

SCHOLARLY RESEARCH

Scope	Retention Period	Where can I store...		How to choose a strategy?
		Information Actively Used (5+ times a year)	Information Not Actively Used	
This refers to work not related to a specific exhibition, but in support of permanent collection interpretation and publication. May include notes for lectures, publication-related correspondence and notes, professional association presentations, unpublished analysis of primary source materials, annotated source notes and research materials, etc.	10 years	Department	Records Center Archives	<p>If information does not need to be immediately accessible but will be referenced occasionally, store it in the Records Center. Records may be checked out and sent to the department for temporary use.</p> <p>If the records do not need to be checked out to the department, or are over 10 years old, transfer them to Institutional Archives. Staff may make an appointment to view the records when needed.</p>

SPECIAL PROJECTS

Scope	Retention Period	Where can I store...		How to choose a strategy?
		Information Actively Used (5+ times a year)	Information Not Actively Used	
Projects at the Getty for which the curator has specific responsibility or is a team participant. Other curators and Getty staff may also have files relating to these projects.	10 years	Department	Records Center Archives	<p>If information does not need to be immediately accessible but will be referenced occasionally, store it in the Records Center. Records may be checked out and sent to the department for temporary use.</p> <p>If the records do not need to be checked out to the department, or are over 10 years old, transfer them to Institutional Archives. Staff may make an appointment to view the records when needed.</p>