

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

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| 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

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| 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. |

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|--------------------------------|---|--------------------------------|--------------------------|----------------------|-----------------|---|
| 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

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|--|--|------------------|--------------------------|----------------------|-----------------|---|
| 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

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| 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. |

SAA Museum Archives Section Working Group Example

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|--|---|------------------|--------------------------|----------------------|-----------------|--|
| 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 Draft Example

Visitor Services 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 |
|---|---|------------------|--------------------------|----------------------|-----------------|--|
| 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

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| 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

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| 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 PowerPoint 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 | Retain in office | Retain 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

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| 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. |

SAA Museum Archives Section Working Group Examples

| 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) | |

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|-----------------|--|------------------|--------------------------|----------------------|-----------------|---|
| 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

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|---|---|-------------------|----------------|----------------------|-------------------|---|
| 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 | |

SAA Museum Archives Section Working Group Example

Landscape 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 |
|--|---|-------------------|--------------------------|----------------------|-------------------|---|
| 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

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|--|---|------------------|--------------------------|----------------------|-----------------|---|
| 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 | |

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 |
|--------------------------------------|--|------------------|--------------------------|----------------------|---|---|
| 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 Programs | 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