bins once inactive.
Box Office	Records related to the BMA Box Office. Includes training materials for Box Office staff, agenda for training lunches and speaking points to give to guards.	A	no	yes	P	
Council Event Information	Records related to Council Events held at the BMA. Includes event attendance. Includes Excel spreadsheets.	A	no	yes	P	
Council Invitation Samples	Samples of previous council event invitations.	A	no	yes	P	Transfer two copies of all council invitations not produced by Creative Services to the Archives.
Council Renewals	Records related to Council Renewal data. Contains renewal data, all gift information from prior year, which trustee or curator will write to them, Council members contact information and final copies of correspondence.	FY + 6 yrs	no	no	7 yrs	
Data Files, Membership	Membership reports. Includes general membership report, and upper level membership report with members' information to be used as a mailing list.	(see notes)	no	no	(see notes)	General membership reports keep for two years. Upper level membership reports keep for 7 years.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Data Files, Year-end figures	Year-end final figures for various Development departments and subjects. Includes June (final, reconciled) year end reports.	A	no	yes	P	
Donor Listings	Fiscal year end list of donors to prepare analysis for the Annual Report.	A	no	no	A	
eCommunications (Samples)	Printed records of Membership's eCommunications (e-mail blasts, eNews etc...) sent out to members.	A	no	yes	P	Save screenshots as a PDF/A or PDF. Printouts also acceptable to send to the Archives in lieu of a PDF.
Events	Records regarding pre-event planning and post-event follow up of membership events. Includes mailing lists, example of form letter and form, invitations, buck slips, invoices, notes, and r.s.v.p lists.	A	no	yes	P	Transfer two copies of any event material not produced by Creative Services to the Archives. Do transfer copies of an example of form letters and forms. Do not transfer copies of each individual letter and form, invoices, receipts and requisition forms.
Exhibition Events	Records related to general membership exhibition openings. Includes invoices, correspondence and invitations.	A	no	yes	P	Weed any insignificant correspondence, invoices, receipts, requisition forms and materials not produced by your department.
Financial	Records related to Membership's revenue and membership numbers.	A	no	(see comments)	(see comments)	Finance is the office of record for accounting and revenue. However, do transfer any significant annual reports to the Archives detailing financial activity (see "Data Files, Year-End Figures")

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Individual Gifts Committee	Records related to Committee of Trustees that discuss Annual Fund and Fundraising. Includes agendas, notes, and reports.	A	no	yes	P	
Mailings Book	Copies of all membership letter proofs and invoices for mailings.	FY + 9 yrs	no	no	10 yrs	
Member Renewals	Records related to renewals for individual members of the BMA. Includes renewal form letter and donor data sent to mailing house.	FY + 2 yrs	no	no	3 yrs	
Travel Program	Records related to travel excursions arranged through membership including the Member Contributor Program and the Council Program. Includes information about travel, members, images, itinerary, invoices, reception, brochures, planning and samples from other museums.	A	no	yes	P	Extensive weeding expected. Do not transfer insignificant correspondence, invoices, receipts, requisitions forms or materials produced by other museums. Do transfer information about travel, members in attendance, itinerary, images, and significant correspondence.

Special Events Department Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to the Archives	Total Retention	
BMA Master Calendar Meeting	Monthly and Quarterly BMA Master Calendar Meetings. Includes breakdown / list of events and printouts of activity worksheets.	A	no	no	A	
Events	Records related to special events at the museum. Includes BMA events and non-BMA events such as rentals. Includes activity worksheets, estimates, receipts, requisition forms, notes, and significant correspondence. If a non-BMA event includes copies of cancelled checks and rental agreement.	A + 3 yrs	no	yes	P	Extensive weeding expected. Do not transfer copies receipts, payment requisitions, rental agreements, nor insignificant correspondence. Only transfer materials produced by your department.
Exhibitions	Records related to special events held at the BMA for specific exhibitions. Includes budgets and correspondence.	A	no	yes	P	
Weekly Happenings	Weekly report produced every Wednesday of Museum happenings.	A	no	yes	P	
BMA Master Calendar	Master Calendar of all events at BMA including holidays, gallery closures, exhibitions, special events, and Gertrude's restaurant schedule.	A	no	yes	P	Regularly backed up by Information Technology.

Education Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Advocacy	Public speaking, correspondence, meetings, and/or social media to facilitate civic engagement.	A	no	yes	P	
Art Classes	Art classes hosted by BMA. Includes children, adults, and family workshops.	A	no	yes	P	Extensive weeding expected. Do not transfer class lists of students, art objects, or insignificant correspondence. Do transfer significant correspondence and lesson plans.
Class Attendance	Records related class attendance of Educational programming. Copies of class lists including classes, dates, and attendance figures.	A	no	yes	P	Do not send lists of individual students to the Archives.
Community Partnerships	Collaborations with organizations, government officials, and departments (such as School District and Board of Education) to promote use of BMA educational resources.	A	no	yes	P	Do not transfer material not produced by the BMA (example: school curriculums).

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Docent Files	Individual files on docents. Includes correspondence, review forms, applications, resumes, and limited medical information.	Date of termination + 4 yrs	no	(see notes)	(see notes)	While docent files are in office, they must be segregated in a locked cabinet. In addition, medical information must be stored in a separate section of file in yellow folders. After docent termination + 4 yrs, extensive weeding expected before transfer to the Archives. Securely shred in locked blue bins all medical information, performance evaluations and any other information of a personal and sensitive nature. Also, dispose of insignificant / routine correspondence. Do transfer cover letters, resumes, significant correspondence, and material of lasting research value to the Archives.
Docent Master List	Master list of docents' names and dates served.	PL	no	yes (see notes)	P	Transfer a copy to the Archives every year.
Donor Files	Records related to donors to The Education & Interpretation Division.	A	no	yes	P	Development is the office of record for donor records related to fiduciary matters. Transfer to the Archives inactive donor records related to the collection, projects, programming, and other educational topics.
End of Year Reports	Annual summary reports of Education's activities with statistics.	A	no	yes	P	
Exhibitions	Education's records related to exhibitions at the BMA. Includes exhibition related programs.	A	no	yes	P	Weed out materials not produced by your department before transferring to the Archives. Also weed out routine correspondence, budgets, and financial information (such as copies of checks, deposit slips and expense reports).
Foundations	Records related to foundations that give or have given to educational programming at the BMA.	A	no	no	A	Development is the office of record.
Government relations	Collaborations with national, state, local legislators, and agencies.	FY + 2 yrs	no	yes	P	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Joshua Johnson Council (JJC)	Records related to the Joshua Johnson Council (JJC).	FY + 4 yrs	no	yes	P	Weed out Friends Groups insignificant correspondence, budgets, and financial information (such as copies of checks, deposit slips, and expense reports) and membership forms before sending to the Archives. Consult Archivist with questions.
Lesson Plans & Teaching Kits	Working files, image groups, notes, and printed materials used by teachers in the classroom. Includes "Developing Language & Literacy", docent lesson plans etc?.	A	no	yes	P	
Mailing Lists	Mailings lists of Art-To-Go, Joshua Johnson Council members, docents, and teachers.	A	no	no	A	
Printed Educational Materials	Samples of Educational Material produced by the BMA.	A	no	(see comments)	(see comments)	Creative Services is the office of record for printed materials produced by them. Transfer two copies of all printed materials not produced by Creative Services.
Program Statistics	Statistics of Education programs broken down by program, total attendance, county of residence of visitors, and revenue.	A	no	yes	P	
Programs	Records related to Education programs at or through the BMA including Close Encounters, Docent Program, Developing Language & Literacy Through Art, Intern Program, Free Family Sundays, Tours, etc.	A	no	yes	P	Weed out routine correspondence, financial information (receipts, checks, requisition forms), materials not produced by your department, and duplicates. Transfer general information about BMA Intern Program but do not transfer information about individual interns such as resumes, cover letters, and evaluations to the Archives.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Research, Collections	Records related to aspects of the BMA collection that could be used to develop Educational programs and promotion. Includes research on art, art education, programming, etc.	A	no	yes	P	Extensive weeding expected. Do not transfer copies of articles easily found in the library. Do transfer bibliographies, copies of unpublished or hard to find material related to the collection, essays and notes.
Senior Management Team (SMT) & Deputy Director's Meetings	Records related to upper level meetings held at the BMA.	A	no	no	A	Finance is the office of record.
Tours (Audio Tour, Mobile Tour)	Includes audio / visual material, project documentation, and content.	A	no	yes	P	Transfer all audio / visual material (including material produced but not used in final product), significant project documentation, and content. Also, transfer copy of final product if produced outside of Creative Services.

Installation and Design Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Art Movement Book	Records of art movement handled by Installation.	FY + 2 yrs	no	no	3 yrs	Registration is the office of record for recording all movement of artwork / location changes in TMS.
Exhibition Files	Exhibition files for both general and special exhibitions that consist of the following components: budget, checklist, design, graphics (including label copy), and pictures/photographs.	A	no	yes	P	Exhibitions is the office of record for exhibition expenses. Weed budgets from files before transferring to the Archives. For electronic Exhibition Files, convert files to PDF/A or PDF before sending to the Archives.
General Signage	Design files for non-exhibition signage produced for Membership, Visitor's Services, Security, restaurant, etc.	A	no	yes	P	Convert files to PDF/A or PDF before transferring to archives.
Hanging Reference Book	Includes instructions and examples of how hanging is done at BMA.	A	no	yes	P	
Installation Photos (see General Schedule for other types of images).	Collection of photos of installations to aid in reinstalling specific items.	A	no	no	A	Registration is the office of record. Print out paper copies and file in Registrar's "Object Files". Keep reference copy in Installation.
Lighting Maps	Maps of galleries detailing lighting and lighting problems. Includes maps of rotations, exhibitions, and galleries.	A	no	yes	P	Transfer copies of lighting maps to the Archives annually. For electronic Lighting Maps, please convert to PDF/A or PDF before transferring to the Archives.
Lighting Specification Sheet	List of every light fixture in the Museum and its specifications	A	no	no	A	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) (see General Schedule)						
Object Files	Files related to specific objects in permanent collection that require special installation. Includes photographs, instructions, diagrams, and correspondence.	A	no	no	A	Registration is the office of record. Print out paper copies and file in Registrar's "Object Files". Keep reference copies in Installation.
Paint Colors	Records of gallery paint colors by location, exhibition, and date. Includes historic gallery paint colors.	A	no	yes	P	
Permanent Collection Labels	Design files for permanent collection labels.	A	no	no	A	Transfer extended label copy to Registration and Curatorial for permanent retention.
Permanent Collection Rotation and Label Request (aka "Green Sheets")	Forms requesting permanent collection rotation and label requests.	2 yrs	1 yr	no	3 yrs	Location change and significant label copy is stored permanently in TMS by Registration and Curatorial.
This Week at The BMA, final copy	Design files for weekly BMA calendar of events distributed to visitors.	A	no	yes	P	Please convert files to PDF/A or PDF before transferring to the Archives.

Library Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Acquisition files	Funding, ordering activity, and new book lists for library acquisitions.	FY + 6 yrs	no	no	7 yrs	
Archivists' Toolkit	Archives collection management system.	PL	no	no	PL	System being backed up Information Technology.
ContentDM	Content Management system used to store archival images and metadata.	PL	no	no	PL	System being backed up by Information Technology.
Deeds of gifts and donor records	Information on donors and donations to the Archives.	PL	no	no	PL	
Exhibitions List	Historical list of BMA exhibitions from 1923-Present.	PL	no	no	PL	
Gift files	Correspondence and acknowledgement letters.	A	no	no	A	Development is the office of record.
Images	Digital images catalogued in ContentDM or uploaded to ARTstor.	PL	no	no	PL	
Institutional exchange files	Publication exchanges with peer institutions	FY + 4 yrs	no	no	5 yrs	
Library / Archives Exhibition Files	Research, planning files, label copy, etc.	A	no	yes	P	
Permission to publish	Signed copies of permission forms	PL	no	no	PL	
Records Management files	Planning and implementation files for records management program	PL	no	no	PL	
Sirsi integrated library system	Bibliographic records, circulation records, patron information.	PL	no	no	PL	
Statistical reports	Reports analyzing cataloging, reference, and patron visits.	Fy + 9 yrs	no	yes	P	

Exhibitions Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Exhibitions Budgets	Records related to exhibition budgets. Includes annual budgets of all exhibitions by fiscal year in Excel spreadsheet showing approved and actual figures.	A	no	yes	P	
Exhibitions Files	Records related to individual exhibition planning. Includes exhibition contracts.	A	no	yes	P	
Exhibitions Lists	Comprehensive list of exhibitions, dates, summaries organized by fiscal year, and traveling vs. non-travelling.	A	no	no	A	Library is the office of record.
Exhibitions Meetings	Records related to administration of exhibitions. Includes Exhibition Meeting agendas, notes, and supplementary information given at meetings.	A	no	yes	P	
Exhibitions Projects	Work plan management of all BMA exhibitions. Includes Microsoft Project database.	PL	no	no	PL	Database being backed up by Information Technology. Consult with Archivist if project management database becomes obsolete or if new software is adopted.
Exhibitions Schedules	Exhibitions schedules organized by exhibition space and time for each fiscal year.	A	no	yes	P	
Human Resources, OCE Implementation Process	Records related to new job position and conversations with various departments and stakeholders about role of new position.	A	no	no	A	Human Resources is the office of record.

Finance Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Approved Budgets	Approved budgets for all departments at the BMA.	FY + 5 yrs	no	yes	P	Transfer approved budgets with actuals to the Archives.
Audited Financial Statements and reports from external CPA forms	Records related to audits done by outside accounting firms of the BMA's finances.	FY + 2 yrs	no	yes	P	
Audits	Copies of pre-existing records used to assist independent auditors.	A	no	no	A	
Bank statements	Monthly bank statements. Includes disks of cancelled checks, charts of accounts, interest statements and related materials.	FY + 1 yr	5 yrs	no	7 yrs	COMAR Subtitle 32, Chapter 1, 09.32.01.06 An employing unit shall keep employment records (including wage records, payroll registers, check registers, cash disbursement journals, cancelled checks, federal income tax returns, and general ledgers) for a period of 5 years from the last day of the calendar quarter to which the records relate.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Board and Committee Minutes	Includes minutes of Audit Committee, Finance Committee and Investment Committees. Also includes supplementary information submitted to the board such as summary reports.	FY + 4 yrs	no	yes	P	Development is the office of record for all other Board minutes. Include supplementary materials with all minutes when sending to the Archives.
Bond Financing	Bond financing agreement and statements.	Life of agreement + 7 yrs	no	no	Life of agreement + 7 yrs	
Cash Receipts	All deposits for retail shop, BMA departments (including Visitor Services) and parking. Includes payments made by cash, check, wire transfer, money order, and credit.	FY + 1 yr	5 yrs	no	7 yrs	Old receipts of historic value will be kept permanently by the Archives in the event that Federal Tax returns and Annual Reports do not exist for those years and will be used as a replacement to serve as historic financial data for the BMA. Please contact the Archives before disposing of historic receipts (older than 30 years).

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Certificates of Insurance	Certificates of Insurance for outside contractors who provide services onsite to the BMA.	A	no	yes	P	
Contracts	Signed contracts for all departments in the museum that are valued at more than \$5,000.	Life of contract + 3 yrs if no seal; Life of contract + 12 years if under seal	no	(see notes)	(see notes)	Routine financial and maintenance contracts do not need to be permanently retained. Transfer all independent contractor agreements, building, and construction contracts to the Archives. Transfer all contracts relating to site specific artwork (example: Sarah Oppenheimer) to Registrar for permanent retention. Annotated Code of MD, §5-101 A civil action at law shall be filed within three years from the date it accrues unless another provision of the Code provides a different period of time within which an action shall be commenced. §5-102 (a) An action on one of the following specialties shall be filed within 12 years after the cause of action accrues, or within 12 years from the date of death of the last to die of the principle debtor or creditor, whichever is sooner: 1) Promissory note or other instrument under seal; 2) Bond except a public officer's bond; 3) Judgement; 4) Recognizance; 5) Contract under seal; or 6) Any other specialty. (b) A payment of principal or interest on a specialty suspends the operation of this section as to the specialty for three years after the date of payment. (c) This section does not apply to a specialty taken for the use of the State.
Credit Applications	Applications for credit for the BMA	FY + 2 yrs	4 yrs	no	7 yrs	
Deeds, mortgages and leases.	Records related to deeds, mortgages and leases (copies of same).	A + 5 yrs	no	yes	P	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Fixed Asset Records and Depreciation Schedule	Fixed asset records and depreciation schedules of the BMA.	FY + 2 yrs	no	yes	P	
General Ledger (Blackbaud / Financial Edge)	Annual report of all activities in all funds and accounts, including final statements of revenue and expenses.	FY + 9 yrs	no	no	10 yrs	Database is being backed up by Information Technology. Consult with Archivist if software becomes obsolete or if migrating to another system. COMAR Subtitle 32, Chapter 1, 09.32.01.06 An employing unit shall keep employment records (including wage records, payroll registers, check registers, cash disbursement journals, cancelled checks, federal income tax returns, and general ledgers.) for a period of 5 years from the last day of the calendar quarter to which the records relate. Annotated Code of MD § 11-504 & COMAR 03.06.03.02, keep records related to sales and purchases (including journals, ledgers) for four years. Regarding Form 5500, 29 USC Section 1027 -ERISA, Maintain records on the matters of which disclosure is required which will provide in sufficient detail the necessary basic information and data from which the documents thus required may be verified, explained, or clarified, and checked for accuracy and completeness, and shall include vouchers, worksheets, receipts, and applicable resolutions, and shall keep such records available for examination for a period of not less than six years after the filing date of the documents based on the information which they contain, or six years after the date on which such documents would have been filed.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Governance	Original articles of incorporation from the State of Maryland and Amendments. Also, includes copies of the Bylaws transferred from Development for easy access by attorneys.	(see notes)	no	no	(see notes)	Keep copy of Museum's Articles of Incorporation in office permanently and house original in Archives . Do transfer copies of old amendments up to the Archives as they are superseded by new ones. Maintain current copy of bylaws from Development in office so that attorneys will have easy access to corporate documents together in one place. Development responsible for transferring all minutes and bylaws to the Archives. See on Development's Records Schedule "Governance, Bylaws" and "Board and Committee Meeting Minutes and Related Materials".
Incident Reports (General)	Forms generated by Security reporting any suspected injuries to museum visitors.	A + 3 yrs	no	no	A + 3 yrs	State of Maryland statute of limitations is 3 years. §5-101 A civil action at law shall be filed within three years from the date it accrues unless another provision of the Code provides a different period of time within which an action shall be commenced.
Insurance, Liability	Includes liability insurance policy and claims.	A + 3 yrs	no	yes	P	State of Maryland statute of limitations is 3 yrs. §5-101 A civil action at law shall be filed within three years from the date it accrues unless another provision of the Code provides a different period of time within which an action shall be commenced.
Inter-departmental payroll meetings	Notes from meetings between Finance and Security, Facilities and other departments that oversee additional aspects of employees' payroll.	FY + 2yrs	no	yes	P	Only transfer to the Archives significant notes that dictate policy. 29 CFR 1620.32 Preserve records with relate to the payment of wages, wage rates, job evaluations, job descriptions, merit systems, seniority systems, collective bargaining agreements, description of practices or other matters which describe or explain the basis of payment for at least two years .

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Investment Statements	Monthly and quarterly investment reports.	FY + 2 yrs	4 yrs	no	7 yrs	Keep monthly reports for 3 months and then replace with quarterly statement.
Journal Entries	Detailed record of all transactions that are recorded in the General Ledger (income and expenses) with supporting documents. Created daily.	FY + 1 yr	5 yrs	no	7 yrs	COMAR Subtitle 32, Chapter 1, 09.32.01.06 An employing unit shall keep employment records (including wage records, payroll registers, check registers, cash disbursement journals, cancelled checks, federal income tax returns, and general ledgers.) for a period of 5 years from the last day of the calendar quarter to which the records relate. Annotated Code of MD § 11-504 & COMAR 03.06.03.02, keep records related to sales and purchases (including journals, ledgers) for four years. Regarding Form 5500, 29 USC Section 1027 -ERISA, Maintain records on the matters of which disclosure is required which will provide in sufficient detail the necessary basic information and data from which the documents thus required may be verified, explained, or clarified, and checked for accuracy and completeness, and shall include vouchers, worksheets, receipts, and applicable resolutions, and shall keep such records available for examination for a period of not less than six years after the filing date of the documents based on the information which they contain, or six years after the date on which such documents would have been filed.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Payroll	Records related to BMA employees' and work study students hours worked, leave and wages. Includes Payentry Database system and paper backup of records such as reports, timesheets, and work agreements. Also includes Federal Form 941, Employer's Quarterly Federal Tax Return and W-2 Wage and Tax Statements.	FY + 1 yr	5 yrs	no	7 yrs	Regarding payroll records, 29 CFR 516.5 & 29 CFR 1627.3 Payroll records to be preserved 3 years from the last date of entry. 29 CFR 516.6 Retain basic employment and earnings records including timekeeping for 2 years from date of last entry. IRS Publication 15: Recordkeeping, keep all records of employment taxes for at least 4 years. Annotated Code of MD § 3-305 Keep records relating to wages of employees for a period of three years. COMAR Subtitle 32, Chapter 1, 09.32.01.06 An employing unit shall keep employment records (including wage records, payroll registers...) for a period of 5 years from the last day of the calendar quarter to which the records relate. Regarding Form 5500, 29 USC Section 1027 -ERISA, Maintain records on the matters of which disclosure is required which will provide in sufficient detail the necessary basic information and data from which the documents thus required may be verified, explained, or clarified, and checked for accuracy and completeness, and shall include vouchers, worksheets, receipts, and applicable resolutions, and shall keep such records available for examination for a period of not less than six years after the filing date of the documents based on the information which they contain, or six years after the date on which such documents would have been filed. Regarding Form 941, 26 CFR 31.6001-1 Retain sufficient to determine whether an employment tax liability is incurred. Records include copies of returns, schedules, statements, records of claimants (person claiming a refund / credit), records of employees (names / address, dates of service) keep 4 years after due date of such tax or filing date, whichever is later.
Policies & Procedures	Documented policies and procedures of the Finance Department.	A	no	yes	P	OMB Circular A-110 (2CFR 215) or "The Common Rule", Federal grants require written procedures for Procurement.
Positive Pay Files	Records of issued checks sent to bank to verify and prevent fraud.	FY + 2 yrs	no	no	3 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Retail Inventory Records	Includes annual inventory of retail store done in June at the end of our fiscal year.	FY + 2 yrs	4 yrs	no	7 yrs	26 CFR 31.6001-1 Retain sufficient to determine whether an employment tax liability is incurred. Records include copies of returns, schedules, statements, records of claimants, records of employee, keep four years after due date of such tax or filing date, whichever is later. Annotated Code of MD § 11-504 & COMAR 03.06.03.02, keep records related to sales and purchases (including journals, ledgers) for four years.
Senior Management Team (SMT) & Deputy Director's Meetings	Includes agendas of SMT & DD meetings.	FY + 2 yrs	no	yes	P	
Tax, Exempt Information	Acknowledgement of exempt tax status of museum. Includes tax-exempt documents, IRS determination letters, state tax-exempt letters, audit information, application, and certificate. Includes Form 1023.	A	no	yes	P	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Tax, Federal Tax Forms (Annual)	Federal Tax forms such 990 and 1099. (For W-2s, Wage and Tax Statements, see "Payroll"). Correspondence with taxing authorities and back up materials / worksheets.	3 yrs after due date or filing date	no	yes	P	COMAR Subtitle 32, Chapter 1, 09.32.01.06 An employing unit shall keep employment records (including wage records, payroll registers, check registers, cash disbursement journals, cancelled checks, federal income tax returns, and general ledgers.) for a period of 5 years from the last day of the calendar quarter to which the records relate. 26 CFR 31.6001-1 Retain sufficient to determine whether an employment tax liability is incurred. Records include copies of returns, schedules, statements, records of claimants, records of employee, keep four years after due date of such tax or filing date, whichever is later.
Tax, Federal Tax Forms (Other)	Federal Tax Form W-9s for vendors. (Federal Form 941 part of Payroll Records).	4 yrs after due date or filing date	no	no	4 yrs after due date or filing date	26 CFR 31.6001-1 Retain sufficient to determine whether an employment tax liability is incurred. Records include copies of returns, schedules, statements, records of claimants, records of employee, keep four years after due date of such tax or filing date, whichever is later. Regarding Form 941, 26 CFR 31.6001-1 Retain Sufficient to determine whether an employment tax liability is incurred. Records include copies of returns, schedules, statements, records of claimants (person claiming a refund/ credit), records of employees (names/address, dates of service) keep 4 Years after due date of such tax or filing date, whichever is later.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Tax, State Tax Forms	Includes Personal Property Tax returns (MD Form 1), Corporate Income Tax (MD Form 500) and Quarterly Unemployment Insurance Tax payment receipts etc... Includes supporting documentation such as Sales Tax Excels.	FY + 4 yrs	no	yes	P	Bundled with Federal Form Tax Packet. Regarding MD Form 1, Annotated Code of MD § 11-103, keep for three years from April 15th the year the tax return was due or filed; whichever is later. Regarding MD Form 500, Annotated Code of MD § 11-504 & COMAR 03.06.03.02, Records relating to sales and used tax including complete and accurate records of all retail sales and sales for use; and the sales and use of tax collected; and other records in the form that the Comptroller requires by regulation, including bills of lading and invoices. A vendor shall keep the records required under subsection (a) of this section for 4 years. Regarding Quarterly Unemployment Insurance, not retention periods specified in COMAR or Annotated code of MD, per DLLR keep according to federal retention period of 4 years after the tax is due or paid. Regarding Quarterly Unemployment Insurance Tax, Annotated Code of Maryland, §1-304, Unless a specified period is set by law for the preservation of a business record that is required by the laws of this State to be kept, the business record may be destroyed 3 years after it is made.
Vehicle Records	Records related to BMA vehicles including vehicle registration and insurance information.	A + 3 yrs	no	no	A + 3 yrs	State of Maryland statute of limitations is 3 years. §5-101 A civil action at law shall be filed within three years from the date it accrues unless another provision of the Code provides a different period of time within which an action shall be commenced.
Vendor Files / Accounts Payable	Records for accounts payable by the BMA . Also includes vouchers (employees, petty cash, vendors) and pre-paid expenses.	FY + 1 yr	5 yrs	no	7 yrs	Original check stubs transferred to Registrar to be placed in object files for purchases of works.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
W-2s, Wage and Tax Statements (see "Payroll")						
Work Study Billing	Bills sent to Johns Hopkins University for work study student wage reimbursement. Includes bills arranged by fiscal year. (For individual JHU work study agreements and timesheets see "Payroll")	FY + 1 yr	5 yrs	no	7 yrs	

SAA Museum Archives Section Working Group Example

Human Resources Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Applicants, Other	Prospective employees application forms, resumes and cover letters submitted to the BMA for employment and who were not selected for interviews.	1 yr from date of position hiring	no	no	1 yr from date of position hiring.	29 CFR 1602.14 & 29 CFR 1627.3 Any personnel or employment record made or kept by an employer including application forms submitted by applicants shall be preserved by the employer for a period of one year from the date of the making of the record or personnel action.
Applicants, Top Candidates	Final candidates application packets for positions at the BMA. Includes cover letters and resumes.	A + 3 yrs	no	no	A + 3 yrs	29 CFR 1602.14 & 29 CFR 1627.3 Any personnel or employment record made or kept by an employer including? application forms submitted by applicants shall be preserved by the employer for a period of one year from the date of the making of the record or personnel action. Includes records pertaining to the failure or refusal to hire any individual.
Benefit Plans (Disability, Health, Medical Spending, Retirement, Vision)	Records of employee benefit plans handled by the BMA and/or in conjunction with Baltimore City. Includes descriptions, summaries, and overviews of benefit plans available to employees. Also includes annual Form 5500 for ERISA.	A + 7 yrs	no	no	A + 7 yrs	Finance is the office of record for receipts related to plans handled by the BMA. Baltimore City is the office of record for receipts related to plans managed by Baltimore City. Regarding Form 5500, 29 USC Section 1027 -ERISA, Maintain records on the matters of which disclosure is required which will provide in sufficient detail the necessary basic information and data from which the documents thus required may be verified, explained, or clarified, and checked for accuracy and completeness, and shall include vouchers, worksheets, receipts, and applicable resolutions, and shall keep such records available for examination for a period of not less than six years after the filing date of the documents based on the information which they contain, or six years after the date on which such documents would have been filed. 29 CFR 1627.3, regarding benefit plans, keep employee benefit plans such as pension and insurance plans for the full period of the plan or system in effect, and for at least 1 year after its termination.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Colleague Motivation Team (CMT)	Records related to ongoing CMT activities.	A + 2 yrs	no	yes	P	Transfer copies of minutes, meeting notes, menus, presentations, and photographs. Exclude routine correspondence. Consult Archivist with questions.
Employee Files (Active), Health	Records related to current employees' health separated out from main personnel files. Includes Family Medical Leave Act (FMLA) paperwork.	A	no	no	A (see notes)	Keep all active employee files in locked HR office. Upon employee leaving BMA, transfer to "Employee Files (Terminated)" records group. Family medical leave: 29 CFR 825.500(b) keep no less than three years; (g)Records and documents relating to medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records in separate files/records from the usual personnel files. 29 CFR 1910.1020(d)(1)(i) Employee medical and exposure to toxic substances retain for at least 30 years.
Employee Files (Active), Payroll	Includes records related to active employees' payroll and payroll deductions. Also includes reimbursement requests, garnishments, jury duty slips and promotions.	A	no	no	A (see notes)	Keep all active employee files in locked HR office. Upon employee leaving BMA, transfer to "Employee Files (Terminated)" records group. IRS Publication 15: Recordkeeping. Keep copies of W-4 income tax withholding for at least 4 years.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Employee Files (Active), Personnel	Records related to current employees of the BMA. Includes job application, resume, cover letter, interview notes, employment verification, performance appraisals, offer letters etc?	A	no	no	A (see notes)	All active employee files stay in locked HR office. Upon employees' retirement, termination or leave, move files into "Employee Files (Terminated)". 29 CFR 1602.14 Keep personnel records application forms submitted by applicants and other records having to do with hiring, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship) for a period of one year from the date of the making of the record or the personnel action involved, whichever occurs later. Annotated Code of MD § 3-305 Records relating to wages of employees, job classifications of employees; racial classification of employees; gender of employees; and other conditions of employment should be retained for a period of three years.
Employee Files (Terminated)	Files related to BMA employees that have been terminated (i.e. left museum, fired, laid off, transferred or retired).	A	yes	no	Date of termination + 4 years (see notes regarding exceptions)	Keep terminated employees medical files partitioned separately from payroll and personnel files. Family medical leave: 29 CFR 825.500(b) keep no less than three years; (g) Records and documents relating to medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records in separate files/records from the usual personnel files. 29 CFR 1910.1020(d)(1)(i) Employee medical and exposure to toxic substances retain for duration of employment + 30 years.
Employee Handbook	BMA employee handbook detailing code of conduct and museum policies.	A	no	yes	P	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Equal Employment Opportunity Commission (EEOC) Reports	EEO-1 reports statistical demographic summary of personnel submitted annually to EEOC.	A	no	no	A	29 CFR 1602.7 retain copy of most recent report.
Exposure Records	Records recording presence of hazardous chemicals and materials at the BMA such as asbestos, lead, and chemicals. Includes Material Safety Data Sheets, construction reports, and medical records specifically related to exposure (if applicable).	A + 30 yrs except Hazardous Chemical Inventory List keep for 40 years.	no	no	A + 30 yrs except Hazardous Chemical Inventory list keep for 40 years.	29 CFR 1910.1020(d)(1)(ii); 40 CFR 721.125. Regarding exposure records such as MSDS, lead and asbestos, total retention: 30 years from last use / event. Regarding Hazardous Chemical Inventory, COMAR 09.12.33, Annotated Code of Maryland § 5-405-7: Submit list to State of MD Dept of Environment every two years and retain for 40 years.
Guidelines, Policies, Procedures & Workflows	Includes documents related to guidelines, procedures, policies and workflows within the Human Resources Department.	A	no	yes	P	29 CFR 1620.32 Preserve records with relate to the payment of wages, wage rates, job evaluations, job descriptions, merit systems, seniority systems, collective bargaining agreements, description of practices or other matters which describe or explain the basis of payment for at least two years . OMB Circular A-110 (2CFR 215) or "The Common Rule", Federal grants require drug free work statement and non discrimination policy.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Historic Employee List	Includes names, titles, and dates of employment for BMA employees employed prior to the implementation of the payroll database.	A	no	yes	P	
Incident Reports	Incident reports involving injury to a visitor of the Museum.	A + 3 yrs	no	no	A + 3 yrs	
I-9 Employment Authorization Forms	Proof of eligibility for employment arranged by active and non-active employees.	No more than three years	no	no	No more than three years from date of hire (see law for clarification on specific amount of time).	8 CFR 274a.2. I-9 Keep three years after the date of hire or one year after the date the individual's employment is terminated whichever is later OR three years commencing from the date of the initial execution of the Form I-9 or one year after the individual's employment is terminated, whichever is later.
Job Advertisements	Advertisements and notices to the public or to BMA employees relating to job openings.	1 yr from date of filling position	no	no	1 yr from date of filling position	29 CFR 1627.3 Retain for a period of one year from the date of the personnel action any advertisements or notices to the public or to employees relating to job openings, promotions, training programs, or opportunities overtime work.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Job Descriptions	Detailed descriptions / summaries of all positions at the BMA. (Formerly Job Questionnaires)	A + 10 yrs	no	yes	P	29 CFR 1602.32 Keep job descriptions for at least two years.
Legal Actions	Legal Actions related to BMA employees.	A + 3 yrs	no	no	A + 3 yrs	State of Maryland statute of limitations is 3 years. §5-101 A civil action at law shall be filed within three years from the date it accrues unless another provision of the Code provides a different period of time within which an action shall be commenced.
Organizational Charts	Graphic charts arranged by division and departments showing employee picture, name, start date, title and place in museum's organization.	A	no	yes	P	Transfer a PDF/A or PDF copy of new organizational charts to the Archives once a year.
OSHA	OSHA records for BMA staff. Includes OSHA Form 300 or Log of Work Related Injuries.	30 yrs after last applicable event.	no	no	30 yrs after last applicable event.	Per OSHA, the BMA is classified as a "Partially Exempt Organization" under code 841 Museums and Art Galleries and not required to keep log book or form 300 or 301. 29 CFR 1904.2(a)(1) If your business establishment is classified in a specific low hazard retail, service, finance, insurance or real estate industry listed in Appendix A to this Subpart B, you do not need to keep OSHA injury and illness records unless the government asks you to keep the records under § 1904.41 or § 1904.42. However, all employers must report to OSHA any workplace incident that results in a fatality or the hospitalization of three or more employees (see § 1904.39).

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Reports to Baltimore City	Reports generated by ADP showing new hires, changes of address and other information valuable to calculating benefits and retirement. Reports also used during audits.	FY + 6 yrs	no	no	7 yrs	
Surveys	Surveys conducted by the BMA and also used by the BMA related to Human Resources needs. Includes AAMD Salary Surveys, Maryland Cultural Data Survey and Maryland State Arts Council Reports.	A	no	no	A	
Unemployment Insurance	Contains unemployment records. Includes separation forms and hearing forms (Quarterly Unemployment Contribution Returns part of "Tax, State Tax" record series).	A + 5 yrs	no	no	A + 5 yrs	COMAR 09.32.01.06, An employing unit shall keep employment records safe and readily accessible at the place of business of the employing unit. The records shall be retained and preserved for a period of 5 years from the last day of the calendar quarter to which they relate.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
West Door Sheets	Information pertaining to employees entering and leaving the staff entrance of the museum including name, time, badge, and key information. Includes sing-in sheets from West Door entrance.	FY + 1 yr	3 yrs	no	5 yrs	
Workers' Compensation Insurance	Forms related to worker's compensation insurance claims at the BMA. Includes both blank and completed forms. Also contains medical information related to injury and insurance policy.	(see notes)	no	no	(see notes)	Per OSHA, BMA is exempt from the records keeping requirement as we are categorized as a low-risk industry. For worker's compensation records involving exposure to hazardous chemicals, lead, asbestos, radiation etc.... see "Exposure Records" and retain for 30 years. For other medical safety records (i.e. someone cuts a finger or breaks a toe that does not involve exposure to a toxic or hazardous chemical keep 6 years. Retain insurance policy for A + 3 yrs per State of Maryland statute of limitations. §5-101 A civil action at law shall be filed within three years from the date it accrues unless another provision of the Code provides a different period of time within which an action shall be commenced.

Marketing and Communications, Deputy Director's Office Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain offsite	Transfer to Archives	Total Retention	Comments / Legal Citations
BMA Calendar Meetings	Records related to monthly and quarterly meetings to discuss the planning of the BMA Calendar.	A	no	no	A	Special Events is the Office of Record.
Contact List of Employees	Document containing contact information for employees.	A	no	no	A	Human Resources is the office of record.
Exhibitions & Programs	Records related to the marketing and communications of exhibitions and programs at the BMA. Includes media packets, press clippings, advertisement copies, press releases, etc?	A	no	yes	P	

SAA Museum Archives Section Working Group Example

Communications Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in Office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Advanced Exhibitions Schedules (AES)	Records related to event and exhibition programming compiled into one place.	A	no	yes	P	
Art-full Life (Back Up)	Back up images and Word Docs for BMA Director's, Doreen Bolger's, blog entitled "Art-full Life".	A	no	yes	P	
BMA Today, Archive	Archive of BMA Today issues to be used as reference.	A	no	no	A	Creative Services is the office of record.
BMA Today, Content Submitted to Designer	Images, submitted content and notes to designer.	A	no	no	A	
BMA Today, Final Layout Reviews & Revisions	Final Layout Reviews for BMA Today with comments and revisions by staff.	A	no	no	A	
Calendar, PR Events	Record detailing all press events happening at the BMA with descriptions and dates.	A	no	yes	P	
Hot Files	Topical files on subjects that the BMA may be asked about by the press that is in the news or a hot topic due to current events.	A	no	yes	P	
Releases	Releases sent to the press about BMA events, exhibitions, programs, and general news at the BMA.	A	no	yes	P	
Social Media	Records related to BMA's social media accounts and postings through Facebook, Twitter, Flickr, and YouTube.	A	no	yes	P	
Website, Listings (Working Files)	Deals with important projects, events, and operations.	A	no	no	A	Creative Services is the office of record.

Creative Services Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Audio	Audio files used for BMA programs and marketing.	A	no	yes	P	Transfer files with release forms from office of origin. Create and transfer Audio files in Wave format, captured at 44.1 KHz, 16 bit. Still transfer historic material not captured at the archival quality standard.
Annual Report	Museum's Annual Report published online.	A	no	yes	P	
Final Copy, BMA Today	Final electronic copies of BMA Today from the Printer.	A	no	yes	P	Transfer PDF/A copy of final copy to the Archives. When PDF/A is unavailable, save files as a PDF and transfer.
Final Copy, Misc. Projects	Final electronic copies of miscellaneous BMA projects.	A	no	yes	P	Finance is the office of record for Audit, Finance, and Investment minutes.
Final Copy, Printed Publications and Collateral	Final electronic copies of all printed publications and collateral produced by Creative Services.	A	no	yes	P	Transfer two copies of final product upon completion to the Archives.
Final Copy, Stock	Records related to exhibition logos, templates for online ads, electronic communications, and stationary.	A	no	yes	P	
Final Copy, Website	Records related to BMA web pages and content.	A	no	yes	P	Transfer PDF/A copy of final copy to Archives. When PDF/A is unavailable, save files as a PDF and transfer.
Final Copy, Website (Hosted)	Records related to BMA websites or micro sites hosted by others.	A	no	yes	P	Transfer PDF/A copy of final copy to Archives. When PDF/A is unavailable, save files as a PDF and transfer.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Licenses, Image (From Artists, Estates, Rights Clearing Houses, or Galleries to The BMA for limited use)	Licenses from artists or their representatives granting the BMA limited use of their work for collateral. Includes correspondence, contracts, invoices, and receipts.	A	no	yes	P	
Licenses, Image (Issued by The BMA to museums, publishers, scholars, members of the public etc)	Licenses issued by the BMA granting limited use of images. Includes signed licenses, receipts, and shipping forms. Also includes spreadsheet of image licenses organized by fiscal year.	FY + 2 yrs	4 yrs	no	7 yrs	29 CFR 516.6. Order, shipping, and billing records: From the last date of entry, the originals or true copies of all customer orders or invoices received, incoming and outgoing shipping or delivery records, as well as all bills of lading and all billings to customers (not including individual sales slips, cash register tapes or the like) which the employer retains or makes in the usual course of business operations. Preserve 2 years from date of last entry.
Licenses, Non-Exclusive	Records signed by artists, artists' estates, and rights clearing houses granting the BMA permission to publish their work.	A	no	no	A	Registration is the office of record.
Photography, Calendar	Calendar of photography schedule for the museum	FY + 2 yrs	no	no	3 yrs	
Photography, Conservation	Photography of objects undergoing conservation treatments.					Conservation is the office of record.
Photography, Copy	Images obtained through other institutions or copyright holders.	A	no	no	A	Follow copyright stipulations regarding disposition.
Photography, Events	Images of special events hosted at and by the BMA.	A	no	yes	P	Transfer DNG Raw files to the Archives.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Photography, Exhibition and Installation	Installation shots of exhibitions, installations, and general architectural shots of the museum.	A	no	yes	P	Transfer DNG Raw files to the Archives.
Photography, Films & Videos	Records of audio-visual collateral produced by Creative Services including short films, videos, and time lapses of still photographs.	A	no	yes	P	Create and transfer born digital video files in Uncompressed QuickTime 8-bit format. Still transfer historic material not captured at the archival quality standard.
Photography, Headshots	Approved final portraits of staff members, Director, Board of Trustees, artists and other persons produced by the BMA and used for BMA collateral.	A	no	yes	P	Transfer release forms of non-BMA employees with headshots. Transfer DNG Raw Files or uncompressed TIFF files (minimum of 600 pixels per inch, minimum 4000 pixels across longest dimension, minimum 24-bit RGB, 8 bits / channel, 100% resolution). Still transfer historic material not captured at the archival quality standard.
Photography, Indexing / Contact Sheets	Contact sheets of recent photography used for indexing photography into TMS.	A	no	no	A	
Photography, Object (Tiffs and Jpegs)	Images of art objects for publication or record photography.	PL	no	no	PL	
Photography, Object (Raw Files)	Raw files of object photography (primarily) in non-proprietary format.	PL	no	no	PL	
Printed Materials	Samples of BMA materials produced by Creative Services. Includes flyers, brochures, maps, pamphlets, etc.	A	no	yes	P	Transfer two copies to Archives upon completion of materials.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Projects, Books / Publications	Records related to publications produced by the BMA and also books reviewed by the BMA by other institutions about BMA collections, collectors, and artworks. Includes copies of correspondence, designs, drafts, and supporting documentation.	Date of publication + 6 months	no	yes	P	Weed extensively before transferring to the Archives. Do not transfer routine correspondence, accounting information (copies of receipts, checks, invoices, requisition forms), layouts, or minor draft revisions. Do transfer contracts, drafts of material omitted from publication, permissions, and significant correspondence.
Proofs	Physical proofs of banners, posters, signs, and other printed collateral.	A	no	no	A	Follow copyright stipulations regarding disposition.
Trademarks	Records related to trademarks for books published by the BMA and registered with the Library of Congress.	A	no	yes	P	

SAA Museum Archives Section Working Group Example

Marketing Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Analysis (Exhibitions & Programs)	Analysis of exhibition attendance and shop sales figures. Also includes comparisons of programs attendance figures. Includes Excel spreadsheets.	A	no	yes	P	
Attendance Figures	Excel spreadsheet tracking various visitor statistics including gallery attendance, program attendance, total visitorship, etc.	A	no	yes	P	
External Events (Artscape & Book Festival)	Information related to the BMA's participation in annual events outside of the Museum including Artscape and the Book Festival. Includes application forms, copy for banners, flyers and scripts, design files, and volunteer lists.	A	no	yes	P	Creative Services is the office of record for banners and flyers designed by them. Do not transfer copies of insignificant correspondence of a routine nature. Do transfer scripts and other significant information to the Archives.
M & C Tactics	Documentation of marketing efforts to promote programs and exhibitions through advertising, press coverage, and postings.	A	no	yes	P	
Media Plan	Excel spreadsheet tracking paid advertisement placements that are not related to specific exhibitions or programs.	A	no	yes	P	

Retail Operations Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Consignments	Records related to consignment of goods from vendors / artists / craftsmen.	Life of contract + 3 yrs	no	no	Life of contract + 3 yrs	29 CFR 516.5(b)(3) Each employer shall preserve for at least 3 years certificates, agreements, plans, notices, etc. From their last effective date, all written: plans, trusts, employment contracts.
Credit References	Informational sheet providing possible creditors with references.	A	no	no	A	Finance is the office of record. Shred securely in locked blue shredding bins when no longer needed.
Current Orders	Records related to pending and current orders placed by BMA Retail Operations.	A	no	no	A	
Gift Certificates & Store Credits	Records related to outstanding retail shop gift certificates and store credits.	A	no	no	A	Finance is the office of record for Audit, Finance, and Investment minutes.
Historic Exhibitions & Attendance Figures	Records related to previous exhibitions and events tracking attendance, sales and inventory figures.	A	no	yes	P	Do transfer annual or summary reports of attendance to the Archives. Do not transfer daily attendance figures.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Images	Product images for items produced by the BMA's Retail Operations.	A	no	yes	P	
Inventory	Records related to annual retail inventory performed at the end of June. Includes physical count sheets used by retail staff to perform inventory themselves in-house.	FY + 2 yrs	4 yrs	no	7 yrs	26 CFR 31.6001-1 Retain sufficient to determine whether an employment tax liability is incurred. Records include copies of returns, schedules, statements, records of claimants, records of employee, keep four years after due date of such tax or filing date, whichever is later. Annotated Code of MD § 11-504 & COMAR 03.06.03.02, keep records related to sales and purchases (including journals, ledgers) for four years.
Mail Order Sales	Records related to retail mail order sales.	FY + 2 yrs	4 yrs	no	7 yrs	29 CFR 516.6.2(b) Order, shipping, and billing records: From the last date of entry, the originals or true copies of all customer orders or invoices received, incoming and outgoing shipping or delivery records, as well as all bills of lading and all billings to customers (not including individual sales slips, cash register tapes or the like) which the employer retains or makes in the usual course of business operations be preserved for 2 years. 29 CFR 516.5(c) Sales and purchase records. A record of (1) total dollar volume of sales or business, and (2) total volume of goods purchased or received during such periods (weekly, monthly, quarterly, etc.), in such form as the employer maintains records in the ordinary course of business be preserved 3 years.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Point of Sale System	Point of Sale System (Counterpoint Radiant Systems) which tracks a large majority of the retail operations.	A + 7 yrs	no	no	A + 7 yrs	29 CFR 516.6. Order, shipping, and billing records: From the last date of entry, the originals or true copies of all customer orders or invoices received, incoming and outgoing shipping or delivery records, as well as all bills of lading and all billings to customers (not including individual sales slips, cash register tapes or the like) which the employer retains or makes in the usual course of business operations be preserved for 2 years. 29 CFR 516.5(c) Sales and purchase records. A record of (1) total dollar volume of sales or business, and (2) total volume of goods purchased or received during such periods (weekly, monthly, quarterly, etc.), in such form as the employer maintains records in the ordinary course of business be preserved 3 years.
Product Development (see "Contracts, Rights Related" on the General Schedule						

SAA Museum Archives Section Working Group Example

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Sales Reports & Receipts	Records related to monthly sales summary reports. Includes breakdowns of sales and credit card receipts.	FY + 2 yrs	4 yrs	no	7 yrs	29 CFR 516.6. Order, shipping, and billing records: From the last date of entry, the originals or true copies of all customer orders or invoices received, incoming and outgoing shipping or delivery records, as well as all bills of lading and all billings to customers (not including individual sales slips, cash register tapes or the like) which the employer retains or makes in the usual course of business operations be preserved for 2 years. 29 CFR 516.5(c) Sales and purchase records. A record of (1) total dollar volume of sales or business, and (2) total volume of goods purchased or received during such periods (weekly, monthly, quarterly, etc.), in such form as the employer maintains records in the ordinary course of business be preserved 3 years. Annotated Code of MD § 11-504 & COMAR 03.06.03.02, keep records related to sales and purchases (including journals, ledgers) for four years.
Yearly Summary Reports	Yearly summary reports breaking sales down into several categories.	A	no	no	A	Finance is the office of record. See "Board and Committee Minutes".

SAA Museum Archives Section Working Group Example

Visitor Services Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Audio Tour by Acoustiguide	Records related to museum's audio tour. Includes technical information and manuals.	A	no	no	A	Do not transfer financial information (invoices, receipts, requisition forms), and/or insignificant correspondence to the Archives.
City / County Tracking Spreadsheet	Tracking of visitors' counties of residence. Includes an Excel spreadsheet for each fiscal year.	A	no	yes	P (see notes)	Transfer annual summaries of visitor statistics to the Archives each year.
Exhibitions & Programs	Records related to exhibitions and programs. Includes training for Visitor Services employees including talking points. Also includes example of printed tickets.	A	no	yes	P	Weed out material not produced by your department. Also, weed out routine correspondence, drafts, financial information (invoices, receipts, requisition forms), and duplicates.
Museum Phonebook Listings	Records of BMA's listings in phonebook.	A	no	yes	P	
Parking Records (see "Policies & Procedural Manuals" in "General Schedule")						Security is office of record for vendor service agreement. Finance is the office of record for accounts payable and receivable related to parking.
Tickets.com	Records related to BMA's ticketing service vendor, Tickets.com. Includes reports detailing total amounts of tickets sold, how they were sold etc.	A	no	no	P	Send summary reports of exhibitions and programs to the Archives.
Tour Logs (includes Audio Tour, Mobile tour & Optimized tours)	Records tracking the check out of tours devices by the public.	A	no	yes	P (see notes)	Transfer annual summaries of device / user statistics to the Archives year .
Visitor Comment Cards & Responses	Includes BMA visitor comment cards and responses by BMA staff.	A	no	no	3 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Volunteer Program	Records related to BMA Volunteer Greeter Program. Includes materials and manuals.	A	no	yes	P	Weed out volunteer schedules before transferring to archives. Do transfer materials and manuals to the Archives.

SAA Museum Archives Section Working Group Example

Operations and Capital Planning Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Architectural Drawings	Architectural drawings showing electrical, structural, and architectural designs of building (both proposed and "as built").	A	no	yes	P	Transfer one set of drawings to the Archives as they are created. Scan copies of historic material when able and transfer originals to Archives.
Asbestos & Lead Paint	Documents and records related to the discovery and/or treatment of limited amounts of asbestos and lead paint at the BMA.	A	no	no	A	Transfer copies of documents to Human Resources to retain 30 years as office of record for Exposure Records. 29 CFR 1910.1020(d); 40 CFR 721.125. Total Retention: 30 years from last use.
Lockout / Tagout policy	Written policy detailing BMA's lockout / tagout safety procedures	A	no	yes	P	29 CFR 1910.333 (b)(2) Maintain written copy of Lockout / Tagout procedures at all times.
Operations & Maintenance Manuals	Operations & Maintenance Manuals (O & M Manuals) that describe equipment, installation, maintenance, and operation. Also includes parts list and drawings.	Life of equipment	no	no	Life of equipment	
Project manuals	Project manual showing what actual materials went into project as well as how things were built which complement "As-built drawings"	A	no	yes	P	
Utilities	Records related to electric, water, steam, and sewer consumed by the BMA (including Gertrude's portion and breakouts).	FY + 2 yrs	4 yrs	no	7 yrs	

Auditorium and Technical Services Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain offsite	Transfer to Archives	Total Retention	Comments / Legal Citations
Audio, Video, and Film Recordings	Recordings of BMA programs and events. Also, includes Power Point presentations given at events.	A	no	yes	P	Save PowerPoint presentations as a PDF/A file (or PDF as a second choice) and transfer with audio to the Archives immediately after performance or event. Transfer born digital video files in Uncompressed QuickTime 8-bit format. Create and transfer Audio files in Wave format, captured at 44.1 KHz, 16 bit. Also, transfer release forms from office of origin with material.
Auditorium Rates	Schedule of auditorium rental rates.	FY + 3 yrs	no	no	4 yrs	
Certificates of Insurance	Certificates of Insurance for outside technicians who service auditorium equipment.	FY + 1	no	no	2 yrs	Finance is the office of record.
Event Database	Includes records of all events, type, date, renter information, and fees.	A	no	yes	P	
Inspections	Legally required annual inspection report of auditorium.	FY + 4 yrs	no	no	5 yrs	29 CFR 1910.184(e)(3)(i) - Records Retention: Provide annual inspection not older than 12 months.
Invoice Log	Running log by fiscal year of auditorium contracts.	A	no	no	A	
Maintenance Reports	Maintenance reports of auditorium equipment and machinery. Includes lighting and painting.	A	no	no	A	Facilities & Engineering is the office of record

Record Name	Record Description	Retention in office	Retention offsite	Transfer to Archives	Total Retention	Comments / Legal Citations
Rental Contracts	Includes drafts and signed copies of rental contracts.	Life of contract + 3 yrs	3 yrs	no	Life of contract + 3 yrs	If for any reason contract contains rights related permissions, see General Schedule for longer retention period.

SAA Museum Archives Section Working Group Example

Facilities and Engineering Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Consumer Information Destruction Policy	Policies and procedures for documenting destruction of consumer information and records such as form of payment and personal information.	A	no	no	A	16 CFR 682. Maintain copy of active contract with disposition company to prove compliance. Also maintain copies of independent audits, due diligence, and proof of certification of disposal company.
Daily Mechanical Readings	Recorded readings of mechanical machines such as temperatures, pressure, and evaporation.	5 yrs	no	no	5 yrs	
Electrical Monitoring	Records related to electrical systems including infrared tests used for monitoring purposes.	5 yrs	no	no	5 yrs	
Elevators	Records related to the maintenance, repair, test, and inspection of BMA elevators.	Life of the elevator unit	no	no	Life of the elevator unit	COMAR 09.12.81.06 A) Record Keeping 1) Keep records accessible in central location in the building where the elevator unit is located, a contractor, owner or lessee shall maintain: a) A legible hard copy of maintenance, repair, test, and inspection records; or b) An electronic copy of maintenance, repair, test, and inspection records in an electronic format approved by the Commissioner for that location. 2) A contractor, owner, or lessee shall retain the records according to A(1) of this regulation for the life of the elevator unit.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Facilities Requests	Service tickets placed by BMA staff that reports facility problems	A	no	no	A	
Fuel Tank Records, Underground	Certificate of Closure recording removal of underground fuel tank.	PL	no	no	PL	Retain Certificate of Closure proving that we are no longer responsible for the numerous legal records keeping requirements for an underground fuel tank.
Generator Calculations	Calculated loads of the Museum's electricity for generator to supply efficient and adequate back up power.	A	no	no	A	
Incident Reports (General)	Forms generated by Security reporting any suspected damage to the Museum.	A + 3 yrs	no	no	A + 3 yrs	
Leak reports	Reports generated by security when leaks are observed in the Museum	FY + 6 yrs	no	no	7 yrs	Keep significant leak reports longer if necessary for roof repairs under warranty.
Light inspection	Reports completed by Security Officers of lights both inside and outside of the museum during their shifts.	5 yrs	no	no	5 yrs	Keep significant light inspection reports longer if continuing, ongoing problems with a specific light or lighting area.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) (see General Schedule)						
Pressure Vessels	Records related to pressure vessels regulated by the State of Maryland. Includes inspection records.	Life of vessel	no	no	Life of vessel	COMAR 09.12.01.28-1 Maintain inspection records for the life of the vessel.
Pressure Vessels, Database	Database report of pressure vessels the BMA owns.	PL	no	no	PL	COMAR 09.12.28-2 Database of pressure vessels owned should be submitted to the chief boiler inspector by January 15 of each year.
Preventative Maintenance Program	Records of equipment maintenance and facilities including inspections and corrections to prevent failures.	5 yrs	no	no	5 yrs	29 CFR 1910.68 Manlifts. Keep active records of most recent manlift inspection not older than 30 days.
Service Tickets	Reports from contractors on BMA structural and mechanical repairs.	5 yrs	no	no	5 yrs or until end of warranty (whichever is longer)	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Vehicle Records	Includes vehicle maintenance records of BMA vehicles used by Facilities.	Life of vehicle	no	no	Life of vehicle	Finance is the office of record for all vehicle registration and insurance information.

SAA Museum Archives Section Working Group Example

Information Technology Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain offsite	Transfer to Archives	Total Retention	Comments / Legal Citations
BMA Master Calendar Backup	Master Calendar of all events at BMA including holidays, gallery closures, exhibitions, special events, and Gertrude's restaurant schedule.	PL	yes	no	PL	Development is the office of record. Consult Archivist if Outlook software becomes obsolete or discontinued.
BMA Phone Directories	Internal BMA documents listing BMA staff, titles, departments, and locations by telephone number.	A	no	yes	P	
Database Systems Backup including Financial Edge, Phone System, Raiser's Edge, Sage Act!, The Museum System, Parking Database, and Project Management Database.	Database systems for various departments which house important financial, donor, and collection information.	PL	yes	no	PL	Office of record is Finance for Financial Edge, Development for Raiser's Edge, Marketing & Communication for Sage Act!, Registration for TMS, Security for Parking database, and Exhibitions for Project Management Database. Consult Archivist if software becomes obsolete or discontinued.
Hardware & Software Invoices and Receipts	Records related to hardware and software purchases by the BMA for repairs, upgrades, and warranty issues.	Life of Equipment	no	no	Life of equipment	

Record Name	Record Description	Retain in office	Retain offsite	Transfer to Archives	Total Retention	Comments / Legal Citations
Information Systems Contracts	Records related to contracts with computer companies for products and services.	Life of equipment, software, and/or contract	no	no	Life of equipment, software, and/or contract	Finance if the office of record for contracts over \$5,000. However, do retain a copy for life of equipment, software, and/or contract for your records.
Instructional Help	Instructions on various technological subject matters to act as an aid or reference for BMA staff. Includes primarily basic instructions taken from operating manuals.	A	no	no	A	Weed as technological instruction becomes obsolete. Do transfer any original handbooks or manuals authored by department to the Archives.
Licenses	Licenses for software and other technology components	Life of product or until renewed	no	no	Life of product or until renewed	
Network Switch Settings	Records related to network switch settings.	PL	no	no	PL	
Servers, Backup	Various departments files located on numerous BMA servers	PL	yes	no	PL	

Landscape Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Design plans	Contains blueprints of landscape design of BMA grounds. Also, includes summary of changes to plans.	A	no	yes	P	Make working copies when able and transfer original drawings to the Archives for long term care.
Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) (see General Schedule)						
Pesticide Application Records	Forms tracking pesticide application on BMA grounds.	2 yrs after event	no	no	2 yrs after event	Federal Regulations superseded by the State of Maryland. COMAR 15.05.01.07 Keep records 2 years from date of pesticide application.
Plantings	Records related to planting of annuals, bulbs, and general plant care.	FY + 7 yrs	no	no	8 yrs	
Proposals	Proposals for BMA landscaping work.	FY + 2 yrs	no	no	3 yrs	
Tests & Reports	Test and reports related to BMA landscaping such as soil tests, IMP bug reports, etc..	FY + 7 yrs	no	no	8 yrs	

Security Department Records Retention Schedule BMA RECORDS MANAGEMENT

A = Active / FY = Fiscal Year / P = Permanent / PL = Permanently Retain in Office of Origin

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Attendance (see General Records Schedule "Timekeeping, BMA employees")						
Background Checks	Background checks performed on potential employees and volunteers prior to hiring in an off-site secure database. Includes emails sent to Human Resources reporting whether potential employee passed check or not.	no	no	no	do not keep	Human Resources is the office of record for correspondence regarding background checks.
Badge Sign-In Sheet	Forms tracking employees who borrow badges	FY + 2 yrs	no	no	3 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Box Office Cash Deposit Security Log	Log book tracking cash bags checked in and out of Security including date, employee name, bag #, amount of deposit, etc.	1 yr	no	no	1 yr	
Fire Prevention / Evacuation Plan	Fire prevention / evacuation plan and training for BMA. Includes additional copies of paperwork to be given to Fire and Ambulances in the event of an emergency.	A	no	yes	P	29 CFR 1910.38; 29 CFR 1910.157(16g); 29 CFR 1910.160, Always keep active copy of fire prevention / evacuation plan and annual training measures of BMA employees in fire prevention, evacuation, and Global Harmonized System (GHS). Annotated Code of MD § 5-409 a list of work areas that contain hazardous chemicals and copy of each MSDS/SDS sheet to give to Fire and Ambulances in the event of an emergency.
Fire Protection Records	List of fire location valves by location and schedules of routine maintenance with fire department and private service providers.	A	no	no	See law for specific retention periods.	29 CFR 1910.157(16) Records of annual maintenance check of portable fire extinguishers keep one year after the last entry or the life of the shell, whichever is less; 29 CFR 1910.157(4) Records of stored pressure dry chemical extinguishers. Record Retention: keep six years from date of recharging or testing. 29 CFR 1910.157(16); provide records that fire extinguisher tests have been performed at set time intervals. Records should be kept until the extinguisher is retested or taken out of service, whichever comes first. 29 CFR 1910.159(c)(2) record date last annual inspection of main drain flow test. 29 CFR 1910.160 Record all inspection and maintenance dates on fixed extinguishing system or retain in central location. A record of the last semi-annual check shall be maintained until the container is checked again or for the life of the container whichever is less.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Hazard Communication Program	Written program detailing training of employees working with hazardous chemicals.	A	no	yes	P	29 CFR 1910.1200 keep most recent copy of written hazard communication program to make available to employees, designated representatives, and government agencies upon request. Includes new training in Global Harmonized System (GHS) by December 1, 2013.
Hazardous Chemical Information List	Inventory of chemicals by location in alphabetical order.	A	no	no	A (see notes)	Human Resources is the office of record. Transfer copies of list to Human Resources to retain as Exposure Record and per State of MD law for 40 years. COMAR 09.12.33, Annotated Code of Maryland § 5-405-7: Submit list to State of MD Dept of Environment every two years. Retain for 40 years.
Hot Work Permits	Hot work permits issued to contractors and staff when making repairs to the building that involve welding or other high risk activities to ensure proper safety procedures are followed.	A + 1 yr	yes	no	2 yrs	
Incident Reports (Art)	Forms reporting incidents involving works in the collection.	FY + 1 yr	no	no	FY + 1 yr	Registration is the office of record for Incident Reports (Art). For significant Incident Reports (Art), see "Investigation Files".
Incident Reports (General)	Forms reporting any suspected damage, injury, or risk to visitors or the building.	A + 3 yrs	no	no	A + 3 yrs	Finance is the office of record for Incident Reports (General) that involve injury to visitors. Facilities is the office of record for Incident Reports (General) that involve damage to the building. For significant Incident Reports (General), see "Investigation Files".

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Investigation Files	Files relating to significant art and museum related incidents. Includes incident report, evidence, and supporting documentation.	A	no	yes	P	
Leak reports	Reports of building leaks completed by museum Security Officers.	FY + 1 yr	no	no	2 yrs	Facilities & Engineering is the office of record for leak reports.
Light inspection	Reports completed by Security Officers of lights both inside and outside of the Museum during their shifts.	FY + 1 yr	no	no	2 yrs	Facilities & Engineering is the office of record.
Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS)	Sheets detailing properties of chemical substances and products used at the Museum.	A	no	no	A	29 CFR 1910.1200 (b)(4)(ii-iii), Add all chemicals / products into "Hazardous Chemical Information List" and add one copy of MSDS into the "Fire Prevention / Evacuation Plan" records to be given to emergency responders in the event of an emergency. Transfer a dated copy of all MSDS/SDS to Human Resources to be kept as "Exposure Records." Also, notify Human Resources when use of a product or chemical has been discontinued. All MSDS must be replaced by new SDS by June 1, 2015.
Package Pick-Up and Deliveries	Logs tracking packages received (if loading dock closed) and picked up at staff entrance.	FY + 2 yrs	4 yrs	no	7 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Parking Database	Database detailing parking expenses allocated to the BMA and Johns Hopkins University as part of garage sharing arrangement.	A	no	no	A	Finance is the office of record of parking reports for tax purposes.
Parking Files	Files related to parking garage operations and management. Includes contract and service agreement.	Life of agreement + 3 yrs	no	no	Life of agreement + 3 yrs	Keep all service agreements and contracts for life of agreement + 3 yrs.
Post Assignment Sheets	Daily security post assignments of guards including name, location, and break times.	1 yr	no	no	1 yr	
Post Inspection Reports	Forms reporting the daily condition of the galleries and works of art that each guard inspects at the beginning of their shift.	FY + 1 yr	no	no	2 yrs	Registration is the office of record for documenting incidents involving artwork. Facilities & Engineering is the office of record for any reports noting condition of museum spaces.
Property Passes	Completed property passes from staff and BMA visitors who bring art, computers, and equipment into the museum.	FY + 2 yrs	4 yrs	no	7 yrs	
Relief Log	Documents actual daily schedules of guards on duty on a particular day	FY + 1 yr	yes	no	2 yrs	

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Schedules	Records related to both daily and weekly schedules of guards	FY + 1 yr	no	no	2 yrs	
Security System Reports	Reports generated by security system. Includes printouts.	1 yr	no	no	1 yr	
Security Videos	Digital video footage of surveillance cameras.	A + 30 days	no	no	A + 30 days	
Shift Reports	Documents daily activities during shift for review by incoming staff and supervisors. Includes documentation about problems with security equipment, acknowledging alarms, etc?	A + 1 yr	no	no	A + 1 yr	
Sign-In Sheets	Forms reporting contractors, staff, and visitor activity for all BMA entrances during both normal working hours and after hours.	FY + 4 yrs	15 yrs	no	20 yrs	
Special Events	Billing records for Special Events where extra security guards are required.	FY + 1 yr	no	no	2 yrs	Finance is the office of record.

Record Name	Record Description	Retain in office	Retain in Records Center	Transfer to Archives	Total Retention	Comments / Legal Citations
Special Rotation Schedules	Documents security officers rotations for evenings, holiday shifts and special events.	FY + 2 yrs	no	no	3 yrs	

SAA Museum Archives Section Working Group Example