

The J. Paul Getty Trust

The Getty Information Management Schedule

Institutional Records and Archives

Approved by the Office of General Counsel, J. Paul Getty Trust

2017

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UNDERSTANDING GETTY INFORMATION

Getty information documents the work performed in support of the institution's mission and core functions as realized by the Trust administration, Conservation Institute, Foundation, Research Institute, and the Museum—but it also captures the administrative business activities essential to managing and maintaining operations.

Every department at the Getty creates and documents information in various formats. These formats include **paper and electronic information stored in a software application, database, website, or on a network server**. The format information is written to should not be a consideration when determining whether it has usefulness and value; instead, the information's content and context is key.

If your information is related to your work at the Getty and answers any of these questions about an event, process, or project, it most likely needs to be managed according to Getty policy:

What . . .

- Happened?
- Was decided?
- Advice was given?
- Were the order of events and decisions?
- By implication, didn't happen (or wasn't recorded)?

When or Where . . .

- Did it happen?

Who . . .

- Was involved?

How . . .

- Was a transaction or process managed?

Is it . . .

- A final version of a policy, report, agreement, or legal document?
- Information that does not exist in another place?
- Something that staff or a researcher will care about in 50 years?

The Getty is committed to creating, keeping, and managing its information consistent with legal requirements and best practices. You may destroy or delete some of this after a period of time, but a subset will meet the required standards for permanent preservation in the Institutional Archives.

RESPONSIBILITIES

The [Getty Information Governance Policy](#) calls for the appropriate management of the information staff creates or receives in the course of their work at the organization. This document, the Getty Information Management Schedule, (IMS), is a procedural document which will help staff implement concepts expressed in the policy. It defines recordkeeping requirements by listing categories of information and the length of time for which the organization expects your office to keep it. The descriptions and actions described in this document apply to information stored on all media types, including but not limited to paper, electronic, audio and visual.

Contact Institutional Records and Archives (records@getty.edu) for assistance in applying this policy.

All employees are expected to understand and apply these policies and procedures.

WHAT ARE DEPARTMENT AND STAFF RESPONSIBILITIES?

- Understand the types of information your department creates
- Maintain that information in an organized and easily retrievable system, whether [electronic](#) or [hard copy](#)
- Know what information to keep, for how long, and what to do with it once it is no longer useful
- Periodically review material in conjunction with Institutional Records and Archives to determine if it is active, inactive, or unnecessary
- Transfer files to your successor or manager when moving to another department or terminating Getty employment

WHAT ARE INSTITUTIONAL RECORDS AND ARCHIVES' RESPONSIBILITIES?

Institutional Records and Archives (IRA) staff partner with departments to develop and implement information management strategies. IRA is here to:

- Promote effective and efficient work practices through improved document and file organization
- Ensure that appropriate information is kept for as long as the Getty is liable for it
- Identify, collect, and care for information of long-term value that documents the organization's history
- Provide information and assistance to departments in identifying and organizing information in any format
- Partner with departments to identify information that we no longer need to maintain
- Provide secure and documented destruction, or arrange for the transfer of important information to Institutional Archives
- Maintain the Getty Records Policy and Information Management Schedule
- Maintain records storage for inactive paper records

MANAGING INFORMATION

The categories on the schedule are not organized by department but by the functions and activities performed across the Getty. For example, many departments create documentation that represents a legal function such as Licenses and Permissions Provided (LEG-115). These are not managed exclusively by General Counsel but belong to the department that created the material. That department is responsible for maintaining them.

HOW DOES THE INFORMATION MANAGEMENT SCHEDULE WORK?

The schedule is organized alphabetically by the activity category or *function*, allowing you to classify documentation into organized sets that have assigned retention periods. Most departments have materials that fall in multiple functional areas.

Under the main function, information is grouped into *series*, or sub-categories. For example, Routine administrative records, Policies and procedures, etc. are listed under the Administration function. Each series is assigned a code (e.g. ADM-105, ADM-120, etc.) and has a description of the types of information grouped under it.

Retention periods are assigned to the series. The periods indicate how long files and documents should be kept after their active use has ended. For example, material grouped in the series "Routine Administrative Records" are kept for three years after the event it documents has closed or been completed. Some of these retention periods are based on federal, state, and local law and regulation, some on common practices in a specific field, and some on Getty-specific considerations.

There are six retention period types:

- **Calendar year (CY)** - most retentions are based on the end of a calendar year.
- **Closed-date (CL)** – based on an event, such as the completion of a field project or completion of the terms of a contract.
- **Life of (LI)** - the retirement of equipment or vehicles, etc.
- **Superseded (SUP)** - the replacement of a policy or other document with an updated version
- **Terminated (TERM)** – employment termination
- **Permanent** – stored permanently by the department

Despite the dates on the documents themselves, material governed by non-calendar year retention rules remain open until the completion of the event that they document.

Contact Institutional Records and Archives (records@getty.edu) for guidance if you believe you have information with a closed-date or other event based retention. Institutional Records and Archives will also consult with you if closed-date paper records are submitted for records center storage. **Please note, you can transfer important information to the Archives at any time but you CANNOT destroy it prior to the end of the retention period.**

WHAT HAPPENS TO INFORMATION AFTER THE RETENTION PERIOD HAS PASSED?

When a document's retention period expires, a process known as *disposition* begins. Though *disposition* sounds like disposal, it is not the same thing! Disposition is the act of determining if information should be destroyed (indicated by DESTROY on the schedule) or transferred to Institutional Archives for review or permanent maintenance (indicated by ARCH REV or ARCHIVES on the schedule). Very rarely there may be extenuating circumstances warranting the continued retention of records eligible for disposition. If you believe you have records requiring longer retention, contact Institutional Records and Archives to discuss the situation. Occasionally, the Office of General Counsel may determine that some documentation should not enter disposition and will inform staff to retain it, as is, until further notice.

When material is kept in department offices and on network servers (shared drives), departmental staff is responsible for monitoring the retention periods and appropriately destroying or transferring the material on a yearly basis. Institutional Records and Archives can provide [guidance and assistance](#) with managing electronic records, including but not limited to determining retention periods, destruction, and transfer.

Institutional Records and Archives monitors the retention periods of inactive paper records stored in records center storage. Each year, when retention has been reached, Institutional Records and Archives notifies the department that disposition should commence.

Information marked PERMANENT on the schedule never has a disposition, and must be kept in a department's office, the off-site records center, or the Institutional Archives.

For more information on archival information, see Appendix 3: Considerations for Institutional Archives.

ORGANIZING INFORMATION: A NOTE FROM RECORDS AND ARCHIVES

An important component of our work is to gather information about staff records management needs. Whether your files are electronic or paper, a well thought-out department filing system helps staff use information and time more effectively. We can consult on and make recommendations regarding current department filing systems, including electronic filing systems, shared drive organization, and electronic records clean-up. Institutional Records and Archives can help you jump-start electronic records management in your department with guidance available on GO.

We encourage you to [contact us \(records@getty.edu\)](mailto:records@getty.edu) and arrange a meeting to discuss your department's current and foreseeable needs.

THE GETTY INFORMATION MANAGEMENT SCHEDULE

ACCOUNTING

ACCOUNTING RECORDS (ACC-105) _____ **CY+6 YEARS/DESTROY**

Accounting for money owed by the organization, including invoices, statements, receipts, payment authorization, back-up information, and payment confirmations. Accounting for money owed to the organization, including stores' sales records. Summarizing all financial accounts, including account postings with supporting documentation. Replenishing and disbursing cash. Reimbursing employees for incurred business related expenses, including expense reports and educational assistance. Use ADM-105 for travel arrangement records.

GENERAL LEDGER (ACC-120) _____ **CY+10 YEARS/DESTROY**

Records relating to the summary of all financial accounts and to postings to the general ledger.

PAYROLL RECORDS (ACC-135) _____ **CY+6 YEARS/DESTROY**

Paying labor costs, including timesheets, salary, wage, deferred compensation, and deductions records.

PURCHASE ORDER FILES (ACC-145) _____ **CL+6 YEARS/DESTROY**

Authorizing and monitoring the process of ordering goods and services.

ACCOUNTING, TAX

TAX RETURNS AND FILINGS (ACCTX-120) _____ **PERMANENT**

Income tax returns and supporting documentation submitted to the federal government and the 38 state equivalents. Includes Form 990, Form 941, income tax payment records, and unemployment tax payments.

INCOME AND PAYROLL TAX (ACCTX-125) _____ **CY+10 YEARS/DESTROY**

Payroll tax withholding and reporting records as well as tax work papers. Includes income paid to employees and miscellaneous income paid to vendors and contractors, including W-2s (Wage and Tax Statement), 1099-MISCs (Miscellaneous Income).

NON-RESIDENT TAX REPORTING (ACCTX-130) _____ **CY+10 YEARS/DESTROY**

Complying with nonresident alien tax law to account, report and withhold taxes on payments made to nonresident persons and entities.

MISCELLANEOUS STATE AND LOCAL TAX FILINGS (ACCTX-135) _____ **CY+6 YEARS/DESTROY**

Includes sales and use taxes, property, L.A. city parking, underground storage tank, housing and rent exemptions, and other miscellaneous filings. See the full list in the Tax Office.

ADMINISTRATION

ROUTINE ADMINISTRATIVE RECORDS (ADM-105) _____ **CL+3 YEARS/DESTROY**

Administering ongoing routine activities and duties of the organization, including scheduling people and facilities, routine meeting minutes, membership in a professional, industry, or trade association, travel arrangement records, and external surveys and questionnaires. Use the appropriate function and category for correspondence containing policy decisions or documenting major functions. Use the EXECUTIVE MANAGEMENT function for records of Trustee, executive and committee meetings that support major functions of the organization.

POLICIES AND PROCEDURES (ADM-135) _____ SUP+10 YEARS/ARCH REV

Documenting the development and execution of policies and directives, including correspondence, the policy, and associated manuals and guidelines published in hardcopy and electronically on Confluence, Getty GO, Getty.edu, and other virtual spaces. Includes business recovery plans and procedures and delegation of financial authority. Use HR-180 for Risk Management Safety Program records.

REPORTS AND STATISTICS (ADM-155) _____ CY+10 YEARS/ARCH REV

Recording the status or progress of routine activities or statistics, including parking lot counts, Census and labor statistics, museum logs and counts. Major compilation of activities or progress should be classified under the appropriate topic. Raw data, once summarized, should be weeded out of files. Use ADM-105 for surveys and questionnaires administered by external entities. Use COM-110 for visitor statistics and intercept surveys.

AUDIT RECORDS (ADM-180) _____ CL+10 YEARS/ARCH REV

Internal or external reviews of the organization's activities to ensure compliance with procedures and standards. Use FIN-100 for annual financial statements with independent auditor's report

COLLECTION ACQUISITIONS**COLLECTION ACQUISITION FILES, ART AND SPECIAL COLLECTIONS (CA-100) _____ PERMANENT**

Researching and proposing art and special collections for acquisition. Includes proposal reviews, approvals, appraisals, provenance, and other research comprising curatorial "object" or "central" files. Includes contracts and agreements.

COLLECTION ACQUISITION FILES, UNACQUIRED OBJECTS (CA-105) _____ PERMANENT

Art and special collections that were researched and/or proposed, but unacquired.

COLLECTION ACQUISITION FILES, LIBRARY RESOURCES (CA-110) _____ CY+10 YEARS/ARCH REV

Selection and acquisition of general publications for library collections. Includes bibliography development.

COLLECTION MANAGEMENT**COLLECTION MANAGEMENT FILES, ART AND SPECIAL COLLECTIONS (CM-110) _____ PERMANENT**

Documenting the accessioning, registration, processing, cataloging, location, transfer, storage, and display of Getty-owned art and special collections. Includes contracts. Use EXH-100 for records related to temporary exhibitions.

CONSERVATION RECORDS (CM-120) _____ PERMANENT

Documenting the evaluation, treatment, handling, and storage conditions for art and special collections, including materials analysis records and condition reports. Includes contracts.

DEACCESSIONED ART AND SPECIAL COLLECTIONS FILES (CM-125) _____ PERMANENT

Documenting the permanent removal of objects from the Getty's collections, including records destruction files.

LOAN FILES (CM-130) _____ PERMANENT

Information maintained by Registrar's Offices regarding outgoing and incoming loans of art and special collections for exhibition (temporary or otherwise) and for conservation purposes. Includes loan agreements, shipping and customs records, insurance certificates, licenses, receipts, and related correspondence. Includes contracts. Use CM-140 for library general

collection circulation records.

COLLECTION ACCESS RECORDS (CM-135) _____ **CY+30 YEARS/DESTROY**

Managing access to the Getty's collections, including researcher registration and usage records.

LIBRARY CIRCULATION AND MAINTENANCE RECORDS (CM-140) _____ **CY+3 YEARS/DESTROY**

The usage and circulation of the Getty's general library collections and interlibrary loans. Includes information and contracts relating to the maintenance of general collections material.

COMMUNICATIONS

PUBLIC RELATIONS RECORDS (COM-105) _____ **PERMANENT**

Records documenting the organization's events, programs, and products, including press kits, press releases, promotional items, photographs (including negatives), published articles, web content, video and other news items describing Getty events and activities. Includes calendars, press event records and related contracts, and internal communications. Use PUB-120 for catalogs, reports, pamphlets, brochures, and flyers not included in press kits.

MARKETING AND ADVERTISING RECORDS (COM-110) _____ **CY+6 YEARS/ARCH REV**

Records related to the advertising of initiatives, events, and publications; participation in or promotion of community activities, collaborative marketing, and market research data including visitor statistics, comment cards, intercept surveys, and visitor survey/analysis agreements.

DONOR AND COMMUNITY RELATIONS (COM-115) _____ **CL+10 YEARS/ARCH REV**

Activities related to donor cultivation and management, including brochures, invitation lists, correspondence, and sponsor information. Use FIN-165 for financial records concerning fundraising and donations. Use EXT-100 for donor activities related to art and special collections acquisitions.

ENGINEERING

AS-BUILT DRAWINGS (ENG-100) _____ **PERMANENT**

Depicting specifications graphically, generally in large formats, including bid set drawings marked up by contractors during construction to show how facility or component is actually constructed.

CONSTRUCTION PROJECT FILES (ENG-105) _____ **CL+10 YEARS/ARCH REV**

New building construction projects or remodeling projects of existing buildings, including records related to construction latent defects. Contains contracts, design drawings, and winning competitive bids. May include neighbor files.

SOFTWARE AND HARDWARE DEVELOPMENT FILES (ENG-120) _____ **LI+6 YEARS/ARCH REV**

Original development of computer software and hardware. Includes project plans, contracts, usability testing, reports, code releases, and instruction manuals. Use O/M-100 for telecommunications, hardware, and software lease, ownership and maintenance records, including software licenses purchased from outside vendors.

ENVIRONMENTAL COMPLIANCE

ENVIRONMENTAL RECORDS (ENV-100) _____ **CY+10 YEARS/ARCH REV**

Records documenting conservation programs, including recycling, water, and energy, and the

Green Building program.

HAZARDOUS WASTE AND CHEMICAL RECORDS (ENV-105) _____ **PERMANENT**

The generation, purchase, collection, use, maintenance, transportation, and disposal of hazardous materials, including hazardous waste and chemicals. Includes contracts.

SAFETY DATA SHEETS (ENV-110) _____ **PERMANENT**

Formal document in electronic or hardcopy format containing information about the characteristics and actual or potential hazards of a substance.

MONITORING REPORTS (ENV-115) _____ **PERMANENT**

Contains monitoring records, reports, permits related to facilities/grounds and industrial hygiene, AQMD permits, facilities/grounds environmental monitoring, employee exposure records. Use CM-120 for monitoring records related to collections management, Use OM-100 for other routine maintenance records.

EXECUTIVE MANAGEMENT

BOARD OF TRUSTEES ADMINISTRATIVE FILES (EM-100) _____ **CY+10 YEARS/ARCHIVES**

Documenting Trustees administrative activities, including correspondence, reports, and biographies.

BOARD OF TRUSTEES MEETING RECORDS (EM-105) _____ **PERMANENT**

Documenting actions and decisions of the Board of Trustees, including agendas and meeting minutes. Includes Board Books.

PROGRAM PLANNING RECORDS (EM-130) _____ **CY+10 YEARS/ARCH REV**

Management activities that reflect decision-making process at the department head level and higher. Includes internal or external addressed communications that reflect management decision making processes, special projects and events records, program planning, development, and evaluation, business or strategic plans, organization charts, speeches/presentations, and records related to long-range program or major projects planning and goals of the organization. Use PPR-105 for records related to public programming.

EXHIBITIONS

EXHIBITION FILES (EXH-100) _____ **CL+10 YEARS/ARCH REV**

The development, installation, and close of temporary exhibitions, including floor plans, design drawings, object labels, materials selection, exhibition checklists, production schedules, budgets, photographic documentation, catalog and gallery text, curatorial research, contracts, and copies of loan files. Use CM-110 for records related to managing permanent collections, including gallery installations.

EXHIBITION FILES, UNREALIZED (EXH-120) _____ **CL+6 YEARS/DESTROY**

Documenting the development of exhibitions that were not undertaken. Discuss potential exceptions with Institutional Records and Archives.

EXTERNAL COLLABORATION AND LEADERSHIP

ADVISORY COUNCIL/COMMITTEE RECORDS (EXT-100) _____ **CY+10 YEARS/ARCH REV**

Documenting the activities of advisory councils and visiting committees, including agendas, minutes, studies, and reports.

EXTERNAL COLLABORATION FILES (EXT-105) _____ **CL+10 YEARS/ARCH REV**
 Documenting collaboration activities related to external associations and cooperative efforts with other organizations in the field. Includes contracts.

FIELD AND SCIENCE PROJECTS

FIELD AND SCIENCE PROJECT RECORDS (FS-100) _____ **CL+10 YEARS/ARCH REV**
 Documenting the development and execution of field and science projects, including project planning, strategies, goals, narrative history and milestones. Includes contracts.

FIELD AND SCIENCE PROJECT RECORDS, UNREALIZED (FS-110) _____ **CL+6 YEARS/DESTROY**
 Documenting the development of field and science projects that were not undertaken. Discuss potential exceptions with Institutional Records and Archives.

FINANCE

ANNUAL FINANCIAL REPORTS (FIN-100) _____ **CY+10 YEARS/ARCH REV**
 Preparing and reporting the annual financial status of the organization.

BANKING RECORDS (FIN-115) _____ **CY+6 YEARS/DESTROY**
 Banking activities, including deposit records, checks, statements, reconciliations, and registers.

BID PACKAGES (FIN-120) _____ **CY+6 YEARS/DESTROY**
 Requests for Information (RFI), Quote (RFQ), and Proposal (RFP) issued by the organization for competitive bid. Includes supplier or consultant correspondence and responses, drawings and specifications, meeting presentations, minutes and notes, scoring sheets and other materials related to selecting the winning bid.

BUDGET FILES (FIN-130) _____ **CY+6 YEARS/ARCH REV**
 Internal financial planning and management, including worksheets, goals and objectives, tracking and milestones for the final approved budget.

FINANCIAL REPORTS (FIN-150) _____ **CY+6 YEARS/DESTROY**
 Internal reporting of the financial status of the organization. Use FIN-130 for budget tracking information.

FIXED ASSET RECORDS (FIN-160) _____ **LI+10 YEARS/DESTROY**
 Documenting the acquisition, depreciation, and accruals of fixed assets, including roll-forwards, reconciliations, and analyses with related documentation. Use O/M-100 for equipment ownership/lease and maintenance records.

FUND RAISING AND DONATION FINANCIALS (FIN-165) _____ **CY+6 YEARS/ARCH REV**
 Financial records concerning fund-raising and donations, including Trustee Matching Gifts. Use COM-115 for non-financial records related to donor and community relations.

INSURANCE POLICIES (FIN-170) _____ **PERMANENT**
 Insurance policies purchased by the organization to protect the organization, including any amendments. Includes automotive, directors and officers, fiduciary, surety bond, aviation, crime, general liability, workers compensation, property, storage tank, fine arts, terrorism, and umbrella/excess policies.

INVESTMENT RECORDS (FIN-175) _____ **CL+6 YEARS/DESTROY**
 Investments, including the purchase of stocks, bonds or other equities, ownership and account statements. Use EM-130 for investment offerings and related analysis.

HUMAN RESOURCES

EMPLOYEE BENEFIT PLANS ADMINISTRATIVE FILES (HR-105) _____ **CY+6 YEARS/DESTROY**
Administrative records of the benefits plan, including legal compliance, communications, vendor information and contracts, implementations, and plan changes. Use EM-130 for Summary Benefit Information.

EQUAL EMPLOYMENT OPPORTUNITY RECORDS (HR-110) _____ **CY+6 YEARS/DESTROY**
Tracking and reporting equal employment opportunity information.

GETTY COMMUNITY RECORDS (HR-115) _____ **CY+6 YEARS/ARCH REV**
Programs and activities designed to enhance the quality of employment experience for Getty staff, including images of staff events and web sites.

INS I-9 FORMS (HR-125) _____ **TERM+3 YEARS/DESTROY**
Forms required by the United States Citizenship and Immigration Services under the requirements of the Immigration Reform and Control Act of 1986.

INTERN, DOCENT, AND VOLUNTEER RECORDS (HR-130) _____ **TERM+3 YEARS/DESTROY**
Recruiting, training, and managing interns, docents and volunteers. Use PHI-105 for grant-funded graduate interns and multicultural undergraduate interns

JOB DESCRIPTION FILES (HR-135) _____ **CL+10 YEARS/ARCH REV**
The duties and responsibilities of each job position and the expectations for performance.

OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE RECORDS (HR-140) _____ **CY+6 YEARS/DESTROY**
Occupational health and wellness, official reports, including illness and injury records, Occupational Safety and Health Administration (OSHA) 300 (log), 301 (annual summary) reports, and privacy case list.

PERSONNEL FILES (HR-145) _____ **TERM+6 YEARS/DESTROY**
The primary personnel file for individual employees, including employment applications, resumes, offer and acceptance letters, handbook acknowledgement, performance appraisals, salary information, development and separation documents.

PERSONNEL FILES, SECONDARY (HR-150) _____ **TERM+6 YEARS/DESTROY**
Benefits information, W-4s (Employee's Withholding Allowance Certificate), leave, and emergency contact information.

RECRUITMENT RECORDS (HR-155) _____ **CL+3 YEARS/DESTROY**
The recruitment process and materials advertising available positions, including requirements for specific skills, job postings, advertising, resumes, applications, interviews, and selection process of prospective employees.

EMPLOYEE ELIGIBILITY RECORDS (HR-157) _____ **TERM+6 YEARS/DESTROY**
Records documenting certifications and requirements for maintaining job eligibility. May include driving records, drug testing records, pre-employment physicals, background checks, and other certifications related to maintaining job eligibility.

RETIREMENT RECORDS (HR-160) _____ **PERMANENT**
Retirement benefits and pensions.

SALARY PROGRAM RECORDS (HR-170) _____ **PERMANENT**
The organization's salary program.

TRAINING RECORDS, GENERAL (HR-175) _____ **CY+3 YEARS/DESTROY**
Training or orientation of employees, including class sign-in sheets, notices of classes offered, and curriculum or syllabus. Includes training contracts. Use HR-180 for mandatory and/or

safety training records; use PPR-120 for staff, docent, volunteer, gallery teacher education.

LIFE, HEALTH, SAFETY TRAINING RECORDS (HR-180) _____ **CY+30 YEARS/DESTROY**

Training of employees about life, health, and safety issues and practices, including class attendance sheets, schedules, and records of class curriculum or syllabus, and safety training materials development. Includes critical systems and safety training contracts.

INVESTIGATIONS (HR-185) _____ **TERM+6 YEARS/DESTROY**

Internal investigations undertaken by Human Resources. Use LEG-140 or LEG-143 for investigations involving litigation.

LEGAL

CONFLICT OF INTEREST FILINGS (LEG-100) _____ **CY+6 YEARS/DESTROY**

Conflict of interest filings for potential members of the Board of Trustees, existing Board members, and designated employees.

CONTRACTS AND AGREEMENTS, GOODS AND SERVICES (LEG-105) _____ **CL+6 YEARS/DESTROY**

Documenting the negotiation and execution of contracts and agreements for goods and services not described in the more specific categories listed in Appendix 2: Contracts. Includes correspondence, contracts for services, purchases, and sales, and any amendments. Can include W-9s (Request for Taxpayer Identification Number and Certification).

CORPORATE GOVERNANCE RECORDS (LEG-110) _____ **PERMANENT**

Documenting the foundation of the organization and the terms under which it was formed and is governed, including organizational bylaws, articles of organization, and business permits.

LICENSES AND PERMISSIONS PROVIDED (LEG-115) _____ **CY+10 YEARS/DESTROY**

Licenses or permissions granted to outside people or organizations to quote, publish, reproduce, or otherwise use Getty-owned intellectual and physical property. Includes merchandising licenses, permissions to photograph, videotape, or film at Getty, and all site licenses regardless of duration.

INTELLECTUAL PROPERTY OWNERSHIP AND RIGHTS RECEIVED (LEG-120) _____ **PERMANENT**

Proving Getty ownership and protecting Getty intellectual property rights, copyright, internet domain names, and trademark registrations. Includes management of rights the Getty has obtained from outside parties.

LEASE FILES (LEG-125) _____ **CL+6 YEARS/DESTROY**

Documenting real property leased by and to the organization, including lease agreements. Use O/M-100 for equipment leases.

LEGAL OPINIONS (LEG-130) _____ **CL+10 YEARS/ARCH REV**

Legal opinions on issues, problems, and policies that have an impact on the organization.

LITIGATION AND CLAIMS FILES (LEG-140) _____ **CL+10 YEARS/ARCH REV**

Threatened or actual litigation or claims or government investigations, including pleadings, discovery, work product, exhibits, and final judgments.

WORKERS COMPENSATION CLAIM FILES (LEG-143) _____ **CL+30 YEARS/DESTROY**

Threatened or actual Workers Compensation claims and litigation, including pleadings, discovery, work product, exhibits, and final judgments.

REAL ESTATE FILES (LEG-145) _____ **PERMANENT**

Documenting real estate transactions and ownership, including escrow files, acquisitions,

titles, deeds, and easements. Use FIN-173 for property insurance.

OPERATIONS / MAINTENANCE

EQUIPMENT FILES (O/M-100) _____ **LI+6 YEARS/DESTROY**

Equipment lease, ownership and maintenance, including leases, correspondence, copies of invoices and purchase orders, drawings, operating instructions, warranties, registrations, vendor service and work order request records, disposal records, and contracts for equipment maintenance services. Includes computer telecommunications, hardware, and software lease/ownership records, and software licenses purchased from outside vendors.

INSPECTION RECORDS (O/M-115) _____ **SUP+3 YEARS/DESTROY**

Periodic inspections and certifications. Includes routine workplace and safety inspections for facilities and equipment.

OPERATING RECORDS, GENERAL (O/M-125) _____ **CY+6 YEARS/DESTROY**

Documenting daily operations of routine systems, including data books, operations reports, property inventories, and data sheets to generate operating reports. Use EM-130 for records related to long term planning of grounds and gardens. Use ENG-105 for records related to major modifications to the grounds and gardens.

CRITICAL SYSTEMS OPERATING RECORDS (O/M-128) _____ **CL+10 YEARS/DESTROY**

Documenting daily operations of critical systems such as plant boilers, security, and health/safety systems. Includes data books, operations reports, inventories, and data sheets to generate operating reports.

OPERATIONAL PERMITS AND LICENSES (O/M-135) _____ **EXP+3 YEARS/DESTROY**

Permits and licenses necessary for the operation of the facilities issued to the organization by city, state, and federal regulatory bodies. Use LEG-115 for intellectual property and permissions licenses, use O/M-100 for software licenses and vehicle registrations. Use HR-157 for staff permits and licenses to operate vehicles and other equipment.

SERVICE AND WORK ORDER REQUESTS (O/M-140) _____ **CY+3 YEARS/DESTROY**

Providing internal services to Getty staff including fulfilling requests and answering staff enquiries. Includes Maximo services requests, postal and shipping records, and computer support (HelpDesk) requests.

PHILANTHROPY

GRANT PROCESS RECORDS (PHI-100) _____ **CL+6 YEARS/ARCH REV**

The grant application review and approval process.

GRANT RECORDS, AWARDED (PHI-105) _____ **CL+10 YEARS/ARCHIVES**

Accepted grant proposals and the awarding and monitoring of awarded grants and scholar applications. Contains contracts

GRANT RECORDS, REJECTED (PHI-110) _____ **CY+6 YEARS/DESTROY**

Unsuccessful grant and scholar applications.

PUBLIC PROGRAMMING

PUBLIC PROGRAMMING RECORDS (PPR-105) _____ **CY+10 YEARS/ARCH REV**

Public events, educational programs and interpretation of collections, including planning and final documentation and results or products. Includes event recordings.

PUBLIC PROGRAMMING EDUCATION RECORDS (PPR-120) _____ **CY+6 YEARS/ARCH REV**
Training docents, volunteers, and staff about exhibits and the site. Use HR-175 for other kinds of training.

PUBLISHING

DEVELOPMENT AND PRODUCTION FILES (PUB-100) _____ **CL+10 YEARS/ARCH REV**
Documenting the proposal, design and production of individual publications, including correspondence, artwork, drafts, proofs, costs, and final production records. Use COM-110 for marketing and advertising records.

PUBLICATIONS (PUB-120) _____ **PERMANENT**
Permanent file copies of Getty-produced formal and informal publications, including books, catalogs, reports, pamphlets, brochures, and flyers. Use COM-105 for materials included in press kits, including calendars and event-related ephemera.

PRODUCT DEVELOPMENT RECORDS (PUB-130) _____ **CL+10 YEARS/ARCH REV**
Development and distribution of Getty-developed products offered for sale in the Museum bookstores and online, including product development contracts and product samples.

RESEARCH ACTIVITIES AND SUPPORT

RESEARCH FILES (RES-115) _____ **CL+10 YEARS/ARCH REV**
Conducting research in connection with official job responsibilities, including research notes, catalogs, books, correspondence, studies, Standards and Vocabularies files.

SCHOLAR PROGRAM FILES (RES-140) _____ **CL+10 YEARS/ARCH REV**
Planning and program development for visiting scholars and artists and their supporting services. Includes scholar invitation letters and tax status questionnaires. Use PHI-105 for successful scholar applications. Use PHI-110 for unsuccessful scholar applications.

SECURITY

EMERGENCY PREPAREDNESS RECORDS (SEC-100) _____ **CY+10 YEARS/ARCH REV**
Documenting activities of emergency planning, plan testing and response during a declared emergency. Includes records related to special skills of staff, fire department emergency plans, evacuation plans, emergency response inspection requirements, and disaster plans.

INCIDENT REPORTS (SEC-105) _____ **CL+6 YEARS/DESTROY**
Documenting injury or property damage such as theft, arson, vandalism, or other damage or loss of assets. Records of major incidents should be transferred to the archives. Use HR-140 for Occupational Safety and Health Administration (OSHA) Compliance Records.

SECURITY MANAGEMENT AND AUTHORIZATION RECORDS (SEC-110) _____ **SUP+10 YEARS/DESTROY**
Documenting information technology infrastructure and other security systems, including risk and security assessments, critical plans and drawings, diagrams, and configurations. Records, databases and repositories authorizing employees or contractors to have access to computer systems, data, and physical access to the building and collection storage areas; and general authorization authority records.

APPENDIX 1: FAQs

WHO OWNS GETTY INFORMATION?

All information created by any person in any Getty department **is owned by the Getty**, NOT by the staff member who created it. Getty information is considered to be a valuable organizational asset, just as works of art, collections, and equipment.

WHAT IS OFFICIAL DOCUMENTATION?

Official documentation is any written or visual information¹ in paper or electronic format that provides evidence of Getty activities.

Generally, official documentation excludes all drafts and versions preceding a final version of the information or record. Some types of documentation do not become official until a formal transaction has taken place, such as payment processing or contract execution (signing of a contract).

An official document can be an original version or an **exact** duplicate copy stored in any format. A document may be created electronically (the original), sent to others in electronic format (duplicates), and printed out in hardcopy (duplicate). If a document requires transactional confirmation (e.g. expense report processing for payment), the official document must show evidence that this has occurred. An original and any duplicates carry the same "weight" in terms of being official.

To determine if your office holds the **original** official documentation, ask the question "Would other department staff contact our office if they were seeking specific information that is not readily available anywhere else?" If your office is the primary source of the information, then it holds the original. If your office sends a copy of the original to the requesting staff, it is disseminating a **duplicate** for working, reference, or informational purposes.

It is possible for an office holding originals to also hold duplicates. An example of this is when an office creates an electronic original, and then prints out and files a hardcopy.

WHO HAS RESPONSIBILITY FOR MAINTAINING OFFICIAL DOCUMENTATION?

Maintenance is the responsibility of the office that:

- Created the official documentation (the original), or
- Manages the transactional process that results in official documentation.

Maintenance includes keeping the information clearly labeled, maintained within structured filing systems, and stored securely in a Getty-approved environment. Maintenance also includes retaining the information for the periods prescribed in the IMS, and either disposing of the information or forwarding it to Institutional Archives when retention has been met.

¹ Audio and audio/visual documentation may be considered official under limited circumstances.

Examples of official documentation and the responsible parties who maintain the original information:

- A project manager creates and manages memos, minutes, the shared e-mail folder, and reports for a multi-departmental project.
- Communications composes and distributes press releases.
- Accounting receives expense reports from departments and processes them for payment in PeopleSoft. The processing results in creation of the final version of records and proof of payment.
- Curatorial departments maintain original research and provenance information about collection objects.
- Registrar departments receive, create, and maintain acquisition and collection management records of objects in the collections.

WHAT IS A DUPLICATE?

A duplicate is an exact copy of original material.

If an office holds duplicates of official documentation, the IMS retention periods do not apply. Duplicates may be discarded when they are no longer useful, but should never be retained longer than the IMS retention period.

Examples of parties who may discard documentation when no longer useful:

- A project manager (PM) creates and manages memos, minutes, and reports for a project. The PM distributes the documents to staff or project team members. *The staff or project team member copies are duplicates.*
- *Recipients of clippings* distributed by Communications receive duplicate copies.
- *Expense report creators* submit documentation to Accounting for processing. Accounting creates the official expense report record through processing and payment

WHAT IS INFORMATION IN ACTIVE USE?

Active information is used in the course of daily business and referenced or updated regularly by staff. The information is maintained in the office of, on server/application space assigned to, or in the email of the department that creates and uses it.

Example:

Exhibitions creates information related to proposing, organizing, preparing and opening an exhibition. All information must be readily available to department staff for the duration of the project, from proposal to exhibition closing.

WHAT IS INACTIVE INFORMATION?

Inactive information is no longer needed to conduct daily business but has not reached the end of its useful/necessary life as defined by this Schedule. Inactive information should not be deleted or destroyed if the department is responsible for maintaining it. Departments may keep inactive documentation in offices or on network drives, but staff are responsible for monitoring retention periods. If inactive hardcopy records are sent to the Records Center, Institutional Records and Archives will track the retention period and contact the department when disposition action is necessary.

Example:

An exhibition closes and all related business is concluded. The records are no longer needed for daily reference, yet should not be discarded as they constitute a record of the Exhibitions department's core activities. The records are inactive and should be organized in departmental offices and on shared drives; paper records are eligible for Records Center storage.

WHAT IS PERMANENT INFORMATION?

While most information is not permanent, that which has on-going business value is maintained permanently with the responsible department. Institutional Records and Archives can work with departments to help manage permanent information.

Example:

The Registrars maintain ownership records for works of art and collections. The files reside in those offices to prove Getty ownership and can be produced at any time.

WHAT IS EPHEMERAL INFORMATION?

Not everything the Getty produces or maintains is official information. This type of information is generally used for short-term reference or working purposes, and has no evidentiary, documentary or long-term historical value.

Ephemeral information should be periodically reviewed and discarded when no longer needed or when superseded with updated versions. This material is not eligible for Records Center storage.

Examples:

- Manuals, publications, or ephemera not published by the Getty
- Stocks of blank forms, envelopes, labels, signs, etc.
- Reference materials
- Temporary Information, including data compilations, notes, and drafts used to create final versions ("working papers")
- Personal papers. Getty employees should avoid storing personal papers in any Getty-maintained storage system, including electronic networks or hard drives. Information stored on Getty systems is subject to legal discovery and disclosure.

WHAT IS PII (PERSONALLY IDENTIFIABLE INFORMATION)?

While all Getty records not intended for public distribution are confidential, some categories of information are more sensitive and thus require a higher level of safeguarding to protect and preserve confidentiality. Personally Identifiable Information (PII) are data, documents, and information collections in both paper and electronic forms that can uniquely and directly identify individuals. PII should be protected from inappropriate access, use, and disclosure. Unauthorized access, use, or disclosure of PII can seriously harm individuals by contributing to identify theft, and to the Getty by creating legal liability.

Examples of PII include, but are not limited to, the following:

- Name, such as full name, maiden name, mother's maiden name, or alias
- Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, or financial account or credit card number
- Address information, such as street address or email address
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry).²

² National Institute of Standards and Technology [NIST] (April 2010). Guide to Protecting the Confidentiality of Personally Identifiable Information (PII).

APPENDIX 2: CONTRACTS

This appendix provides an overview of contract types that are found in series other than Goods and Services (LEG-105). For a complete list of contract types, contact Institutional Records and Archives. The examples given for each contract type in the "Examples" column are not inclusive; they are provided to illustrate the types of transactions represented by the contract type. Your department may have contract transactions that are not specifically called out here.

Departments listed in the "Primary Department(s)" column are the original requestors of a contract and have engaged Procurement Contract Services (PCS) to create it on their behalf (*caveat: in certain limited circumstances, a primary department may not have originated the request, but must maintain it for ongoing work.*)

Primary departments should maintain all copies of completed contracts forwarded to them by Procurement Contract Services. Contracts should be retained for up to (but no longer than) the assigned retention period and then securely destroyed if they are not permanent. Contracts can contain sensitive and, in some cases, personally identifiable information (PII), so care should be taken to protect privacy when managing and destroying them.

As of January 2017, PCS manages non-permanent contracts for the required retention period. Contracts with permanent retention will be managed by Institutional Records and Archives and the Primary Department.

Departments listed in the "Duplicates" column hold reference copies of the contract and are not the original requestor for the contract nor the primary business user. Contract duplicates do not need to be strictly managed according to the retention period. Duplicates may be disposed of via a secure method as soon as the business need for maintaining the information has been met, and should not be kept longer than the assigned retention period. If your department regularly maintains contract duplicates and is not listed in the specified column, please contact Institutional Records and Archives staff, so that we may update this chart.

The ownership of licenses and permissions (LEG-115) can be somewhat different than the contracts described above. While many licenses and permissions are created by PCS, certain departments do so independently without any PCS involvement. As such, these departments are the only custodians of these records and are responsible for managing them during their lifecycle. A separate table listing these departments, along with the types of licenses and permissions issued, follows the Contract Type table.

1. CONTRACT TYPES FOUND IN SERIES OTHER THAN LEG-105, GOODS AND SERVICES

Type of service contract is for	Series	Examples	Primary department(s) <i>(the primary dept. may differ depending on the contract)</i>	Departments that may hold Duplicates
Benefits	HR-105	Provider benefits contract	Human Resources	General Counsel
Collection acquisition	CA-100	Art acquisition Deed of Gift Commission to create works	Museum Registrar Research Institute Registrar	Museum Curatorial GRI Curatorial Program Administration
Collection Management	CM-100	Framing and mounting Pedestal and vitrine fabrication Collection storage Cataloging and inventorying	Museum conservation departments Museum curatorial departments Research Institute conservation Research Institute Curatorial Preparations	Museum Registrar Museum Exhibitions Research Institute Registrar Research Institute Exhibitions Program Administration
Conservation	CM-120	Conservator Collections conservator	Museum conservation departments Research Institute conservation	Program Administration
Construction	ENG-105	Construction Space Buildout/remodel Owner/Architect	Capital Project Support	Program Administration in affected buildings
Equipment, vehicles, computer hardware and software	OM-100	Ownership/Lease/Rental Maintenance Registration Equipment storage Software licenses	Departments that are primary custodians of the equipment, vehicle, hardware or software	Departments that are not primary custodians
Equipment Inspections	OM-115	Equipment Inspections	Departments that are primary custodians of the equipment being inspected	Departments that are not primary custodians
Exhibition	EXH-100	Exhibition agreements Content/media developed for exhibition	Museum Exhibitions Research Institute Exhibitions Museum Interpretive Media	Museum Curatorial departments Museum Education Research Institute Curatorial

			Conservation Institute Administration	Other Conservation Institute departments Program Administration
Field and Science projects	FS-100	Field project consultants Field project instructors Consultant scientist	Conservation Institute Administration	Other Conservation Institute departments
Hazardous Waste and chemicals	ENV-105	Hazardous waste and chemical transport/disposal	Risk Management	Conservation departments Grounds and Gardens
Information Technology development	ENG-120	Services with no development of intellectual property	Information Technology Services Library Information Systems Departments administering hardware and software independently of ITS or LIS	Program Administration
Intellectual Property owned by Getty, and rights/licenses received by Getty	LEG-120	Artist, performer Guest speaker Theatrical production Design services Photography Author license Visiting curator, scholar, researcher, scientist Proprietary software development <i>*For complete list contact Institutional Records and Archives</i>	<i>Any Getty department may hold these records, but departments below maintain intellectual property and rights/licenses received on a regular basis, in support of their function:</i> <i>Trust:</i> Communications General Counsel Information Technology Services <i>Conservation Institute:</i> Communications & Dissemination <i>Foundation:</i> Administration Publications <i>Museum:</i> Design	Departments not originating/maintaining the intellectual property or request for rights/license

			Education Exhibitions Interpretive Media Public Programs Registrar Store Operations <i>Research Institute:</i> Library Information Systems Publications Research and Education	
Licenses and permissions provided by Getty to others	LEG-115	See table below		
Loans, Art object / Special Collections	CM-130	Loan agreements Insurance for object on loan Transit of objects on loan	Museum Registrar Research Institute Registrar	Museum Exhibitions Museum Curatorial departments Research Institute Exhibitions Research Institute Curatorial Museum and Research Institute Directors' offices
Press Events	COM-105	Exhibition press previews	Communications	N/A
Product development	PUB-130	Creation of merchandise and products for sale	Museum Store Operations	Department owner of the object image used on merchandise/products
Property leases	LEG-125	Single tenant lease Residential lease	General Counsel Facilities	Program Administration
Real Estate	LEG-145	Escrow Acquisitions Titles Deeds easements	General Counsel	Facilities Accounting
Training, General	HR-175	Getty staff training for all non-health and safety topics, led by outside organization in person or online	Department that is organizing and managing the training	N/A
Training,	HR-	Topics such as chemical	Risk Management	N/A

Health and Safety	180	hygiene, Blood borne pathogens, and Injury and illness prevention, led by outside organization in person or online	Security	
Visitor Surveys	COM-110	Visitor survey and analysis	Communications Museum Education GRI Exhibitions	N/A

II. Exceptions for Licenses and Permissions Provided, LEG-115

Some departments are original creators of licenses and permissions (i.e. PCS is not involved in the process) and maintain sole custody of the records. The chart below lists these departments and the licenses/permissions they are responsible for. Note that some departments involve PCS for particular types of licenses/permissions; these are noted in the License/permissions for column.

Department	License/permissions for
Trust Communications	Use or reproduce images of Getty Center or Getty Villa architecture and gardens, or publish any portion of Getty.edu web site content License still and video shoots for broadcast, print and online use by news or entertainment media Downloadable images in the Getty.edu press room/gallery Use of Getty logo
Museum Store Operations	One-time (flat-fee) use of Getty objects for short-lived non-book merchandise reproduction <i>(Note: licenses for longer-term non-book merchandise reproduction involving royalty payments are administered by PCS)</i>
Conservation Institute Collections	Use or reproduce images from the Conservation Institute collections
Conservation Institute Communications & Dissemination	Publish or quote from Getty Conservation Institute publications
Getty Publications	Reproduction of short excerpts for re-publication or classroom use <i>(Note: Licensing large portions of, or an entire book, are administered through PCS)</i>
Museum Registrar	Use or reproduce images of objects from the Museum collections
Museum Interpretive Media	<i>Licenses and permissions for use of Getty Museum-produced media products for museums and other non-commercial organizations are administered by PCS</i>
Research Library Rights and Permissions	Use or reproduce images and/or publish or quote from the Research Institute collections
Research Institute Publications	<i>Licenses and permissions to publish administered through PCS</i>

APPENDIX 3: CONSIDERATIONS FOR INSTITUTIONAL ARCHIVES

WHAT WE DO

The Getty Institutional Archives collects and cares for permanent information relating to the history, collections, and research interests of all programs and departments of the Trust. These holdings are an essential source of evidence for institutional continuity and for future scholars interested in Getty history and its mission-central activities.

ACCESSING RECORDS IN THE INSTITUTIONAL ARCHIVES

As an active Getty staff member, you will have full access to your own department's records after they have been transferred to the Institutional Archives. If you wish to access records belonging to another department or program, you will have to obtain permission from the staff of that department. Please contact us to view your records in the IRA suite or GRI Reading Room any time during our hours of operation.

WHAT WE ACQUIRE

The following records are common to all programs of the J. Paul Getty Trust. Please note that the Archives appraises and weeds out records based on business need or potential historical interest. Program specific archival records appear on the pages that follow:

COMMON RECORDS

Executive management and Administration

- Vision, mission, goals, and objectives statements
- Reports, statistics, briefing papers, and studies
- Meeting records of and reports to the President's office and Board of Trustees
- Records of committees including agendas, minutes, correspondence, policies, reports, and other supporting materials
- Significant topical files of program directors, and department chairs
- Planning and proposal development records for new programs, projects, or services
- Program level meeting materials – including minutes, agenda, and supporting documentation
- Correspondence relating to decisions, policy creation, planning processes, and directives
- Organizational charts and histories
- Policies and procedures
- Reviews/audit results of programs, projects, or services

Communications, External collaboration, and Publications

- Press coverage and awards received
- The planning and execution of external collaboration activities
- Getty-related speeches and remarks
- Final copies of program/dept. produced works and the finished product of research (few drafts or production elements)
- Correspondence between authors and editors; subject files of staff responsible for directing publishing efforts

- Press releases concerning Getty activities, events, projects, programs, and individuals; examples of advertisements submitted to other publishing venues
- Articles about Getty-related activities, events, projects, programs, and individuals; biographical information about Getty-affiliated individuals
- Correspondence that provides directives for activities relating to promotion and information dissemination
- Photographs, slides, films, videos, etc. of activities, events, projects, or individuals associated with Getty
- Histories about projects, programs, and events associated with Getty; interviews with Getty-affiliated individuals
- Reports and analyses of events, trends, and issues associated with Getty

PROGRAM RECORDS

The Getty Conservation Institute

In addition to the common records listed above, the archives is interested in the following GCI records.

Field and Science Projects

- Charters and agreements between the Conservation Institute/Getty and sponsoring agencies/nations
- Constitutions, missions, and vision statements of the research initiatives
- Copyright, patent, and trademark records
- Laboratory notebooks (or their electronic equivalent)
- Policies and procedures for administration of research initiatives
- Project records
- Publications and forms produced from research initiatives
- Records of sponsored projects and awards
- Unpublished reports regarding the research projects

Public Programming

- Meeting minutes, correspondence, and research that documents the conceptualization, design, and planning processes for public events and programming
- Documentation of education initiatives and activities
- Audio or visual recordings, images, ephemera, press coverage of symposia, lectures, workshops, performances, concerts, and other productions hosted by the Conservation Institute. Note: includes all pertinent rights, intellectual property, and copyright records, particularly regarding use, re-use, and distribution.

The Getty Foundation

In addition to the common records listed above, the archives is interested in the following Foundation records.

Philanthropy

- Accepted grant proposals and applications
- Yearly and final reports submitted by grant recipients

- Policies, guidelines, and regulations for sponsored grants
- Policies and procedures for contract and agreement negotiations

The Getty Museum

In addition to the common records listed above, the archives is interested in the following Museum records.

Collection Acquisitions and Management

- Records documenting acquisition, provenance, accession, deaccession, preservation, conservation, and loan are generally permanent. Archival requirements may be met through proper storage in the custody of the creating departments.

Exhibitions and Public Programming

- Meeting minutes, correspondence, and research that document the conceptualization, design, and planning processes for exhibitions, public events and programming
- Documentation of education initiatives and activities
- Audio or visual recordings, images, ephemera, press coverage of symposia, lectures, workshops, performances, concerts, and other productions hosted by the Museum. Note: includes all pertinent rights, intellectual property, and copyright records, particularly regarding use, re-use, and distribution
- Docent or volunteer group meeting minutes, reports, and publications

The Getty Research Institute

In addition to the common records listed above, the archives is interested in the following GRI records.

Collection Acquisitions and Management

- Records documenting acquisition, provenance, accession, deaccession, preservation, conservation, and loan are generally permanent. Archival requirements may be met through proper storage in the custody of the creating departments.

Exhibitions and Public Programming

- Meeting minutes, correspondence, and research that document the conceptualization, design, and planning processes for exhibitions, public events and programming
- Audio or visual recordings, images, ephemera, press coverage of symposia, lectures, workshops, performances, concerts, and other productions hosted by the Research Institute. Note: includes all pertinent rights, intellectual property, and copyright records, particularly regarding use, re-use, and distribution.
- Accepted scholar and artist applications; planning and development materials for scholar year themes

The Getty Trust, President's Office and Board of Trustees

In addition to the common records listed above, the archives is interested in the following Trust records.

Governance

- Mission, goal, and strategy development from Getty units and initiatives that interact regularly with governmental bodies or external communities; policies and procedures for community and governmental relations
- Position statements and related records concerning Getty's stance towards legislative or public policy matters
- Founding charters and organizational by-laws

Finance and Tax

- Final approved budgets; budget narratives
- Annual Financial Statements
- Form 990PF (Return of Private Foundation)

Facilities

- Construction project design and planning records; descriptions and requirements; specifications, drawings, and plans; blueprints and schematics; permits and approvals; reports and photographs; disability access records; and selected contracts and agreements
- Environmental impact reports

Human Resources

- Position descriptions for corporation appointments
- Training procedures and programs for the benefit of the Getty
- Affirmative action and equal opportunity plans
- Aggregate analyses of employees and volunteers (of all types), positions, benefits, and compensation; surveys, status reports, assessments, and studies of faculty, staff, docents, interns, and volunteers; classification, wage, and salary structures

General Counsel

- Selected litigation and claims files, including fatal accident investigation records
- Selected legal opinions
- Precedent setting or historically significant contracts and agreements
- Deeds and titles for properties owned by the Getty
- Real property records generated when acquiring, maintaining, or selling real property, including purchase agreements, easement details, plat descriptions, memoranda of understanding, sales agreements, and related correspondence.
- Records related to proving Getty ownership and protecting Getty intellectual property rights, copyright, internet domain names, and trademark registration

Procurement Contract Services

- Contracts related to the following functions: Collection acquisition, management and loans; Conservation; Public relations, marketing, and advertising; Exhibitions; Field and science projects; Intellectual property ownership and rights received; Real estate; and Product development.