



Archives

# Records Management Manual

SAA Museum Archives Section Working Group Example

First edition, 2010

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the National Historical and Publications Records Commission

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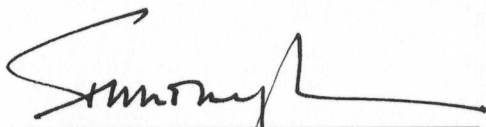
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## Authorization

The Philadelphia Museum of Art, with generous funding from the National Historical Publications and Records Commission, has established a Records Management Program. This program will ensure the efficient and cost effective storage and disposition of all archival and non-archival museum records.

The policies, procedures, guidelines, and records retention schedules produced for this program are authorized by the Museum's Executive Committee, Executive Office, and Archivist. These directives are designed to comply with legal requirements, professional standards, and established recordkeeping practices.



Timothy Rub  
The George D. Widener Director and  
Chief Executive Officer



Gail Harrity  
President and Chief Operating Officer

SAA Museum Archives Section Working Group Example

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## Archives

### Mission

The Archives collects inactive records of enduring value that document the history of the Philadelphia Museum of Art, as well as records pertaining to affiliated organizations, both past and present.

Materials transferred to the Archives may also relate to Museum staff, having been generated, compiled, and/or used by a particular individual or group in connection with the organization. Personal papers created by donors, artists, or historians who have had some relationship to the Museum's permanent collection are also of collecting interest.

The Archives is responsible for:

- working with departments to effectively manage all documentation produced for the Museum through all stages of the records life cycle;
- safeguarding the Archives' physical security and conforming to all legal requirements;
- arranging and describing archival collections according to professional standards established by the Society of American Archivists;
- ensuring access to and facilitating use of the collections by staff, scholars, students, and the arts community, thereby supporting the Museum in its educational mission;
- exhibiting stewardship and creativity in the management of all resources;
- effectively preserving materials with accepted procedures and techniques; and
- Keeping abreast of current issues in archival theory and practice, as well as contributing towards the development of the museum archives profession.

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# Records Management Policy

## Overview

Records created by staff members during performance of their jobs are the property of the Museum, regardless of medium. The Archivist will collect and manage inactive records of enduring value for the institution. Museum departments will act in partnership with the Archivist to prepare and transfer records documenting their operations. Employees should consult with the Archivist before discarding large quantities of materials, or before drastically rearranging their department's files.

## Records Retention and Disposition

The Archivist has developed records retention and disposition schedules in consultation with department heads, the General Counsel, and the Director of Information Services. Employees will review their departmental retention schedule in conjunction with the general schedule, which applies to records that are typically produced by all departments. For each record series, the Archivist has provided a period of time during which records should remain in an office, along with instructions for transfer to offsite storage or the Archives, and/or recommendations for destruction when the retention period elapses for records that become obsolete.

## What to Keep

Each department will retain records according to their work process and business functions. Records to be kept in office include:

- Vital records documenting important transactions in your department, which are constantly updated and without which a department could not function;
- Active records currently being used by a department for specific projects; and
- Reference materials that are current and used on a regular basis.

## What to Discard

When weeding documents, staff may discard items that are no longer useful for reference purposes and/or contain little unique information or relevance to their department. Employees should refer to the retention schedules to determine the *Office of Record* (i.e. the department responsible for retaining a particular records series). Staff members are responsible for managing their own files, but not those produced by other departments. Examples of material that can be weeded include:

- Routine correspondence;
- Redundant drafts and multiple copies;
- Minutes and memoranda disseminated by other departments;
- Routine financial records at the departmental level;
- Press clippings; and

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- Reference materials.

### What to Transfer to the Archives

Staff should transfer inactive materials (i.e. records used less than once a year) that are unique to their department and have enduring value for the institution. This would include:

- Records documenting policy, precedent, or procedure;
- Records with evidential value that document important decisions, transactions, or agreements;
- Records demonstrating the department's relationship to the institution, or with outside individuals, institutions, or the community at large;
- Records reflecting the day-to-day functions of a department, as well as larger initiatives such as exhibitions, special projects, or major events;
- Samples of promotional materials and products produced for departments on behalf of the Museum; and
- Records capturing a significant amount of information, which could be used by a variety of researchers after their primary use has passed.

### Extensions, Changes, and Periodic Revisions

The Archivist may temporarily extend retention periods for specified record series under any of the following circumstances:

- Retention periods for the records are under review for possible revision;
- Records are needed for additional audits, reviews, or other operations that would normally be completed within the prescribed retention period; or
- Records are needed for exceptional reasons that were not foreseen at the time the retention periods were determined.

If a department requires a one-time extension or believes that a prescribed retention period is no longer suitable for the needs of the office, it must submit a written request to the Archivist with the following information included:

- Record series title;
- Description of the activities and operations associated with the record series;
- Explanation of why the current retention period does not reflect the needs of the department; and
- Suggestion for a revised retention period.

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Above all, the retention schedules are designed to meet the changing needs of the Museum and will be reviewed periodically to add or delete a record series or to change retention periods. Departments must notify the Archivist when any of the following occurs:

- A new record series is created
- An existing record series is not properly identified
- An existing record series has been reorganized or divided
- A record series included in the retention schedule has been discontinued
- Legal, regulatory or other developments warrant reconsideration of retention periods.

### Compliance

All departments must comply with the Museum's retention schedules by keeping records for the full duration of the retention period and destroying documents in a timely manner once the retention period has elapsed. If specific departmental records are pertinent to pending or ongoing litigation, government investigation, audits, or reasons determined by the Museum's General Counsel, all relevant records must be retained and scheduled records destruction shall be suspended.

Federal and State law prohibits the destruction of documents, including the deletion of emails or voicemails, which may contain information relevant to pending or ongoing investigations, litigation, and similar proceedings. If a department is aware of a potential, pending, or ongoing investigation or litigation, and the department possesses records that may contain relevant material, please notify the General Counsel immediately. Do not destroy these records unless authorized by the General Counsel.



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### Archives Transfer Procedure

- 1) Please remove all hanging folders from the files you plan to transfer. Your records will be kept in acid-free boxes and hanging folders tear up the sides of these containers.
- 2) As you remove hanging folders from your files, please transfer any information written on the plastic tabs. This can be done by copying the information onto a regular folder (or even a piece of paper) and inserting it between the sections in question.
- 3) Please remove materials held together by rubber bands or plastic three-ring binders and insert into file folders.
- 4) Whenever possible, please transfer complete groups of material relating to a specific records series, project, exhibition, etc. so the material can be processed as one unit and not broken up between overlapping transfers to the Archives.
- 5) Use consistent subject headings for files. Files can be divided into groups such as subject (i.e. "XYZ Project"), function (i.e. "Budget"), or an alphabetical range ("A-B").
- 6) Please follow the pleat marks on the bottom of a folder and do not overstuff them. If you encounter this when preparing records, you can subdivide the folder and indicate on the new folders "1 of 3," "2 of 3," and "3 of 3."
- 7) Keep all materials generated by an activity or event, including odd format items such as posters, publicity handouts, photographs and audio recordings.
- 8) Please provide an inventory of all folder titles in a Microsoft Word document (please see the appendix for a template and an example of a records inventory).
- 9) In the inventory, please indicate which folders are located in which box. This is an important step and will enable us to easily locate material at a later date.
- 10) Copies of the inventory will be retained in both the home department and in the Archives, and will serve as an intermediate finding aid until the records are formally processed.
- 11) Please make hard copies of the inventory and insert one into each box; send an electronic copy of the inventory as an email attachment to the Archivist at [skanderson@philamuseum.org](mailto:skanderson@philamuseum.org).
- 12) The Archivist will provide acid-free boxes as employees prepare their records for transfer. Please keep the original arrangement of the files when filling a box. Keep track of which box contains which records (i.e. Box 1 of 3), but do not label the boxes yourself.
- 13) Make note of any files needing restriction because of confidential information, or fragile media needing preservation attention.
- 14) Please contact the Archivist when preparations are complete, so the inventories can be checked against the boxes. Arrangements will then be made for pick up and transfer to storage.

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### Offsite Transfer Procedure

#### Overview

Storage space is available for records that have been designated for offsite retention in the records management manual. The Archivist will provide guidelines and coaching to assist Museum departments in preparing records for transfer. Employees should consult with the Archivist before transferring large quantities of materials.

#### What to Transfer

Review your department's records retention and disposition schedule to determine if you are responsible for sending records offsite. Generally, records are designated for offsite retention for the following reasons:

- **Legal Requirements:** Records subject to recordkeeping requirements that extend beyond the period of activity in the office. The bulk of these records have to do with finance or personnel.
- **Confidentiality:** Records created for internal use only (not meant to be accessed by the public). If the total retention period of these records exceeds the amount of time records are to be kept in departments, they may be sent to offsite storage.

#### Transfer Procedures

- 1) Organize files according to records series and destruction date; do not file records with varying destruction dates in the same box.
- 2) All materials being transferred offsite should be documented using the Inventory Cover Sheet. Copies of the inventory will be retained in both the home department and in the Archives for reference.
- 3) If record series are separated into different boxes, only a box-level inventory is required.
- 4) If you must put more than one series into a box, a folder-level inventory is required. Consult the Records Inventory Template and the Sample Inventory for reference.
- 5) After completing the inventory, send a copy of it via email attachment to the Archivist.
- 6) Contact the Archivist and set up a time to check the inventories against the boxes. Upon approval, arrangements will be made for pick up and transfer to offsite storage.
- 7) Label each box with the department name, record series title, date span, retention period, and destruction date using the Offsite Label Template.

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### Procedure for Moving Boxes to Scott's Lane

1. Departments need to put in an official request for us to move their boxes (point people: Jeanine Kline, Marion Stroup, Susie Anderson).
2. Boxes can only be moved on Mondays, Wednesdays, and Fridays, when there is a security guard on duty at Scott's Lane.
3. A truck needs to be reserved from Facilities (Marion will notify Carol Ha).
4. A cart needs to be borrowed from Facilities (contact the Carpenters).
5. Confirm the location of the boxes before you go to retrieve them.
6. The boxes must be properly labeled and/or inventoried. Susie will try to check beforehand; let her know (x7659) if they aren't.
7. Boxes need to be carried with two hands, with the top up, and not stacked more than three boxes high on the cart.
8. Care should be taken when moving the cart through the hallways, particularly around people and art work.
9. When you arrive at the loading dock, arrange the boxes on a pallet. If you have boxes of different sizes, put the larger ones on the bottom. Have the labels facing outward. If a box looks damaged, put it on the top of the stack. Again, don't stack boxes more than three high.
10. Wrap shrink-wrap around the stack of boxes, making sure everything is covered from the top to the bottom. This will help keep things stable during shipment.
11. The palletized boxes need to be secured inside the truck before departure. Work with the driver to use bars and straps to keep things from shifting during shipment.
12. When you arrive at Scott's Lane, use a pallet jack and move the boxes to the back of the warehouse.
13. Leave the pallet on the floor, out of the center aisle, so Susie can access the boxes and do additional inventory work as necessary.
14. As boxes accumulate, it may be necessary to move pallets off of the floor and onto one of the industrial racks. Before doing this, check with Susie about where to put them.
15. If you have any questions about any of these procedures, please contact Jeanine (x7212), Marion (x7988) or Susie (x7659).

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### Access Policy

#### Overview

The ultimate goal of the Archivist is to provide access to archival records on a fair and equitable basis. However, it is sometimes necessary to restrict certain materials to protect individual privacy rights and legitimate proprietary rights of the Museum. The Archivist, in accordance with legal and ethical guidelines, will strive to inform Museum staff and donors when it is appropriate or not to impose restrictions on incoming materials. Restrictions on access should be explicit and easy to enforce, and should be limited only to those materials that can be identified as sensitive. Unreasonable restrictions should be avoided, and most restricted materials should be assigned an expiration date at which time their sensitivity is no longer an issue.

#### Policy

- 1) The Archivist will work with Museum staff and donors to determine appropriate restrictions for sensitive or confidential materials, using legal guidelines, established museum practices, the Society of American Archivists' *Code of Ethics*, as well as their "Standards for Access to Research Materials in Archival and Manuscript Repositories."
- 2) Restrictions will be imposed on access to certain materials, including but not limited to: the Board of Trustee minutes, Director's files, personnel files, financial information, legal actions, donor confidentiality, insurance and appraisal records, conservation reports, unprocessed collections, or anything that would compromise the Museum's security or operations.
- 3) With regard to exhibition records, insurance values and condition reports of art objects will be permanently restricted for both incoming and outgoing loans. Private lender names and contact information will also be permanently restricted to protect privacy.
- 4) Restrictions on materials being transferred or donated to the Archives will be clearly prescribed in the transfer documentation or deed of gift. Terms for limited access (see steps 8-10 below) should also be determined at the time of transfer/donation, along with expiration dates for the restriction.
- 5) If restriction terms are not clearly prescribed, and it becomes apparent during processing that they should be, the Archivist will attempt to contact the originating department or donor to establish the appropriate terms. In the absence of their input, the Archivist may impose restrictions at his/her discretion.
- 6) A restricted file will be clearly marked "RESTRICTED" in red pencil on the folder tab, or a series will be so designated on both folders and container(s). Information regarding the nature of the restriction should also be included. Restriction of entire record groups or collections, however, should be avoided; instead, access should be limited to only those materials that can be identified as sensitive.

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- 7) Unless terms of limited access are noted (see below), only the originating department or donor, along with designated administrators, will have access to restricted files.
- 8) In determining limited access, the Archivist should consider a researcher's "need to know." For instance, a Museum employee needing to access materials in the course of doing his/her job demonstrates a high need to know, whereas an outside visitor making a casual inquiry does not. In general, the more serious and scholarly the nature of the inquiry, the more likely the researcher will be granted some degree of access.
- 9) In certain cases of limited access, the Archivist may use restricted files to answer questions for researchers, reporting back only the pertinent information, or sending a redacted copy, but still keeping the sensitive information confidential.
- 10) Another type of limited access would involve the Archivist consulting with the donor, receiving permission before allowing the researcher to look through certain groups of material.
- 11) Access to certain materials that are fragile or have high intrinsic value may also be limited, and the use of such materials will be supervised during examination.
- 12) Disputes regarding restricted materials will be settled in consultation with the General Counsel and the Director and CEO of the Museum.

## Guidelines for Email Management

Help! My inbox is overflowing!

*Your electronic messages were never meant to live in your inbox.* Originally the inbox was designed to mimic its physical counterpart: a location to receive new messages before they are read and filed in a long-term location. Generally, you should have very few messages in your inbox. As soon as you receive a message, you should:

- Determine whether or not you are responsible for retaining it, AND
  - Move it to an appropriately named **file folder**, OR
  - **Delete it.**
- Determine whether or not you need to flag it for **follow up** or create a **reminder**.
  - By right-clicking on the flag icon to the left of the message title, you can add your message to a "For Follow Up" list without moving it from the appropriate file folder.

Which emails should I save and which should I delete?

Email is an electronic form of correspondence; as such it is subject to the retention guidelines set forth in the general records retention schedule:

- **Routine correspondence** dealing with general administrative matters should be retained for three years and then deleted;
- **Significant correspondence** recording significant transactions, projects, events and operations should be retained in office for seven years and then transferred to the Archives for permanent retention.

In order to determine whether or not correspondence is considered significant, ask yourself the following questions. If you answer "yes" once or more, the message should be permanently retained:

- Does this email establish policy or procedure?
- Does this email provide recommendations?
- Does this email describe administrative actions taken or planned?
- Does this email have legal or evidential value?
- Is the content of this email historically significant?

For email correspondence, you are only responsible for saving the final message of a thread as long as the full text of the interaction remains intact.

Some types of messages fall outside the scope of the general records retention schedule and may be deleted immediately:

- General bulletins and announcements, duplicate copies of messages, drafts, meeting notices, and messages from mailing lists

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- Junk mail, spam
- Personal messages

### How do I create electronic file folders?

One of the easiest and most efficient ways to manage your messages is to create an electronic filing system that corresponds with the paper filing system in your office. To create a new folder from within Microsoft Outlook, click on "File" at the top left-hand side of the screen and then choose "New Folder". Depending on the functions of your department, you may choose to organize your email folders by:

- Project, event, or exhibition (i.e.: Move Project, Faith and Fine Arts Tour, *Frida Kahlo*)
- Subject or function (i.e.: Research, Budget, Reports)
- Date (i.e.: FY 2009, July 2005, 2006-2007)
- Sender (i.e.: Ima Colleague, Facilities Department, Museum of Modern Art)

### What about using AutoArchive?

DO NOT use AutoArchive in Microsoft Outlook because this method compresses your email messages into PST files and saves them to a local drive. This means they are being maintained in a lossy file format, not backed up and challenging to find, unless further steps are taken.

You'll notice an "Archive" folder already exists in your list of pre-set folders. When you no longer actively use a particular set of emails (but need to retain them for a period of time or permanently), simply drag the entire folder from your "Mailbox" to your "Archive". This method allows you to retain the filing structure you created in your inbox and keeps your "archived" emails organized.

If you have already activated AutoArchive, please contact Information Services to retrieve your messages.

### Should I print my emails or save them electronically?

You may keep emails in either a printed or electronic format. If you keep them in hard copy, you may send them to the Archives with your paper files in accordance with your department's records retention schedules.

It is good practice to print out your most important emails and keep them with corresponding records in an appropriate records series. If you keep them electronically, you will need to maintain messages in their original format (i.e. non-PST files), which can then be transferred to the Archives when our technical infrastructure permits. *When in doubt, print it out!*

Printed emails must include:

- Addresses – not names of distribution lists – of specific recipients (the "To:")
- Including addresses in "cc:" and "bcc:" fields
- Addresses of the sender (the "From:")

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- The subject line
- The body of the email message
- All attachments
- The date and time the message was sent and/or received

### What do I do about attachments?

Retain a copy of the original email and attachment within the context of your email software on the email server; download significant attachments to a shared network folder. In most cases where the attachment has ongoing value, the email should also be retained as it supplies the date, sender, and recipients as well as any cover message. Maintaining a connection between the original email and its attachments helps ensure the authenticity and integrity of the record.

### Top 10 Tips for Email Use:

- 1) Be careful when opening email from an unknown sender. The message could be spam or could contain a virus;
- 2) Use subject lines that clearly state the content of your message, which will help both you and recipient to use and retrieve the message in the future;
- 3) Do not use the Museum's email system to send or receive personal email. Use discretion when mixing personal and work-related messages;
- 4) Take time to compose a thoughtful response before sending an email. Proofread your email for spelling errors, grammar, and punctuation before sending it;
- 5) When sensitive issues need to be discussed, face-to-face conversation or a telephone call may be a better communication choice than email;
- 6) Do not put anything in an email message that you would not want to see printed in tomorrow's newspaper or displayed on a staff bulletin board;
- 7) Do not wait until your inbox has reached maximum capacity to begin sorting your messages. Organize and delete email messages on a regular basis in accordance with established records management guidelines;
- 8) Remember that email accumulates in your "Deleted Items" and "Sent Items" folders. It may be helpful to store your sent items in topical folders with your received items to maintain coherence, but your "Deleted Items" folder should be emptied regularly;
- 9) The majority of emails sent and received fall under routine correspondence, but you should take special care with significant correspondence. Make sure that these messages are secure, retrievable, and preserved over time;

Finally...

- 10) *Email does not manage itself.* Be a proactive manager of your inbox and you will save yourself time by retrieving important messages quickly and efficiently!



## Guidelines for Image Management

Who is responsible for managing digital images and photographs?

Rights and Reproduction is the Office of Records for official museum photography. Please note the following exceptions:

- Conservation is responsible for all treatment photography.
- The Library maintains all museum-related slides and/or slide scans.
- Communications is responsible for older event photography.
- Prints, Drawings, and Photographs and Costumes and Textiles are also responsible for certain master photographs relating to their collections.

Where do I save digital images?

Please save images to a shared network server if:

- The images document PMA staff, events, exhibitions, or installations, AND
- The images were produced by an outside photographer
- OR the images pre-date the establishment of Rights and Reproduction (1976).

Personal images that do not meet these criteria should be saved on the local drive and backed up using a personal external drive.

How should I save digital images?

Save all original images as uncompressed TIFF files in 8 bits per channel (unless the image was created at 16 bits per photosite).

Sometimes it is useful to retain duplicate copies of images that are used repeatedly within a department; you may save these files in a "Favorites" folder at "size 4" (1536 pixels on the longest side) JPEGs to reduce file size and save space.

Do not save multiple copies of the same image in multiple places on the shared network.

If an image has been digitally manipulated or color corrected, save the unmodified image and the final revision; delete interim revisions.

Convert important image-heavy PowerPoint presentations into PDF format before saving, and contact Information Services if:

- You need to install Adobe Acrobat, or
- You need assistance converting your presentations.

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### What should I name digital images?

When creating a file name for images of objects from the permanent collection, begin with the accession number.

Images of loans or objects considered for acquisitions are not as straightforward, but if there is a standardized loan, catalogue, or plate number, use it consistently.

For images of galleries and installations, begin your file name with the gallery number.

NEVER use a period in a file name (except when appending a filename extension such as .jpg or .tiff).

### Do you offer employee training?

The Library provides training for using scanners, creating presentations in ArtSTOR, searching for non-PMA images, and obtaining JPEG files of PMA images for the purpose of teaching and research. For more information, contact Evan Towle in the Library ([etowle@philamuseum.org](mailto:etowle@philamuseum.org) or x7645).

Information Services provides training for creating presentations in Microsoft PowerPoint; for more information, contact Vincent Jones in Information Services ([vjones@philamuseum.org](mailto:vjones@philamuseum.org) or x7743).

If you have general questions regarding image management, please contact Susan Anderson in the Archives ([skanderson@philamuseum.org](mailto:skanderson@philamuseum.org) or x7659).

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### Frequently Asked Questions

#### What is a record?

A *record* is recorded information, regardless of medium or format, which has been produced in the course of doing business and serves as evidence of Museum activities, transactions and/or operations.

#### What is a records retention schedule?

A *records retention schedule* is a document created to:

- Describe types of records and indicate how they should be handled through their "life cycle" (i.e. active, semi-active, inactive, and obsolete use).
- Establish official retention periods and ensure timely disposition of the records according to their legal, financial, and historical value;
- Ensure compliance with legal, financial, and other regulatory requirements of the organization.

#### What if I have records that are not covered in the records schedule?

If you believe you have a unique record series that is not covered in either the general or your departmental schedule, please contact Susan Anderson in the Archives ([skanderson@philamuseum.org](mailto:skanderson@philamuseum.org) or x7659). Please provide information about the type of record along with its name, format, use, and content so we can help determine its retention period.

#### What is "Office of Record"?

While several kinds of documents are circulated in the course of a typical day, you probably don't need to keep all of them. In most cases, when copies of documents are disseminated (such as memoranda, news releases, or schedules), the department that created the record serves as the *Office of Record* and is responsible for the retaining the "official" copy.

#### When can I discard records?

Consult the general records schedule along with your departmental schedule. Some records are marked for permanent retention in office (\*P) or transfer to Archives (P). If neither is the case, and the records have reached the end of their total retention period, you may discard those records in good faith.

#### How do I destroy records?

Records that do not contain confidential information may be discarded in office recycling bins. Confidential records must be securely shredded or permanently deleted from hard drives. If your department does not have access to a shredding machine, please contact Susan Anderson in the Archives ([skanderson@philamuseum.org](mailto:skanderson@philamuseum.org) or x7659) for assistance.

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### Do I have to destroy electronic records, too?

Yes. Please destroy all records that have met their retention requirements at the same time, regardless of format. Records in paper and electronic formats that have met their retention period but continue to be kept are still subject to public inspection, audit and litigation/legal holds. Maintaining electronic records beyond their approved retention periods can be used to show lack of compliance with state laws and regulations in a legal or an audit proceeding.

### How do I manage confidential materials?

If your records are open to outside researchers or members of the public, it is best to separate all confidential materials into a secondary folder and clearly label it "restricted". Once the retention period for maintaining confidential materials in your office has elapsed, either:

- Ensure their secure destruction through shredding or deletion of electronic records;
- Or indicate the inclusion of confidential materials when transferring records to off-site storage or the Archives.

### How do I transfer records to offsite storage?

If your department has records that are designated for temporary or permanent retention in offsite storage, consult the [Offsite Storage Policy](#) before transferring records. All boxes should be properly labeled with the department name, records series title, date span, retention period, and destruction date (See: [Offsite Label Template](#)).

### Do I have to keep the electronic version of a record *and* a paper version?

Any records designated for permanent retention that were originally created as paper documents should be transferred to the Archives in that format, but we are also aware that more and more records are being created and maintained electronically.

Over the next few years, we will work with Information Services to further develop policies and storage options for preserving electronic records permanently in the Archives. In the mean time, it is a good idea to print important documents to paper and transfer them to the Archives in accordance with the records retention schedules.

### How should I store electronic records for long term retention?

Save electronic records requiring 5 or more years' retention to a folder on the shared network server, which will be backed up by Information Services on a regular basis. If you need assistance accessing the shared network server, or if you believe your department needs additional back up through external hard drives, please contact Information Services.

### Can I burn records to a CD or DVD for long-term storage?

Do not use a CD or DVD for long-term storage (5+ years) of electronic records. Along these lines, jump drives (USB storage devices) are also best used for short-term storage, but should not be regarded as a long-term solution.

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### How do I transfer records to the Archives?

Please review the [Transfer Procedures](#) for instructions on preparing records for transfer to the Archives. If you have further questions or would like to arrange for an intern to help prepare large amounts of files, contact Susan Anderson in the Archives ([skanderson@philamuseum.org](mailto:skanderson@philamuseum.org) or x7659).

### Who has access to records that have been transferred to the Archives?

Our goal is to provide access to archival records on a fair and equitable basis. However, it is sometimes necessary to restrict certain materials to protect individual privacy rights and legitimate proprietary rights of the Museum. For more information regarding access and restrictions, please review the [Access Policy](#).

### Do you offer training?

We are currently collaborating with Information Services to create a training program for basic email management and desktop "housekeeping". If you are interested in further assistance managing your electronic records, please contact Tyrone McCloud in IS ([tmcccloud@philamuseum.org](mailto:tmcccloud@philamuseum.org) or x7742) or Susan Anderson in the Archives ([skanderson@philamuseum.org](mailto:skanderson@philamuseum.org) or x7659).

### Where can I get more information?

For more information regarding records management at the Philadelphia Museum of Art, please contact Susan Anderson in the Archives ([skanderson@philamuseum.org](mailto:skanderson@philamuseum.org) or x7659).

# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### GENERAL SCHEDULE

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Accounting records	Department copies of invoices, payment vouchers, etc.	FY + 4 yrs	no	no	5 yrs	Finance is the Office of Record
Board of Trustees reports	Departmental reports produced for Board of Trustees	FY + 6 yrs	no	yes	P	Executive Office is Office of Record
Budget files	Annual departmental budget and working files	FY + 6 yrs	no	no	7 yrs	Finance is the Office of Record
Departmental Advisory Committee records	Minutes generated by the relevant department's committee	FY + 6 yrs	no	yes	P	
Departmental Advisory Committee records from other departments	Informational copies of minutes created outside your department	A	no	no	A	
Contracts	Official museum contracts for goods, services, exhibitions, publications, etc.	A + 5 yrs	no	no (except as otherwise noted)	A + 5 yrs (except as otherwise noted)	Finance or Facilities is the Office of Record for most contracts. However Development, the Registrar, and Special Exhibitions each serve as the Office of Record for certain contracts.
Correspondence, significant	Deals with important projects, events, operations	FY + 6 yrs	no	yes	P	

CY= CALENDAR YEAR    FY = FISCAL YEAR    A = ACTIVE (CURRENT MATERIAL)    P = PERMANENT    \*P = PERMANENT, RETAIN IN OFFICE OF ORIGIN

**NOTE:** This General Schedule applies to records not otherwise covered by a specific departmental schedule.  
 Departmental retention and disposition schedules take precedence over the general schedule.  
 If a record type does not appear on either schedule, please consult the Archives staff (x 7659).

# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### GENERAL SCHEDULE (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Correspondence, routine	Deals with routine administrative matters	FY + 2 yrs	no	no	3 yrs	
Grant project records, funded	Departmental copies	A + 7 yrs	no	no	A + 7 yrs	Development is Office of Record
Grant project records, unfunded	Departmental copies	FY + 3 yrs	no	no	4 yrs	Development is Office of Record
Mailing lists		A	no	no	A	
Memoranda, routine	Internal communications	FY + 2 yrs	no	no	3 yrs	Retain memos generated by your department only
Memoranda, significant	Internal communications	FY + 6 yrs	no	yes	P	Retain memos generated by your department only
Personnel files	Departmental copies of applications, evaluations, and memoranda	FY	no	no	1 yr	Human Resources is the Office of Record
Photographs	Images produced for department by outside vendor	A	no	yes	P	Rights and Reproduction is Office of Record for official PMA photography
Policy and procedural materials	Handbooks, manuals, and training materials	A	no	yes	P	Transfer 2 copies of all final versions to Archives

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### GENERAL SCHEDULE (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Press clippings	Articles documenting PMA activities	A	no	yes	P	Communications is Office of Record. Weed before transfer; retain only unique material
Printed material and publications, produced by PMA	Newsletters, reports, invitations, brochures and other departmental publications	A	no	yes	P	Transfer 2 copies of final version to Archives
Printed material and publications, other	Vendor catalogs, obsolete equipment manuals, and promotional materials	A	no	no	A	Retain as long as actively referenced
Professional papers and presentations	Papers, lectures, and educational programming presented at PMA or through outside organizations	A	no	yes	P	Consult with Archivist
Reference/subject files, significant	Important information of lasting value	FY + 9 yrs	no	yes	P	
Reference/subject files, other	Information of limited value that will be updated or replaced	FY + 2 yrs	no	no	3 yrs	
Time sheets		FY + 3 yrs	no	no	4 yrs	Finance is Office of Record
Work orders	Requests for routine maintenance	FY + 2 yrs	no	no	3 yrs	Facilities is Office of Record

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EXECUTIVE OFFICES

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Acquisitions	Art objects and collections acquired by the Museum	FY + 9 yrs	no	yes	P	Registrar is Office of Record
Board and Committee meeting minutes and related materials (other than Audit, Finance, and Investment)		*P	no	no	*P	Include Archives on distribution list  Finance is Office of Record for the Audit, Finance, and Investment Committees
Collections	Documentation of initiatives to enrich and promote Museum holdings and Collections Policy	A	no	yes	P	
Deaccessions	Documentation of art objects removed from the permanent collection	FY + 4 yrs	no	yes	P	Registrar is Office of Record
Departments supervised	Documentation of departments reporting to the Executive Offices	FY + 6 yrs	no	yes	P	
Economic impact	Reports measuring the impact of Museum exhibitions on the city of Philadelphia	A + 5 yrs	no	yes	P	Convert PowerPoint presentations to PDF before transfer to Archives
Exhibitions	Director's files regarding the planning and promotion of special exhibitions	A + 5 yrs	no	yes	P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EXECUTIVE OFFICES (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Governance files	Articles of Incorporation, Bylaws, Committee Charters, and Code of Ethics	A	no	yes	P	Office of the Secretary is Office of Record
Government grants	Information relating to city, state, and federal funding	A + 3 yrs	no	yes	P	Development is Office of Record
Government relations	Documentation of advocacy, lobbying, and outreach on behalf of the Museum	FY + 9 yrs	no	yes	P	
Litigation files	Records related to open and closed litigations	A + 10 yrs	no	yes	P	Records considered inactive upon closure of case
Loans, requested	Requests from other institutions to borrow art objects	A	no	no	A	Registrar is Office of Record
Long-range planning	Reports, presentation, and correspondence regarding Museum planning	A + 5 yrs	no	yes	P	
Master plan	Architectural drawings, engineers' reports, presentations, correspondence, etc. regarding the master plan	A + 5 yrs	no	yes	P	Facilities is Office of Record

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**EXECUTIVE OFFICES (continued)**

<b>Record series title</b>	<b>Description</b>	<b>Retain in office</b>	<b>Retain offsite</b>	<b>Transfer to Archives</b>	<b>Total retention</b>	<b>Comments</b>
Projects, buildings	Files relating to main building renovations, the Perelman move, etc.	A + 5 yrs	no	yes	P	Records considered inactive upon completion of project  Facilities is Office of Record
Projects, events	Files relating to events for exhibitions, fundraisers, etc.	FY + 2 yrs	no	yes	P	
Trustee files (i.e. files related to individual Trustees)	Documentation of current and former members of the Board of Trustees	A + 10 yrs	no	yes	P	Records considered inactive at the termination of Trustee's tenure

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### AMERICAN ART

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Center for American Art files	Events, fellowships, and symposia sponsored by Center	A	no	yes	P	
Deaccessions	Objects deaccessioned from collection as well as denied loans, gifts, and purchases	FY + 4 yrs	no	yes	P	
Donors and collectors	Past donors, potential donors, and early collectors of American Art	A	no	yes	P	
Exhibitions	Information about exhibitions and gallery installations	A + 5 yrs	no	yes	P	Records considered "inactive" one year after close of exhibition
Installations	Label copy, notes, photographs, floor plans, and inventories	A	no	yes	P	
Loans, incoming	Art objects lent to the PMA	A + 5 yrs	no	yes	P	Registrar is Office of Record
Loans, outgoing	Art objects lent by the PMA	*P	no	no	*P	Registrar is Office of Record
Object files	Documentation of art objects; includes curator cards, and related object files	*P	no	no	*P	
Research	Information on artists, subjects, collections, etc.	A	no	yes	P	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**COSTUMES AND TEXTILES**

<b>Record series title</b>	<b>Description</b>	<b>Retain in office</b>	<b>Retain offsite</b>	<b>Transfer to Archives</b>	<b>Total retention</b>	<b>Comments</b>
Collections	Information on collections, surveys, purchase parties, and objects considered	A	no	yes	P	Retain as long as files are actively referenced
Exhibitions	Information about exhibitions and gallery installations	*P	no	no	*P	Consider transferring records from large loan exhibitions to Archives
Loans	Documentation of incoming and outgoing objects for loan as well as unfulfilled loans	A + 5 yrs	no	yes	P	
Objects	Documentation of art objects and curators cards; including original garment labels, photographs, and provenance	*P	no	no	*P	
Research	Information on textiles, designers, artists, etc.	*P	no	no	*P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EAST ASIAN ART

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Deaccessions	Objects deaccessioned from the collection	FY + 4 yrs	no	yes	P	
Donors and dealers	Correspondence, inventories and descriptions of objects in permanent collection	*P	no	no	*P	Consider integrating into object files
Exhibitions	Information about special exhibitions	A + 5 yrs	no	yes	A + 5 yrs	Records considered "inactive" one year after close of exhibition
Installations	Label copy, notes, photographs, floor plans, and inventories	A	no	yes	P	
Loans, incoming	Art objects lent to the PMA	A + 5 yrs	no	yes	P	Records considered "inactive" upon return to lender  Registrar is Office of Record
Loans, outgoing	Art objects lent by the PMA	*P	no	no	*P	Registrar is Office of Record
Object files	Documentation of art objects; includes curator and location cards, classifications, and photographs	*P	no	no	*P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EUROPEAN DECORATIVE ARTS BEFORE 1700

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Deaccessions	Documentation of deaccessioned objects	*P	no	no	*P	
Dealer files	Correspondence, announcements, brochures, pricelists, etc.	FY + 4 yrs	no	yes	P	
Exhibitions	Research, planning, and installation records for special exhibitions	A + 5 yrs	no	yes	P	Records considered "inactive" one year after close of exhibition
Installations	Label copy, notes, photographs, floor plans, and inventories	A	no	yes	P	
Kienbusch auction catalogs	Collection of arms and armor auction catalogs	*P	no	no	*P	
Kienbusch collection files	Personal records and collection documentation	*P	no	no	*P	
Loans and objects offered	Documentation of incoming and outgoing objects for loan as well as objects under consideration for acquisition	*P	no	no	*P	Registrar is Office of Record
Object files	Documentation of art objects; also includes object, location, and storage cards	*P	no	no	*P	
Research	Information on art, artists, collections, etc.	A	no	yes	P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EUROPEAN DECORATIVE ARTS AFTER 1700

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
COLLAB	Information on a volunteer committee of design professionals	FY + 4 yrs	no	yes	P	
Deaccessions	Objects deaccessioned from collection	*P	no	no	*P	
Exhibitions	Research, planning, and installation records for exhibitions	A + 5 yrs	no	yes	P	Records considered "inactive" one year after close of exhibition
Exhibition Proposals	Information on unrealized exhibitions	FY + 1 yr	no	no	2 yrs	
Installations	Label copy, notes, photographs, floor plans, and inventories	*P	no	no	*P	
Loans, incoming	Art objects lent to the PMA	*P	no	no	*P	Registrar is Office of Record
Loans, outgoing	Art objects lent by the PMA to the Park Houses and other institutions	A + 2 yrs	no	yes	P	Discard rejected loan requests before transfer to Archives  Registrar is Office of Record
Object files	Documentation of art objects; includes label cards	*P	no	no	*P	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**EUROPEAN DECORATIVE ARTS AFTER 1700 (continued)**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Objects offered	Art objects offered as gifts or for purchase or loan	*P	no	no	*P	
Research	Information on art and artists	*P	no	no	*P	

SAA Museum Archives Section Working Group Example

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EUROPEAN PAINTING BEFORE 1900

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Deaccessions	Objects deaccessioned from collection	A + 5 yrs	no	yes	P	
Dealer Files	Correspondence, announcements, brochures, pricelists, and photographs	FY + 4 yrs	no	yes	P	
Exhibitions	Research, planning, and installation records for exhibition	A + 5 yrs	no	yes	P	Records considered "inactive" one year after close of exhibition
Installations	Label copy, notes, floor plans, photos, inventories	A	no	yes	P	
Loans, incoming	Art objects lent to the PMA	A + 5 yrs	no	yes	P	Registrar is Office of Record
Loans, outgoing	Art objects lent by the PMA	*P	no	no	*P	Registrar is Office of Record
Object files	Documentation of art objects; Johnson Collection and Rodin Museum included	*P	no	no	*P	
Personnel, Johnson Collection guards	Timecards, evaluations, forms W-4 and I-9, etc.	A + 7 yrs	no	no	A + 7 yrs	
Provenance	Research regarding the ownership of art objects	*P	no	no	*P	
Research	Information on art, artists, collections, etc.	A	no	yes	P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### INDIAN AND HIMALAYAN ART

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Dealer files	Correspondence, announcements, brochures, pricelists, and photographs	FY + 4 yrs	no	yes	P	
Donors and collectors	Past donors, potential donors, and collectors of Indian and Himalayan Art	A	no	yes	P	Transfer to Archives once estates have been settled and interactions are complete
Exhibitions	Research, planning, and installation records for exhibitions	A + 5 yrs	no	yes	P	Records considered "inactive" one year after close of exhibition  Transfer records from large loan exhibitions to Archives
Installations	Label copy, notes, photographs, floor plans, and inventories	*P	no	no	*P	
Loans, incoming	Art objects lent to the PMA	FY + 6 yrs	no	no	7 yrs	Registrar is Office of Record
Loans, outgoing	Art objects lent by the PMA	*P	no	no	*P	Registrar is Office of Record
Object files	Documentation of art objects	*P	no	no	*P	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**INDIAN AND HIMALAYAN ART (continued)**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Objects offered	Documentation of objects considered for acquisition through gift or purchase	A	no	no	A	Transfer records relating to objects of interest to research files
Research	Information on art, artists, collections, etc.	A	no	yes	P	

SAA Museum Archives Section Working Group Example

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### MODERN AND CONTEMPORARY ART

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Artists considered	Documentation of artists whose work has been considered for acquisition	A	no	no	A	
Artists' submissions	Unsolicited submissions from local artists	A	no	no	A	
Collectors	Collectors in Philadelphia and New York who have lent or donated objects to PMA	*P	no	no	*P	
Deaccessions	Objects deaccessioned from collection	*P	no	no	*P	
Exhibitions	Research, planning, and installation records for exhibitions	A + 5 yrs	no	yes	P	Records considered "inactive" one year after close of exhibition
Loans	Documentation of incoming and outgoing objects for loan	*P	no	no	*P	Follow departmental guidelines for cataloging loans
Object files	Documentation of art objects	*P	no	no	*P	
Objects considered	Documentation of objects considered for acquisition through gift or purchase	A	no	yes	P	
Provenance	Research into the ownership of art objects	*P	no	no	*P	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**MODERN AND CONTEMPORARY ART (continued)**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Research	Information on art, artists, collections, etc.	A	no	yes	P	
Special programs	Juried exhibitions, symposia, accompanying publications, etc.	A	no	yes	P	

SAA Museum Archives Section Working Group Example

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### PRINTS, DRAWINGS, AND PHOTOGRAPHS

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Auction catalogues	Catalogues of art sales from various auction houses	CY	no	no	P	Transfer to Library after calendar year
Deaccessions	Inventories of duplicate prints, recommendations, and documentation of deaccessioned objects	*P	no	no	*P	
Dealer catalogues	Catalogues of art sales from various dealers	*P	no	no	*P	Follow in-house guidelines for departmental retention or transfer to Library
Dealer files	Correspondence, announcements, brochures, pricelists, and photographs	FY + 4 yrs	no	yes	P	Weed before transfer to Archives
Exhibitions	Information about exhibitions, including traveling exhibitions	A + 5 yrs	no	yes	P	Records considered "inactive" one year after close of exhibition
Loans	Documentation of incoming and outgoing objects for loan	*P	no	no	*P	Registrar is Office of Record
Object files	Documentation of art objects; also includes accession binders, acquisitions, card files, and collection records	*P	no	no	*P	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**PRINTS, DRAWINGS, AND PHOTOGRAPHS (continued)**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Research	Information on art, artists, collections, etc.	A	no	yes	P	
Visitor files	Study room visit files, lists of visitors, and scholar's queries	FY + 2 yrs	no	no	3 yrs	Re-file significant materials in object or research files; discard remainder

SAA Museum Archives Section Working Group Example

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### COMMUNICATIONS

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Advertising	Documentation of advertising campaigns; includes schedules and contracts	FY + 9 yrs	no	yes	P	
Contacts and mailing lists	Recipients of press releases and announcements	A	no	no	A	
Exhibitions	Advertising, promotions, and publicity for exhibitions	A + 5 yrs	no	yes	P	
Images	Image groups used for press kits, advertising, and promotions	A	no	no	A	Rights and Reproduction is the Office of Record  Contact Archivist regarding unique material
Press releases and press kits	Announcements and photos for press coverage of PMA exhibitions and events	FY + 9 yrs	no	yes	P	
Programs	Documentation of Art After 5, Craft Show, etc.	FY + 6 yrs	no	yes	P	
Publicity	Press clippings and broadcasts highlighting PMA exhibitions and events	FY + 9 yrs	no	yes	P	Consult with Archivist about special format needs
Special projects	One-time, major projects; includes collaborations with other institutions	A	no	yes	P	Records considered inactive upon completion of project

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### CONSERVATION

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Conservation tracker system	Database aggregating all conservation records	*P	no	no	*P	
Hygrothermograph readings	Weekly reports measuring RH and temperatures in galleries and storage areas	FY + 9 yrs	no	no	10 yrs	
Material Safety Data Sheets	Information on hazardous materials	*P	no	no	*P	
Object files	Surveys, assessment, and treatment reports of art objects in the permanent collection	*P	no	no	*P	
Object photography	Photography of art objects before, during, and after treatment	*P	no	no	*P	Weed as necessary
Scientific and analytical records	Scientific data and analyses	*P	no	no	*P	
Special exhibitions	Surveys, assessment, and treatment reports related to special exhibitions	*P	no	no	*P	
Special projects	Files relating to one-time projects, proposed accessions, etc.	A	no	yes	P	Consult with Archivist as confidentiality issues arise
X-radiographs	X-ray documentation of art objects	*P	no	no	*P	

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# **PHILADELPHIA MUSEUM OF ART ARCHIVES**

## Records retention and disposition schedule

### **DEVELOPMENT – Development services**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Generic donor files	Files of contributors who are not included in donor files– paperwork filed alphabetically when there is no individual file.	FY + 4 yrs	no	yes	P	Review files every year prior to purging and re-file correspondence relating to a specific donor in appropriate file  Transfer documents that remain in generic files over 5 years old to Archives
Individual donor files Including: - tax-related - stewardship - bequests	Correspondence, acknowledgements, clippings, photographs, etc. of donors and notable individuals.  Stewardship: reports, donor recognition, endowment agreements, naming opportunities and pledge agreements, etc.  Planned Giving: quarterly reports, pledge invoices; and correspondence for trusts, bequests, and annual gift annuities	A	no	yes	P	Living donors: transfer to Archives 10 yrs after last contact  Deceased donors: transfer to Archives upon close of estate or one year past date of death  Finance is Office of Record for bequest distributions from estates and also maintains endowment records.

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### DEVELOPMENT – Individual giving

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Batch reports	Contribution documentation and related batch reports	FY + 1 yr	5 yrs.	no	7 yrs	Produced by Data Center on behalf of Development
Campaigns	Working files and presentation binders with planning documents and wrap-up reports	FY + 6 yrs	no	yes	P	
Endowments	Gift documents	*P	no	no	*P	Included in Individual Donor files; considered to be a type of contract
Events and fundraisers	Planning documentation, working files and presentation binders with invitations, guest lists, timelines, agendas, contracts and correspondence	FY + 6 yrs	no	yes	P	
Pledges (financial)		A	no	yes	P	Included in Individual Donor files; considered to be a type of contract
Printed material: final	Samples may include: renewals, solicitations, invitations, acknowledgements, brochures.	FY + 2 yrs	no	yes	P	Transfer 2 copies of all final versions to Archives

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**DEVELOPMENT – Individual giving (continued)**

<b>Record series title</b>	<b>Description</b>	<b>Retain in office</b>	<b>Retain offsite</b>	<b>Transfer to Archives</b>	<b>Total retention</b>	<b>Comments</b>
Printed material: working papers and drafts	Work orders, drafts, and revisions of materials produced for Development by Editorial and Graphic Design	FY + 2 yrs	no	no	3 yrs	
Travel program	Itineraries, invitations, guest lists, correspondence, travel contracts, waiver forms, invoices	*P	no	yes	*P	
Working files	Correspondence, renewals, end-of-year reports, etc.	FY + 9 yrs or change in responsible staff	no	yes	P	Weed before transfer to Archives

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### DEVELOPMENT – Institutional support

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Corporate donor files	Correspondence, solicitations (rejected and accepted), renewals and processing of corporate donors and sponsors	A	no	yes	P	Records considered inactive 5 years after last contact
Corporate relationship profiles	Contact lists, gift summaries, solicitation histories, strategies, action plans, etc.	A	no	no	A	
Exhibitions	Working files and presentations binders summarizing all aspects of exhibitions	FY + 9	no	yes	P	
Foundation and government files	Correspondence, proposals (rejected and accepted), reports, clippings, and acknowledgements for grant-funded projects	FY+ 19	no	yes	P	Based on last interaction (some reports are required in perpetuity)  Stored in files by entity
Matching gift files	Letters thanking donors, requesting gifts, and following up with outstanding matching gifts	FY + 2 yrs	no	no	3 yrs	Kept in chronological file – discard after 3 years

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EDITORIAL AND GRAPHIC DESIGN

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Contact sheets and images	Images produced and distributed by Rights and Reproduction	A	no	no	A	Rights and Reproduction is Office of Record
Exhibition files	Signage and label copy prepared for special exhibitions	FY + 9 yrs	no	no	10 yrs	Send hard copy to Curator and to Library
Gallery labels	Label copy for objects in the permanent collection	*P	no	no	*P	
Invoices	Invoices and transmittals for client charges	FY + 2 yrs	no	no	3 yrs	
Job files	Purchase order, schedule, proofs and printed samples	FY + 2 yrs	no	no	3 yrs	Re-file purchase order and samples in job sample files
Job sample files	Purchase order and printed samples	*P	no	no	*P	
Purchase order logs	Documentation of purchase order numbers for each new job	FY + 2 yrs	no	no	3 yrs	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EDUCATION

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Advocacy and community partnerships	Collaborations with organizations and government officials to promote use of PMA education resources	FY + 4 yrs	no	yes	P	
Art classes	Form in Art, After School Art Club, After School Sketch Club, and Art Writers Club	FY + 4 yrs	no	yes	P	
Artist in residency programs	Art Futures and Art Partners program for middle and high school students	FY + 4 yrs	no	yes	P	Weed before transfer to Archives
Audio tours, temporary exhibitions	Reports and printed scripts from audio tours provided by outside vendors	A	no	yes	P	
Audio tours, permanent collection	Reports and printed scripts from audio tours provided by outside vendors	FY + 19	no	yes	P	
Distance learning programs	Courses for participants unable to visit the museum, includes Art Talk and videoconferencing for K-12 classrooms	FY + 1 yr	no	yes	P	
Docent and guide files	Information on volunteers, guides, and docents	FY + 4 yrs	no	yes	P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EDUCATION (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Events	Documentation of special events; includes contracts, technical information, handouts, and printed materials	A	no	yes	P	
Internship programs	Planning, administration, and evaluation documents for interns	FY + 4 yrs	no	yes	P	
Lesson plans and teaching kits	Working files, image groups, notes, and printed materials used by teachers in the classroom	FY + 4 yrs	no	yes	P	
Lectures, talks, and symposia	Audio recordings of events and programming	A	no	yes	P	Assess for preservation and reformatting
Outreach	Programs presented outside the museum targeting specific audience groups	A + 5 yrs	no	yes	P	Retain permanent collection materials in office; transfer exhibition-related materials to Archives
Reports, monthly	Statistical reports of visitors, programming, and events	FY + 6 yrs	no	yes	P	
Research	Curator's information on art, art education, programming, etc.	A	no	yes	P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### EDUCATION (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
School district and board of education files	Annual reports, funding records, and peer observations	FY + 6 yrs	no	yes	P	
Self guides	Informational handouts for visitors	A	no	yes	P	Transfer 2 copies of all final versions to Archives
Special exhibition files	Documentation of projects relating to special exhibitions	A + 5 yrs	no	yes	P	Records considered "inactive" one year after close of exhibition
Student exhibition files	Exhibitions of student artwork created through departmental programs	A	no	no	A	Retain samples as necessary
Tours	Arrangements for students and special audience groups visiting the museum	FY + 1 yr	no	no	2 yrs	
Wachovia Resource Center logs	Forms tracking daily visits, registration, and ArtSTOR agreements	A	no	no	A	Retain registration and agreements per contract with ArtSTOR
Workshops	Hands-on programming designed for various audience groups	FY + 4 yrs	no	yes	P	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**EXTERNAL AFFAIRS**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Collaborations and partnerships	Information on Free Library summer programs, World AIDS day initiatives, etc.	FY + 4 yrs	no	yes	P	
Government relations	Collaborations with national, state, and local legislators and agencies	FY + 2 yrs	no	yes	P	
Institutional diversity	Programs and initiatives supporting cultural diversity throughout the PMA	FY + 4 yrs	no	yes	P	
Outreach and audience development	Programs to develop participation among diverse ethnic and cultural communities	FY + 4 yrs	no	yes	P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### FACILITIES AND OPERATIONS

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Architectural drawings	Blueprints and other copies of the museum building and systems	A	no	yes	P	Consult Archivist for preservation of active prints in office
Asbestos survey records	Floor plans and contractor reports of asbestos abatement projects	FY + 2 yrs	27 yrs	no	30 yrs	
Contracts	Contracts relating to building and construction-related projects	A + 5 yrs	no	yes	P	Routine maintenance contracts need not be permanently retained
Cost data analyses	Project cost summaries and historical analyses of Philadelphia's capital projects budget	FY + 1 yr	P	no	P	
Equipment files	Maintenance manuals for museum equipment	A	no	no	A	
Fire protection records	Bid documents and reference materials	A	no	no	A	
Hygrothermograph reports	Weekly charts of temperature and relative humidity in galleries and storage areas	FY + 4 yrs	no	no	5 yrs	Conservation is Office of Record
Offsite storage inventories	Inventories of materials sent to offsite storage	A	no	no	A	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**FACILITIES AND OPERATIONS (continued)**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Projects, capital	Documentation of projects relating to the buildings and property owned by the PMA	A + 5 yrs	no	yes	P	
Projects, master plan	Documentation relating to long range planning	A + 5 yrs	no	yes	P	
Projects, general	Routine construction conducted under the purview of Facilities and Operations	FY + 5	no	yes	P	Weed duplicate material before transfer to Archives
Scope of work plans	Specifications for all classifications of facility maintenance	A	no	yes	P	Transfer only significant procedural guidelines
Work reports	Services provided to PMA by outside vendors	A	no	no	A	Discard when contract expires

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### FINANCE – General records

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Attendance records	Documents the number of visitors to the Museum daily and to special exhibitions	A	no	yes	P	Finance office is the office of record; keep reference copies in Visitor Services as needed
Audit reports		FY + 1 yr	P	no	P	
Audit working papers		FY + 1 yr	5 yrs	no	7 yrs	
Bank memoranda		FY + 1 yr	P	no	P	Weed routine notices; keep only original correspondence
Bank statements and reconciliations	Includes both restricted and unrestricted funds	FY + 1 yr	5 yrs	no	7 yrs	Restricted/ unrestricted documents usually boxed separately
Budget drafts/working papers		FY + 1 yr	1	no	3 yrs	
Budget reports	Budget calculations submitted by department heads for upcoming fiscal year	FY + 1 yr	8 yrs		10 yrs	Finance's copies are annotated and contain unique information
Capital project records	Projects receiving funding from the city and state, which may be audited	FY + 1 yr	P	no	P	Maintain separately from similar records (such as invoices)
Board Committee minutes	Includes minutes of Finance, Audit, and Investment Committees	*P	no	no	*P	Include Archives on distribution list

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### FINANCE – General records (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Contracts, financial	Includes bond documents and loan agreements	A + 5 yrs	no	no	A + 5 yrs	
Contracts, re: benefits/plan providers		A + 7 yrs	no	no	A + 7 yrs	Human Resources holds duplicate copies
Endowment records	Includes records of original gift amount, investment and distributions	FY + 1 yr	P	no	P	Development also maintains endowment records
Federal tax forms	Includes the 990 form	FY + 1 yr	P	no	P	
Financial reports	Monthly reports sent to each department to track spending activity	FY + 1 yr	no	no	2 yrs	
Financial statements (internal)		FY + 1 yr	P	no	P	
Grant-related documentation		A + FY	4 yrs	no	A + 5 yrs	Development is the office of record for grant proposals and foundation relations  Label "inactive" before transfer to offsite storage
Insurance (other than fine arts)	Policies, working files and claims information	A	after settlement, 10 yrs	no	A + 10 yrs	Label "inactive" before transfer to offsite storage
Investments	Quarterly reports from investment groups	A + FY	4 yrs	no	A + 5 yrs	Label "inactive" before transfer to offsite storage

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### FINANCE – General records (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Journal entries, folders and book		FY + 1 yr	P	no	P	
Ledgers, general	Annual report of all activities in all funds and accounts, including final statements of revenue and expenses	FY + 1 yr	P	no	P	Traditionally paper-based, these reports are now created electronically on an as-needed basis; does not include payroll
Ledgers, subsidiary	Support documentation for general ledger, re: accounts payable and accounts receivable	FY + 1 yr	6 yrs	no	8 yrs	
Pennsylvania sales tax		FY + 1 yr	5	no	7 yrs	
Retirement records	Relates to TIAA-CREF	FY + 1	P	no	P	Has also been noted as pension payment detail
Stock gifts	Stock transaction slips	A + FY	4 yrs	no	A + 5 yrs	Development maintains all other stock gift records  Label "inactive" before transfer to offsite storage
Trusts and estates, charitable gift annuities	Financial records pertaining to estate files and bequests, trusts for which the Museum serves as a trustee, and records of distributions	A	no	yes	P	Development also holds bequest records

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**FINANCE – Account payable (disbursements)**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Checks, canceled	For routine purchases	FY + 1 yr	6 yrs	no	8 yrs	
Invoices and transmittals, art-related	For art purchases	FY + 1 yr	P	no	P	
Invoices and transmittals, general	For routine purchases	FY + 1 yr	6 yrs	no	8 yrs	
Petty cash		FY + 1 yr	1 yrs	no	3 yrs	
Travel expense reports	Includes forms and receipts	FY + 1 yr	1 yr	no	3 yrs	
Vouchers, art-related	For art purchases	FY + 1 yr	P	no	P	"Yellow copy" of check
Vouchers, general	For routine purchases	FY + 1 yr	6 yrs	no	8 yrs	"Yellow copy" of check
Vouchers, legal	For legal services	FY + 1 yr	P	no	P	
Vouchers, construction projects	For capital projects	FY + 1 yr	18	no	20	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**FINANCE – Accounts receivable**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Copies of checks and related paperwork		FY + 1 yr	6 yrs	no	8 yrs	
Deposit records	Includes both restricted and unrestricted funds	FY + 1 yr	5 yrs	no	7 yrs	Restricted/ unrestricted documents usually boxed separately
Deposit slips	From WARO and Admissions	FY + 1 yr	5 yrs	no	7 yrs	
Receipts, cash		FY + 1 yr	6 yrs	no	8 yrs	Boxed separately from other receipts
Receipts, other		FY + 1 yr	6 yrs	no	8 yrs	Boxed separately from cash receipts

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**FINANCE – Payroll**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
General ledger	Specific to payroll functions	FY + 1 yr	P	no	P	
Register		FY + 1 yr	6	no	8 yrs	
Reports	Reports generated by ADP per pay period	FY + 1 yr	6 yrs	no	8 yrs	Certain reports are issued on paper, others on disk only
Timecards		FY + 1 yr	2 yrs	no	4 yrs	
W-2 forms		FY + 1 yr	6 yrs	no	8 yrs	ADP generates on disk

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### HUMAN RESOURCES

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Applicant files	Cover letters, resumes, correspondence, etc.	A + 3 yrs	no	no	A + 3 yrs	Records considered "inactive" when position is filled
Contracts (Human Resources)	Employment agreements and duplicate copies of contracts between PMA and benefits/plan providers	A + 7 yrs	no	no	A + 7 yrs	Finance is Office of Record for benefits/plan providers
Daily notebooks	Information on daily departmental activities	A	no	no	A	Retain as long as actively referenced
EEO-1 reports	Statistical demographic summary of personnel submitted annually to EEOC	FY + 4 yrs	no	no	5 yrs	
Employee benefit plans	Descriptions, summaries and overviews of benefit plans available to employees	A + 7 yrs	no	no	A + 7 yrs	Records considered "inactive" when plan terminates
Employee requisition forms	Approval form to begin the hiring process	A + 3 yrs	no	no	A + 3 yrs	Records considered "inactive" when position is filled
Form 5500 annual return	Report required by ERISA	FY + 7 yrs	no	no	8 yrs	
I-9 employment authorization forms	Proof of eligibility for employment	3 yrs or A+ 1 yr	no	no	3 yrs or A + 1 yr	Retain 3 yrs after date of hire or 1 yr after date of termination, whichever is later

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### HUMAN RESOURCES (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Insurance premium payments	Monthly files for health care, life insurance, retirement, etc.	FY + 7 yrs	P	no	P	Retain payment log permanently in office
Job descriptions	Detailed descriptions of all positions in the PMA	A	no	yes	P	
Legal actions	Formal complaints or legal actions regarding employment	*P	no	no	*P	
Personnel files, active	Active employee files pertaining to hiring, benefits, retirement, etc.	A	no	no	A	Transfer files when employee is terminated or retires
Personnel files, retired	Information pertaining to past employees who qualify for PMA retiree benefits	*P	no	no	*P	
Personnel files, terminated	Information pertaining to past employees	*P	no	no	*P	
New hire orientation program	Information pertaining to newly hired employee training	A	no	yes	P	
OSHA	Forms 301 and 300A pertaining to work-related injury and illnesses	FY + 5 yrs	no	yes	6 yrs	
TIAA-CREF reports	Annual report of employee contributions	A	no	no	A	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**HUMAN RESOURCES (continued)**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Training, general	Information pertaining to employee training	A	no	yes	P	
Workers' compensation records	Information pertaining to claims for injuries sustained in the course of employment	FY + 9 yrs	20 yrs	no	30 yrs	

SAA Museum Archives Section Working Group Example

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### INFORMATION SERVICES

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Audio, video, and film collection	Records relating to PMA collections, events, and special programming	*P	no	no	*P	Collaborate with Archivist for long-term preservation strategies
Business systems documentation	Internal use, training, and upkeep for Pacioli, Raiser's Edge, and Financial Edge	A	no	yes	P	Retain documentation of data purges permanently
Computer purchase tracking	Documentation of computer purchases	A	no	no	A	Retain file as long as computer is in use
Financial Edge	Data within finance management system	FY + 7 yrs	no	no	8 yrs	
Help desk	Computer applications and programs along with employee requests	A	no	no	A	Update application files as new versions are released  Purge requests as issues are resolved
Licenses	Licenses for software and other technology components	A + 5 yrs	no	no	A + 5 yrs	Records considered inactive upon expiration of license
Pacioli	Data within electronic ticketing system	FY + 7 yrs	no	no	8 yrs	
Raiser's Edge	Data within fundraising and donor management system	FY + 7 yrs	no	no	8 yrs	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**INFORMATION SERVICES (continued)**

<b>Record series title</b>	<b>Description</b>	<b>Retain in office</b>	<b>Retain offsite</b>	<b>Transfer to Archives</b>	<b>Total retention</b>	<b>Comments</b>
Special exhibitions	Business systems summaries and reports for special exhibitions	A + 5 yrs	no	yes	P	Records considered inactive on year after close of exhibition
Special projects	One-time projects relating to Information Services	A	no	yes	P	Records considered inactive upon completion of project
TMS	Data within collection management system	*P	no	no	*P	
TMS documentation	Report searcher system files and user database	A	no	no	A	
TMS training	Documentation of employee training with TMS	A	no	yes	P	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**INSTALLATIONS DESIGN**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Exhibitions	Design and installation information for special exhibitions	A + 5 yrs	no	yes	P	Discard models; transfer all other documentation to Archives  Records considered inactive one year after close of exhibition
Gallery installations	Indoor and outdoor installation of art objects from permanent collection	FY + 4 yrs	no	yes	P	Discard models; transfer all other documentation to Archives
Projects	Carpentry and design projects unrelated to art objects	FY + 4 yrs	no	yes	P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### LIBRARY, ARCHIVES AND VISUAL RESOURCES

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Acquisition files	Funding, ordering activity, and new book lists for library acquisitions	FY + 6 yrs	no	no	7 yrs	
Aleph integrated library system	Bibliographic records, circulation records, patron information	*P	no	no	*P	
Deeds of gift and donor records	Information on donors and donations to the Archives	*P	no	no	*P	Transfer deeds of gift to Registrar; retain reference copies in office
DIANA	Archives collection management system	*P	no	no	*P	
Faith and Fine Arts files	Invitations, schedules, photographs, and correspondence	FY + 4 yrs	no	yes	P	
Gift files	Correspondence and acknowledgement letters	*P	no	no	*P	
Images	Digital images catalogued in Aleph or uploaded to ARTstor	*P	no	no	*P	
Institutional exchange files	Publication exchanges with peer institutions	FY + 4 yrs	no	no	5 yrs	
Library exhibition files	Research, planning files, label copy, etc.	A + 5 yrs	no	yes	P	Records considered inactive one year after close of exhibition

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### LIBRARY, ARCHIVES AND VISUAL RESOURCES (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Loans	Archival records lent for exhibition	*P	no	no	*P	Registrar is the Office of Record
Patron registration	Patron identification, agreement forms, and demographic information	*P	no	no	*P	Renew identification and agreement forms annually
Permission to publish	Signed copies of permission forms	*P	no	no	*P	
Records management files	Planning and implementation files for records management program	*P	no	no	*P	
Reference templates	Sample templates for responding to reference queries	*P	no	no	*P	Weed and update files as necessary
Special projects	Grant-funded and one-time projects relating to the Library and Archives	A	no	yes	P	Records are considered inactive upon completion of project
Statistical reports	Reports analyzing cataloging, reference, and patron visits	FY + 9 yrs	no	yes	P	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**MEMBERSHIP AND VISITOR SERVICES – General records**

<b>Record series title</b>	<b>Description</b>	<b>Retain in office</b>	<b>Retain offsite</b>	<b>Transfer to Archives</b>	<b>Total retention</b>	<b>Comments</b>
Customer target analysis and tagging	Analysis reports and tagging in Pacioli and Raiser's Edge	FY + 4 yrs	no	yes	P	Transfer only target analysis to Archives
Member/Visitor Comments	Form submitted by Museum staff on behalf of person making comment/complaint and all responses	FY + 2 yrs	no	no	3 yrs	Retain forms temporarily after data has been entered into system for ongoing use
Strategic planning records	Handouts, Power Point presentations and summary notes from bi-annual retreats	FY + 4 yrs	no	yes	P	Weed for duplicate copies
Surveys	Exhibitions, General Visitor, Member, and Friday Night surveys	FY + 4 yrs	no	yes	P	Discard forms after entry into database  Transfer only final reports and summaries to Archives

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**MEMBERSHIP AND VISITOR SERVICES – Communications**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Annual appeal campaign	Quarterly solicitations to members for gifts	FY + 2 yrs	no	yes	P	
Frontline printed material	Flyers, brochures, rack cards, bookmarks, café table tents, signage, etc.	A	no	yes	P	Retain as long as materials are actively used  Transfer 2 copies of all final versions to Archives
Mail campaign	Mailings to solicit membership (direct mail, renewals, gift membership, and upgrade)	FY + 2 yrs	no	yes	P	Retain final versions, summaries, and analyses for transfer to Archives
Member mailings and other communications	Fulfillment packets, program materials, newsletters, etc.	A	no	yes	P	Retain as long as materials are actively used  Transfer 2 copies of all final versions to Archives

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**MEMBERSHIP AND VISITOR SERVICES – Data Center**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Membership records	Membership and payment documentation and related batch reports	FY + 1 yr	5 yrs.	no	7 yrs	
Reports, other	Budget, revenue, direct mail	FY + 1 yr	no	no	2 yrs	

SAA Museum Archives Section Working Group Example

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### MEMBERSHIP AND VISITOR SERVICES – Group Sales

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Batch reports	Payments reports from Group Sales	FY + 1 yr	no	no	2 yrs	
Client records	Entered into Paciolin	FY + 6 yrs	no	no	7 yrs	
Confirmation letters	Includes annotations and attachments	FY + 1 yr	no	no	2 yrs	
Direct mail and advertising	Printed materials include "save the date" cards and various brochures	A	no	yes	P	Retain as long as materials are actively used  Transfer 2 copies of all final versions to Archives
Partnerships	Collaborations and interactions with other cultural organizations	A	no	yes	P	Retain as long as files are actively referenced
Special exhibitions	Working files for group tours and hotel/restaurant files	A	no	no	A	Retain as long as files are actively referenced
Trade shows and affiliations	Documents PMA's participation in industry-related trade shows and membership to tourist bureaus, etc.	A	no	yes	P	Retain as long as files are actively referenced  Weed before transfer to Archives

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### MEMBERSHIP AND VISITOR SERVICES – Membership

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Direct mail	Drafts, samples and summary analyses of mailing initiatives	FY + 2 yrs	no	yes	P	Transfer only 2 copies of all final versions to Archives
Membership programs	Documentation of programs offered according to membership level	FY + 2 yrs	no	yes	P	
Reports, key indicator	Statistical analysis charting revenue, count, etc.	FY + 4 yrs	no	yes	P	
Reports, other	Daily membership sales, frontline incentives, gift membership, etc.	FY	no	no	1 yr	
Special payment issues	Photocopies of letter sent to lapsed member, print-out of reallocation form	FY	no	no	1 yr	Retain forms temporarily after data has been entered into systems for ongoing use
Young Friends Executive Committee	Records relating to Young Friends fundraisers and art acquisitions	FY + 2 yrs	no	yes	P	
Young Friends images	Images taken by outside photographer for brochures/mailings	FY + 2 yrs	no	yes	P	Weed for duplicate copies
Young Friends working files	Programs; major fundraisers; administrative records; and member mailings	A	no	no	A	Retain as long as files are actively referenced

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**MEMBERSHIP AND VISITOR SERVICES –Telemarketing**

<b>Record series title</b>	<b>Description</b>	<b>Retain in office</b>	<b>Retain offsite</b>	<b>Transfer to Archives</b>	<b>Total retention</b>	<b>Comments</b>
Bonus schedule	Monthly chart of bonus payments to telemarketers	FY + 2 yrs	no	no	3 yrs	
Daily tally sheets	Summary of telemarketers' shift activity	FY + 2 yrs	no	no	3 yrs	Discard after performance report is completed
Lead sheets	Forms logging calls about membership renewal, upgrade, lapsed and new membership	FY + 2 yrs	no	no	3 yrs	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### MEMBERSHIP AND VISITOR SERVICES – Ticket Center

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Daily batch reports	Log of daily ticket sale activity by operator and tickets printed	FY + 2 yrs	no	no	3 yrs	
Daily batch report summaries	Summary of ticket sale activity by operator and tickets printed	FY + 4 yrs	no	no	5 yrs	
Program responses	Registration/response forms	FY	no	no	1 yr	
Program ticketing set-up records	Program and ticketing information forms	FY + 4 yrs	no	no	5 yrs	
Reports, daily phone system	Reports tracking the paths of all incoming calls that reach Ticket Center	CY	no	no	1 yr	System automatically deletes records
Reports, daily internal	Daily tracking reports of operator activity	FY	no	no	1 yr	
Reports, monthly internal	Monthly summary of calls received	FY + 4 yrs	no	no	5 yrs	
Reports, reservation and waiting list	List of attendees and waiting list names	FY + 1 yrs	no	no	2 yrs	
Ticketing system	Electronic ticketing maintained in Pacioli	FY + 7 yrs	no	no	8 yrs	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### MEMBERSHIP AND VISITOR SERVICES – Visitor Services

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Admissions and attendance records	Daily attendance reports	A	no	yes	P	Retain as long as files are actively referenced
Admissions batch reports		FY + 2 yrs	no	no	3 yrs	
Director of Visitor Services' general files	Capacity management, master calendar and public planning	A	no	yes	P	Retain as long as files are actively referenced
Exhibition files	Planning documents, printed materials, summary reports	A	no	yes	P	Retain as long as files are actively referenced  Weed files before transfer to Archives
Exhibition ticket stubs and scans	Ticket scans in Paciolin, and ticket stubs for non-scan/default tickets	A	yes	no	A	Retain for duration of Antenna Audio contract (5 years)
Parking records	Ticket stubs and daily logs submitted by booth attendant	FY + 2 yrs	P	no	P	
Shuttle Service Reports	Weekly summary of riders' use of shuttle service	FY + 2 yrs	no	no	3 yrs	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### PROTECTION SERVICES

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Daily reports	Daily summaries submitted by Protection Services supervisor	FY + 1 yr	no	no	2 yrs	
General Orders and Security Practices	Policies and procedures for protecting collections, building, staff, and visitors	A	no	yes	P	
Incident reports	Forms reporting any accidents or injury to persons or property	FY + 2 yrs	4 yrs	no	7 yrs	Registrar is Office of Record for object-related incident reports
Investigation reports	Investigations into suspected damage, injury, or risk pertaining to visitors, art objects, or the building	*P	no	no	*P	
Logs	Sign-out sheets for keys and temporary ID's	FY + 1 yr	no	no	2 yrs	
Projects	Reference files organized by project	A	no	no	A	
Security and building files	Documentation of building and security issues	A	no	yes	P	Weed non-PMA material before transfer to Archives

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**PUBLISHING**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Images, external	Images provided by outside sources	A	no	no	A	Follow copyright stipulations regarding disposition
Images, internal	Images provided by Rights and Reproduction	A	no	no	A	Rights and Reproduction is the Office of Record
Images, FPO	Low resolution "for position only" images	A	no	no	A	Discard when publication is complete
Project files, editorial	Permissions, specifications, correspondence, significant proofs, and reviews	A + 10 yrs	no	yes	P	Weed extensively before transfer
Project files, legal and financial	Contracts with author, publisher, and distributor along with fees and charges	*P	no	no	*P	
Project files, production	Cost estimates, production schedules, correspondence, etc.	A + 10 yrs	no	yes	P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### REGISTRAR

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Accession files	Object files for the permanent collection	*P	no	no	*P	John G. Johnson accession records are in European Painting
Accession log books	Logs of accession information	*P	no	no	*P	
Bequests	Bequeathed objects for which accession approval is pending or denied	A + 10 yrs	no	no	A + 10 yrs	Approved objects are added to the accession files for permanent retention
Board lists	Acquisitions and loan requests	FY + 14 yrs	no	yes	P	
Card files (accession, donor, loan)	Descriptive information about collections	*P	no	no	*P	
Card files (artist, location, style)	Descriptive information about collections	*P	no	no	*P	
Collection administration records	Documentation of collections activity including deeds of gift and original legal documents	*P	no	no	*P	
Facility Reports	Building reports from institutions requesting loans from the PMA	FY + 3 yrs	no	no	4 yrs	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### REGISTRAR (continued)

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Fine arts insurance and government indemnity	Policies, working files, monthly reports, indemnity applications and certificates, claims information	FY + 9 yrs	no	no	10 yrs	Final insurance applications are filed in special exhibition records
Hygrothermograph readings	Weekly reports measuring RH and temperatures in Registrar holding area	FY + 2 yrs	no	no	3 yrs	Conservation is the Office of Record
Incident reports and insurance claims	Working files and duplicate reports	A	no	no	A	Discard when final version is complete and placed in object files
Loans, incoming	Documentations of objects lent to the PMA	*P	no	no	*P	
Loan log books	Logs of loan numbers	*P	no	no	*P	
Loans, outgoing (long- and short-term)	Documentation of objects lent by the PMA	A + 3 yrs	P	no	P	
Location history	Records of all physical spaces used to display and store objects	*P	no	no	*P	Discard paper files after entry into TMS
Log books	Logs of accession information and loan numbers	*P	no	no	*P	
Object transfers, expect notices and itineraries	Work orders and schedules for transfer of objects for loan or relocation	FY + 4 yrs	no	no	5 yrs	

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**REGISTRAR (continued)**

<b>Record series title</b>	<b>Description</b>	<b>Retain in office</b>	<b>Retain offsite</b>	<b>Transfer to Archives</b>	<b>Total retention</b>	<b>Comments</b>
Promised gifts (art)		*P	no	no	*P	Considered to be a form of contract
Object transfers, reports and summaries	Documentation of incoming and outgoing transfer of objects for loan or relocation	*P	no	no	*P	
Shipping calendars	Documents object shipments	FY + 1 yr	no	no	2 yrs	Discard after annual report is complete
Special exhibition records	Documentation of object checklists, insurance, loan agreements, contracts, shipments, installations, etc.	*P	no	no	*P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### RIGHTS AND REPRODUCTIONS

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Copy photography	Images obtained through other institutions or copyright holders	A	no	no	A	Follow copyright stipulations regarding disposition
Event photography	Images of galas and special events	*P	no	no	*P	
Exhibition and installation photography	Images of loan objects, catalogue images, and installation views for special exhibitions	*P	no	no	*P	
Financial files	Requests and payment for prints and images	FY + 2 yrs	no	no	3 yrs	
Object photography	Images of art objects for publication or record photography	*P	no	no	*P	
Permission to publish	Signed copies of permission forms	FY + 2 yrs	no	no	3 yrs	
Staff photography	Portraits of PMA staff	*P	no	no	*P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### SPECIAL EVENTS

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Budget reports, monthly	Cumulative monthly budget summaries of events	FY + 6 yrs	no	no	7 yrs	
Calendars	Event planners	FY + 3 yrs	no	no	4 yrs	
Contacts	Corporate partners, corporations, and non-profit organizations	*P	no	no	*P	
Events, annual	Information on the Enchanted Forest and Art After Dark events	FY + 6 yrs	no	yes	P	
Events, cancelled		FY + 2 yrs	no	no	3 yrs	
Events, internal		FY + 2 yrs	no	yes	P	
Events, external		FY + 6 yrs	no	no	7 yrs	
Exhibition openings	Proposals, reports, and notes from gala openings for special exhibitions	A + 5 yrs	no	yes	P	Records considered inactive one year after close of exhibition
Floor plans	Renderings and images of event spaces	A	no	no	A	Retain samples as necessary
Restaurant services	Notes and quarterly reports regarding restaurant and catering services	FY + 3 yrs	no	no	4 yrs	
Special projects	One-time, major events such as the Perelman Opening	FY + 2 yrs	no	yes	P	

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### SPECIAL EXHIBITIONS

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Annual budget and costs spreadsheets	Annual budget, cost records, funding meetings, etc.	FY + 6 yrs	no	no	7 yrs	Special Exhibitions and Finance contribute data
Exhibition agreements		A + 5 yrs	no	yes	P	Kept in project files; considered to be a form of contract
Exhibition "snapshots"	Overview of each exhibition with summaries of highlights	*P	no	no	*P	Follow departmental template
Invitation samples	Reference samples of invitations to exhibition events and openings	*P	no	no	*P	
Insurance reports	Monthly reports on fine arts insurance produced by the Registrar	A + 7 yrs	no	no	A + 7 yrs	Registrar is the Office of Record  Records are inactive upon expiration or resolution of all claims
Openings database	Invites and responses for events related to exhibitions	*P	no	no	*P	Transfer guest lists and invitations to Archives
Planning files	Drafts of budgets and contracts	A	no	no	A	
Project files	Special exhibition records; includes correspondence, contracts, reports, working notes, etc.	A + 5 yrs	no	yes	P	Records considered inactive one year after close of exhibition
Proposals, rejected	Information on exhibitions proposed by the PMA or peer institutions	A + 3 yrs	no	no	A + 3 yrs	Records considered inactive after date of proposed exhibition

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# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### VOLUNTEER SERVICES

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Applications	Applications to work in various volunteer programs.	A + 7 yrs	no	no	A + 7 yrs	Retain approved applications for 7 years after person is terminated. Rejected applications may be discarded, but retain list of names
Database	Contains data on volunteers, including name, date of service, assignments, etc.	*P	no	no	*P	Vital records for the department; back up regularly
Personnel files	Information and evaluations of volunteers, guides, and interns	A + 7 yrs	no	no	A + 7 yrs	Retain for 7 years after person is terminated. Enter personnel data into database before discarding files
Volunteer-related publications	Newsletters, brochures, flyers, and other printed materials that document work done in the department	A	no	yes	P	Transfer 2 copies of each publication to the Archives. Discard inactive copies when no longer useful
Reports	Reports, summaries, statistics, and/or condensed information concerning the activities of the department and its various programs	A	no	yes	P	Transfer 1 copy to the Archives
Training materials	Guidelines and instructions for specific volunteer programs.	A	no	yes	P	Transfer 2 copies to the Archives

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**PHILADELPHIA MUSEUM OF ART ARCHIVES**

Records retention and disposition schedule

**WEB TEAM**

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Server logs and reports	Web traffic counts and monthly data summaries	FY + 1 yr	no	no	2 yrs	
Source code	Documentation of website programming and design	A	no	no	A	Replace old versions as code is updated
Website	Documentation of web pages as viewed by users	*P	no	no	*P	Back up data and images to in-house server weekly  Collaborate with Archivist and IS for long-term preservation strategies

CY= CALENDAR YEAR   FY = FISCAL YEAR   A = ACTIVE (CURRENT MATERIAL)   P = PERMANENT   \*P = PERMANENT, RETAIN IN OFFICE OF ORIGIN

**NOTE: Departmental retention and disposition schedules take precedence over the general schedule.  
If a record type does not appear on either schedule, please consult the Archives staff (x 7659).**

# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### WHOLESALE RETAIL – Accounting

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
Consolidated reports	Generated from Point of Sale system	FY + 4	no	yes	P	Transfer only report from last month of FY to Archives
Director's budget files	Sales projections and preparatory documentation	A	no	no	A	Retain as long as files are actively referenced
End of year reports	Report for each store of every item number in inventory and sales	FY + 4	no	no	5 yrs	
Exhibition catalogue sales reports		FY + 6 yrs	no	yes	P	
Flash sales reports	Daily and monthly reports by store location, based on retail calendar	FY + 6 yrs	no	yes	P	Transfer only report from last month of FY to Archives
In-house billing	Records of charge-lines used by Museum depts. to make purchases	FY	6 yrs	no	7 yrs	
Inventory, annual		FY + 1 yrs	no	no	2 yrs	
Inventory, monthly		FY + 4 yrs	no	yes	P	Transfer only report from last month of FY to Archives
Receiving journals	Record of buyers' purchases, from which various reports and functions are generated	FY + 4 yrs	no	no	5 yrs	

CY= CALENDAR YEAR    FY = FISCAL YEAR    A = ACTIVE (CURRENT MATERIAL)    P = PERMANENT    \*P = PERMANENT, RETAIN IN OFFICE OF ORIGIN

**NOTE: Departmental retention and disposition schedules take precedence over the general schedule.  
If a record type does not appear on either schedule, please consult the Archives staff (x 7659).**

**PHILADELPHIA MUSEUM OF ART ARCHIVES**

**Records retention and disposition schedule**

**WHOLESALE RETAIL – Accounting (continued)**

<b>Record series title</b>	<b>Description</b>	<b>Retain in office</b>	<b>Retain offsite</b>	<b>Transfer to Archives</b>	<b>Total retention</b>	<b>Comments</b>
Register receipts	Receipts for each item sold by day by location	99 days	no	no	99 days	Electronic database purges information automatically
Sales receipts	Paper documents generated by each store	1 mo	7 yrs	no	7 yrs	
Special exhibition sales reports		FY + 6 yrs	no	yes	P	
Wholesale accounts receivable		FY + 6 yrs	no	no	7 yrs	

SAA Museum Archives Section Working Group Example

CY= CALENDAR YEAR    FY = FISCAL YEAR    A = ACTIVE (CURRENT MATERIAL)    P = PERMANENT    \*P = PERMANENT, RETAIN IN OFFICE OF ORIGIN

**NOTE: Departmental retention and disposition schedules take precedence over the general schedule.  
If a record type does not appear on either schedule, please consult the Archives staff (x 7659).**

# PHILADELPHIA MUSEUM OF ART ARCHIVES

## Records retention and disposition schedule

### WHOLESALE RETAIL – Product development and merchandising

Record series title	Description	Retain in office	Retain offsite	Transfer to Archives	Total retention	Comments
End of month reports	Report for each store by merchandise category	FY + 4 yrs	no	no	5 yrs	
Images	Objects used in merchandise production, photographs of products, views of store, etc.	A	no	yes	P	Retain as long as files are actively referenced  Weed for duplicates before transfer to Archives
Merchandise mechanicals	Database of mock-ups used in production of merchandise	A	no	yes	P	Retain as long as files are actively referenced
Printed merchandise	Postcards, note cards, posters, etc.	A	no	yes	P	Transfer 2 samples of all final products to Archives
Project histories	Records pertaining to product development	A	no	yes	P	Retain as long as files are actively referenced
Publicity	Clippings from industry or other specialty publications mentioning Museum stores	A	no	yes	P	Retain as long as files are actively referenced
Purchase orders	Generated by buyers	FY + 4 yrs	no	no	5 yrs	
Vendor catalogues		A	no	no	A	Retain as long as files are actively referenced

CY= CALENDAR YEAR    FY = FISCAL YEAR    A = ACTIVE (CURRENT MATERIAL)    P = PERMANENT    \*P = PERMANENT, RETAIN IN OFFICE OF ORIGIN

**NOTE: Departmental retention and disposition schedules take precedence over the general schedule.**  
If a record type does not appear on either schedule, please consult the Archives staff (x 7659).



# PHILADELPHIA MUSEUM OF ART

## Archives

### APPENDIX A: Access Procedures

#### Overview

The Archives of the Philadelphia Museum of Art is comprised of corporate records, manuscripts, personal papers, ephemera, scrapbooks, photographs, and artifacts which chronicle the history of the institution since its founding in 1876. Some materials have been microfilmed by the Archives of American Art. Researchers are encouraged to use microfilmed copies or other surrogates if original copies are extremely fragile.

Please note: when accessing materials, certain types of information may not be available because of restrictions that protect the privacy rights of individuals or organizations, legitimate proprietary rights of the Museum, or for other reasons (for more information, please see the [Access Policy](#)). However, the bulk of the collection is unrestricted and will be made available to researchers on a fair and equitable basis.

#### Procedure

The Philadelphia Museum of Art is pleased to make its archival collections available to researchers, but requests their full cooperation in adhering to the following guidelines:

- 1) Personal belongings such as coats, backpacks, briefcases, etc. should be checked and not placed on the research table; items used for research (i.e. pencils, paper, lap-top computers) are allowed.
- 2) Researchers will receive permission to examine materials after showing a picture ID and filling out a [Researcher Registration Form](#). This form includes an agreement to be signed that indicates that the researcher has read these procedures and a warning concerning copyright law. The archivist will keep signed copies of registration forms on file, along with lists of records that were consulted, to document all reference transactions.
- 3) The Archivist will conduct a brief reference interview with the researcher, to determine areas of interest, possible search strategies, and a time frame for research.
- 4) Researchers should consult relevant finding aids to better acquaint themselves with the scope and content of the records they wish to access.
- 5) Materials in the Museum's Archives do not circulate, and can only be used in the Archives' office with the Archivist present. Staff will remove and reshelv all materials in storage areas for researchers.
- 6) Only one box at a time will be delivered; researchers should look through records one folder at a time, maintaining the order in which they were received. Researchers are requested to notify the Archivist if anything appears to be out of order; do not rearrange them yourself.
- 7) Materials must be used in the Archives reading room and returned in the same condition as when they were borrowed. The Museum reserves the right to inspect the researcher's

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## Archives

belongings, and as a condition to obtaining access to the materials, the researcher consents to such search.

- 8) Please use a common sense approach when handling records:
  - Do not consume food or beverages at the reading table;
  - Wash hands before handling materials;
  - Use pencils;
  - Do not erase or make marks on the documents;
  - Do not trace or write on a page on top of the documents;
  - Gloves should be worn if examining photographic materials;
  - Do not bend or crease brittle paper – support it against a stable flat surface, such as a folder or table-top;
  - Any improper handling and/or damage will result in materials being taken away from the researcher, and his/her user privileges being suspended.
- 9) Researchers may not scan material held by the Archives, but arrangements can be made to create digital surrogates through our Rights and Reproductions department. Digital cameras may be used by the researcher if the flash and sound are turned off.
- 10) Photocopies can be made from archival collections. Please mark the desired item(s) with paper flags, which the Archivist will provide. Please write your initials, the date of the document, the number of pages you would like copied, and insert the flag in front of the record(s) in question. The Archives staff will make photocopies for researchers for 50 cents apiece.

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## APPENDIX B: Records Inventory Template

[DEPARTMENT]

Inventory: [Series titles, inclusive dates]  
[#] boxes total

Box [#] of [# boxes total]

[Subseries title]

1. [Folder title]
2. [Folder title]
3. [Folder title]
4. [Folder title]
5. [Folder title]

[Subseries title]

6. [Folder title]
7. [Folder title]
8. [Folder title]
9. [Folder title]
10. [Folder title]
11. [Folder title]

[Subseries title]

12. [Folder title]
13. [Folder title]
14. [Folder title]
15. [Folder title]
16. [Folder title]

[Subseries title]

17. [Folder title]
18. [Folder title]
19. [Folder title]
20. [Folder title]
21. [Folder title]

[Subseries title]

22. [Folder title]
23. [Folder title]
24. [Folder title]
25. [Folder title]
26. [Folder title]
27. [Folder title]

*\*Remember to insert a page break for each box and begin numbering folders from 1\**

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## APPENDIX C: Records Inventory Sample

### MODERN AND CONTEMPORARY ART

Inventory: *Sidney Goodman: Paintings and Drawings, 1959-1995 Exhibition, 1996*  
2 boxes total

Box 1 of 2

#### Phone Notes/ Correspondence

1. Conversations with Sidney Goodman
2. Correspondence with Terry Dintenfass, Inc. Gallery in New York
3. Miscellaneous Correspondence
4. Phone notes/visits
5. In-house correspondence

#### Funding/Finance

6. Values for the works on view
7. Financial Information/Budget
8. William Penn Foundation
9. ARA Funding
10. NEA Funding
11. Other Funding Information

#### Installation Design

12. Installation Plans
13. Program Planning
14. Conservation and Framing
15. Packing, Shipping, Transport

#### Press and Publications

16. Opening Invitation
17. Publications
18. Press
19. Museum Shop
20. Public Relations

#### Venues, Loans, Locations of Works

21. Venues
22. Loans
23. Thank You Letters for Loans
24. Pennsylvania (outside Philadelphia)
25. Philadelphia
26. Boston and Western Massachusetts
27. Virginia, Chattanooga
28. Cleveland/Youngstown/Columbus

# PHILADELPHIA MUSEUM OF ART

## Archives

### MODERN AND CONTEMPORARY ART

Inventory: *Sidney Goodman: Paintings and Drawings, 1959-1995* Exhibition, 1996  
2 boxes total

Box 2 of 2

#### Research

1. Notes
2. Research
3. Essay
4. Miscellaneous Research
5. Miscellaneous Research continued
6. Goodman- General Articles
7. Rejected Goodman Articles
8. Articles on Goodman's Teachers
9. *Philadelphia Magazine* Articles
10. Goodman Articles in Bibliography
11. Student Workshop

#### Photography

12. Photography Correspondence
13. Sidney Goodman Installation shots (slides)
14. Installation shots (photographs)
15. Slide Lists
16. Figures (1) Copies
17. Figures (2) Copies
18. Color Prints and Polaroids
19. Photographs of Some of the Works
20. Illustrations for Essay in Black and White
21. A-List
22. Self-Portrait
23. Artist's Flowers

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## APPENDIX D: Offsite Storage Labels

DEPARTMENT:

RECORD SERIES:

RECORD DATE SPAN:

DATE OF TRANSFER:

RETENTION PERIOD:

DESTRUCTION DATE:

This template is designed to correspond with Avery Standard 3611 Post Card labels.  
Please apply one label to every box transferred to offsite storage.

DEPARTMENT:

RECORD SERIES:

RECORD DATE SPAN:

DATE OF TRANSFER:

RETENTION PERIOD:

DESTRUCTION DATE:

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APPENDIX E: Records Destruction Authorization

Department:

Department Head:

Date:

The records listed below are now eligible for destruction according to the Museum's records retention schedule. Please indicate your approval for the destruction unless reasons to delay exist. Your signature below attests that there exist no unresolved (1) audit questions, investigations, civil suits or criminal prosecutions; or (2) other reasons for postponing the destruction exist. If the destruction is to be delayed, please give the reason in the space indicated and provide a revised destruction date.

Box ID	Series title, inclusive dates	Scheduled destruction date	Revised destruction date

Reason for continued retention:

Secure destruction:	Department head (signature):	Date:
Yes    No		

## APPENDIX F: Records Management Glossary

**Active record:** A record that is regularly consulted (more than once a year) and must be easily accessible for that purpose. Records should remain in departments while active because they are needed in the course of daily business and are subject to frequent use.

**Backup copy:** A copy of a record created specifically for vital records protection or disaster recovery. It may be in hard copy (i.e. paper), saved to a shared departmental folder on the network, or on an auxiliary storage device, such as a flash drive or external hard drive.

**Departmental retention schedule:** A retention schedule prepared for a specific department that is limited to records series created and/or maintained by that department.

**Electronic records:** Records that contain machine-readable information that is electronically encoded.

**General retention schedule:** An institution-wide retention schedule that specifies retention periods for records series generally created and/or held by all departments.

**Inactive record:** A record that is consulted infrequently (less than once a year) but must be retained for legal, operational, or scholarly reasons. Inactive records should be transferred to offsite storage or the Archives, depending on the type of information they contain.

**Obsolete records:** Records that are no longer needed for any purpose and may be destroyed.

**Office of record:** The department responsible for producing, working directly with, and/or maintaining the official copy of a record for retention purposes.

**Official copy:** The copy of a record (usually the original) designated to satisfy an organization's retention requirements. Additional copies may be used by other departments for reference purposes while active, but should not be retained indefinitely.

**Record:** An information-bearing object, regardless of physical medium or format, which falls within the scope and authority of an organization's records management program.

**Records life cycle:** The concept that all records are 1) created, 2) actively used, 3) stored for periodic use, and 4) then stored on an inactive basis, often to fulfill legal or fiscal requirements. After that point, records with long-term value are sent to an archives; records with short-term value are destroyed.

**Recordkeeping requirements:** Records retention requirements specified in laws and government regulations.

**Records series:** A group of identical or logically related records that support a specific function or administrative operation. They are evaluated as a unit for retention purposes and are typically used and/or stored together.

**Vital record:** A record with unique and irreplaceable information that is needed for mission-critical activities or is essential for the continuation of business operations if a disaster strikes.



# PHILADELPHIA MUSEUM OF ART

## Archives

### APPENDIX G: Resources Consulted

*The Collaborative Electronic Records Project.* <http://siarchives.si.edu/cerp/>

*Managing the Digital Desktop.* <http://ils.unc.edu/digitaldesktop/>

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[www.archivists.org/saagroups/lonarr/publications/Yevich\\_ERM.ppt](http://www.archivists.org/saagroups/lonarr/publications/Yevich_ERM.ppt)

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