

MUSEUMS & ART GALLERIES

NOTE: Paper records may be destroyed after scanning or microfilming, with digital and microfilm versions replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
1. Campus exhibit file	22276	Documenting planning, construction, and use of exhibit, including but not limited to installation photographs and slides, sketches, worksheets, publicity, brochures, exhibit catalogs, inventory lists, loan agreements, visitor surveys, and digital information, i.e., web sites		Some of these records may have continuing value for historical or other research and should be retained permanently.	
		a. Brochures, exhibit catalogs, installation photographs and slides, and inventory lists	PERMANENT		Sufficient to meet administrative operational needs.
		b. All other records	6 years after exhibit is closed		CPLR §213
2. Campus collections records	22277	Documenting acquisition, accession, deaccession, loan, conservation, and use of materials, including but			

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		not limited to accession register, loan agreement, inventory of collection, and conservation treatment record			
		a. Routine records, including but not limited to notes and internal memoranda	1 year		Sufficient to meet administrative operational needs.
		b. All other collections records	PERMANENT		Sufficient to meet administrative operational needs.
3. Campus arts program records	22278	a. Information and details of current programs in visual arts, current theatre/film, music, dance, play-writing, and poetry.	6 years after the end of the calendar year	Some of these records may have continuing value for historical or other research and should be retained permanently.	CPLR §213
		b. Backup material for programs, brochures, posters, photos, publications regarding artists and programs and participants	Destroy when obsolete, superseded or no longer needed	Some of these records may have continuing value for historical or other research and should be	Sufficient to meet administrative operational needs.

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				retained permanently.	
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