



Series Title	Series Description	Disposition	Likely Offices of Record
Animal Diet Records	Pertaining to food preparation and feeding of animals.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	NZP
Animal Keeper Reports	Daily observations by keepers of individual animals' behaviors, breeding, or other significant events. Materials include reports and log books.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	NZP
Animal Medical Records	Detailed medical histories of each individual animal including health certificates, anesthesia, parasitology exams, prescriptions, vaccinations, contraceptives and de-wormers, blood work, urinalyses, and x-rays.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	NZP
Animal Pathology Log	Log of pathology activity.	Originals and Copies: Destroy when no longer needed.	NZP
Announcements	SI or museum-wide announcements.	Originals: Transfer 1 copy to Archives. Copies: Destroy when no longer needed.	OCIO, OPMB, Directors/deputy directors
Calendars of Events	Calendars of events and other published schedules.	Originals: Transfer 2 copies to Archives. Copies: Destroy when no longer needed.	OVS, Public affairs offices, Education offices
Collections Data	Pertaining to data maintained in collections information management systems. Information includes accession and deaccession data, descriptions, object images, and locations of collections.	Originals: Maintain permanently in unit. Copies: Destroy when no longer needed or according to unit policy.	Registrar/collections management offices, SIL, Archival units
Collections Management Files	Records pertaining to the acquisition, history, value, care, movement, and deaccession of objects and collections. Materials include accession records, catalog cards, deeds of gifts, invoices, research materials, object images, condition reports, insurance records, historical information, clippings, deaccession forms, and declined acquisition information.	Originals: Maintain permanently in unit. Copies: Destroy when no longer needed or according to unit policy.	Registrar/collections management offices, Conservation units, Curatorial offices, SIL, Archival units
Committee Records	Pertaining to SI and unit committees. Materials include agendas, minutes, reports, by-laws, charters, and related materials.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Committee chairs

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Computer Account Requests and User Agreements	Account requests for employees and other users of SI computers and agreements signed by users and their supervisors.	Originals: Destroy 1 year after separation of employee. Copies: Destroy when no longer needed.	Unit IT offices, Supervisors
Conference and Symposia Records	Pertaining to conferences and symposia developed, sponsored, or hosted by SI. Materials include correspondence, invitations, websites, images, audiovisual recordings, logistical information, brochures, handouts, budget information, and ephemera.	Originals: Transfer to Archives. Weed logistical information. Copies: Destroy when no longer needed.	SCLDA, Education offices, Programmatic offices, Other organizing units
Contracting Officer's Technical Representative (COTR) Records	Pertaining to COTR's interaction with the contractor and site representative. Materials include email and paper correspondence related to work authorizations, problems, delays, modifications, and terminations as well as reports and progress plans.	Originals: The COTR should work with the Contracting Officer to determine which records should become part of the permanent contract file maintained by OCon&PPM. Destroy records not required by OCon&PPM 6 years, 3 months after close of account. Copies: Destroy when no longer needed.	COTR
Contracts	Pertaining to individuals, vendors, and services, including copies of contracts, correspondence, statements of work, project bids, and price quotes.	Originals: Transfer to Archives. Copies: Destroy 6 years, 3 months after close of account.	OCon&PPM, SE
Curatorial Correspondence	Pertaining to research and collections, and contacts with donors/sponsors.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Curators, Museum specialists, Scientists
Customer Surveys	Pertaining to surveys created to provide customer feedback for services provided. Materials include survey questions, responses, statistical analysis, and related materials.	Originals: Destroy when 1 year old or when no longer needed, whichever is later. Copies: Destroy when no longer needed.	Customer service units
Data Backup Documentation	Reports and other documentation of data backup.	Originals: Destroy when 3 years old or 1 year after all issues are resolved, whichever is later. Copies: Destroy when no longer needed.	OCIO
Departmental Files	Pertaining to the administration and activities of individual departments within a museum or other large unit. Materials include memoranda, reports, meeting materials, notes, and related materials.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Department heads/chairs, Administrators who oversee several departments



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Design Project Files	Pertaining to the design of special non-exhibition projects such as special events, education programs, or museum signage.	Originals and Copies: Destroy when no longer needed.	OEC, Museum exhibition design offices
Director's Subject Files	Pertaining to the files of the Director and other upper-level staff of museums, research centers, and SI-wide programmatic and administrative offices. Materials include correspondence, email, memoranda, reports, meeting materials, professional activity files, notes, and related materials documenting overall administration of the unit, professional outreach, development, public affairs, and relations with other SI units and non-SI organizations.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Secretary, Under secretaries, Directors/deputy directors
Disaster Preparedness Records	Includes disaster preparedness response plans and procedures, training and staff orientation meeting information, emergency organizational flow charts, safety plans, and chemical hygiene records.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OPS
Docent and Volunteer Personnel Records	Pertaining to management and training of docents and volunteers. Materials include applications, work schedules, time cards, projects, evaluations, and correspondence.	Originals: Destroy 6 years after separation of volunteer or docent. Copies: Destroy when no longer needed.	OVS, Other docent/volunteer program coordinators
Docent and Volunteer Training Materials	Pertaining to the initial and ongoing training of docents and volunteers. Materials include training materials, handbooks, newsletters, and related materials.	Originals: Destroy 6 years after separation of volunteer or docent. Copies: Destroy when no longer needed.	OVS, Other docent/volunteer program coordinators
Educational Program Files	Pertaining to in-person and online educational programs and activities. Materials include final products such as worksheets, teacher packets, handouts, flyers, program booklets, curricula, websites, and related materials. Materials also include program proposals, agreements, and significant correspondence.	Originals: Transfer to Archives. Weed logistical information. Copies: Destroy when no longer needed.	SCLDA, Education offices, Programmatic offices
Educational Program Working Files	Pertaining to the planning and logistics of educational programs. Materials include routine correspondence, copies of accounting records and contracts, lists of attendees, notes, reference materials, drafts, and related materials.	Originals and Copies: Destroy when no longer needed.	SCLDA, Education offices, Programmatic offices

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Environmental Control Records	Pertaining to the monitoring of environmental conditions in collection storage areas and exhibit space. Materials include hygrothermograph charts, data logger records, and statistical reports.	Originals and Copies: Destroy when no longer needed.	MCI, Conservation units, Registrar/collections management offices, SIL, Archival units, NZP
Event Files (Planning)	Pertaining to the development and planning of special events. Materials include correspondence, memoranda, notes, planning documents, logistical files, sample invitations, guest lists, and ephemera.	Originals: Destroy when 10 years old. Copies: Destroy when no longer needed.	OSEP, Special events offices/coordinators
Event Files (Recordings)	Photographic or audiovisual recordings of significant events and activities.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OSEP, Special events offices/coordinators, Central/unit public affairs offices, Education offices, Imaging units
Event Files (Major Events Planning)	Pertaining to the development and planning of significant events such as large exhibition openings, visits by major figures, or unique events. Materials include correspondence, invitations, remarks, ephemera, catering proposals, samples, logistical information, and mailing lists.	Originals: <u>Significant correspondence, invitations, remarks, and ephemera</u> - Transfer to Archives. <u>All other materials</u> - Destroy when 10 years old. Copies: Destroy when no longer needed.	OSEP, Special events offices/coordinators
Exhibition Records	Pertaining to the design, execution, and installation of exhibitions. Materials include correspondence, memoranda, concepts, proposals, scripts, label texts, catalogs, promotional materials, clippings, installation photographs, floor plans, drawings, graphics, checklists, schedules, visitor comment books, notes, and related materials.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	SITES, OEC, Curatorial offices, Exhibition design offices, Public affairs offices, Publications units, Directors/deputy directors, Programmatic offices

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Exhibition Working Files	Pertaining to the research and planning of exhibitions. Materials include logistical files, research materials, object photographs, drafts, accounting files, travel files, copies of materials created by other offices, design samples, and related materials.	Originals and Copies: Destroy when no longer needed.	SITES, OEC, Curatorial offices, Exhibition design offices, Public affairs offices, Publications units, Directors/deputy directors, Programmatic offices
Fellowship and Internship Records	Pertaining to the awarding of fellowships and internships. Materials include applications, resumes, agreements, correspondence, and project proposals.	Originals: <u>Recommendations, Transcripts, and Declined Applications</u> - Destroy when 10 years old. <u>All Other Materials</u> - Maintain in database. Copies: Destroy when no longer needed.	OFI
Filming Requests	Pertaining to requests to film SI facilities, collections, and staff by the outside media. Materials include applications, email correspondence, and a master grid of all requests received.	Originals: Destroy applications and correspondence 7 years after request is granted or denied. Transfer master grid to Archives for permanent retention. Copies: Destroy when no longer needed.	OPA
Grant Accounting Records	Records of expenditures made using grant money.	Originals and Copies: Use disposition found for specific record types elsewhere in this schedule or disposition dictated by grant, whichever is longer.	OSP, Museum/research center administrative units, Principal investigators
Grant Administrative Records	Pertaining to the administration of grants, awards, and other outside funding for education, research, and exhibitions. Materials include correspondence, memoranda, contract information, grant requests, closeout checklists, biographical information, and authorizations.	Originals and Copies: Destroy 3 years after close of grant.	OSP, Museum/research center administrative units, Principal investigators
Grant Records	Pertaining to the application for and fulfillment of grants, awards, and other outside funding for education, research, and exhibitions. Materials include proposals, project award notifications, reports, final products, correspondence, and memoranda.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Principal investigators

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Hardware Records	Documentation of hardware replacement and standard PC build.	Originals and Copies: Destroy when no longer needed.	OCIO
Information Files	Reference files on research topics and publications.	Originals and Copies: Destroy when no longer needed.	Curators, Museum specialists, Scientists, Education offices
Intellectual Property Accounting Files	Purchase orders and contracts containing intellectual property rights.	Originals: Maintain in unit. Copies: Destroy when no longer needed.	Individual units
IT Customer Service Records	Complete record of problems, service requests, or changes from customers as well as software and hardware waiver requests and root cause analysis reports for critical problems.	Originals: Destroy records for routine service when 1 year old. Destroy records for major service when 3 years old or 1 year after affected system is terminated, whichever is later. Copies: Destroy when no longer needed.	OCIO
IT Network Documentation	Pertaining to hardware, software, and telecommunications systems. Materials include electrical schematics; hardware and software locations, versions, and equipment identification numbers; images of wiring locations; disaster recovery plans; and other documentation.	Originals: Destroy 1 year after system is superseded or becomes obsolete. Copies: Destroy when no longer needed.	OCIO, Unit IT offices
IT Security Incident Records	Documentation of IT security incidents, investigations, and follow-ups.	Originals and Copies: Destroy 3 years after all necessary follow-up has been completed.	OCIO
IT Statistics and Logs	Pertaining to networks, systems, email, and security.	Originals and Copies: Destroy when no longer needed.	OCIO
IT Submissions to OMB	Reports and other materials submitted to OMB.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OCIO
Lectures and Speeches	Pertaining to lectures, speeches, and other presentations given by high-level administrators and subject specialists to large audiences. Materials include texts, audiovisual materials, notes, programs, and related materials.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Secretary, Under secretaries, Directors/deputy directors, Unit heads, Curators, Scientists

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Life Cycle Management Documents	Documentation of information systems including technical requirements documents, engineering design documents, security requirements documents, sensitivity assessments, risk assessments, disaster plans, certifications and accreditations, operational support plans, and related documents.	Originals: Destroy 1 year after system is superseded or becomes obsolete. Copies: Destroy when no longer needed.	IT project managers
Loan Files	Pertaining to incoming and outgoing loans. Materials include correspondence, condition and facility reports, loan agreements, insurance information, shipping records, treatment reports, and object descriptions and images.	Originals: Transfer to Archives or maintain permanently in unit, whichever is in accordance with unit policy. Copies: Destroy when no longer needed or according to unit policy.	Registrar/collections management offices, Curatorial offices, SIL, Archival units
Marketing Materials	Print, broadcast, and internet marketing materials promoting exhibitions, programs, events, and other aspects of SI. Materials include brochures, flyers, clippings, printouts, and other final copies. Materials do not include signage.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OVS, Public affairs offices, Business units
Nomenclature Lists and Notes	Final drafts of unpublished lists.	Originals: Transfer to Archives. Copies and Drafts: Destroy when no longer needed.	Curators, Museum specialists, Scientists
Object Analysis Records	Pertaining to the scientific analysis of natural effects on objects. Materials include statistical summaries; notes; study charts; and information regarding applied standards on the effects of light on materials, photomicrography film tests, object pigmentation, and other technical topics.	Originals: Maintain permanently in unit. Copies: Destroy when no longer needed or according to unit policy.	MCI, Conservation units
Object Images	Photographs, slides, and other images of objects from the collections.	Originals: Maintain permanently in unit. Copies: Destroy when no longer needed or according to unit policy.	Registrar/collections management offices, Curatorial offices, Museum imaging departments, Archival units, SIL



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Object Treatment Records	Historic descriptions of each object, treatment reports, drawings, photographs, object inventory lists, condition statements, correspondence, purchase information, radiography images, checklists, and notes.	Originals: Maintain permanently in unit. Copies: Destroy when no longer needed or according to unit policy.	MCI, Conservation units, SIL, Archival units
Pest Management Files	Pertaining to integrated pest management. Materials include pest control logs and pest inspection reports.	Originals and Copies: Discard when no longer needed.	OFEO, Registrar/collections management offices
Photographs, Illustrations, and Audiovisual Footage	Photographs of research activities, original illustrations, and film/video footage.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Curators, Museum specialists, Scientists
Policies and Handbooks	Policy statements, directives, and handbooks, as well as supporting documentation of their development. Supporting documentation includes correspondence, memoranda, meeting notes, and reports.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OPMB, Central administrative offices, Other units issuing policies and handbooks
Press Records	Pertaining to materials created by the press. Materials include clippings, media segments, media reports, and related materials.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OPA, Unit public affairs offices
Press Releases	Includes press releases, press kits, and fact sheets distributed to the media.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OPA, Unit public affairs offices
Production Records	Documentation of the planning, production, and marketing of audiovisual productions. Materials include scripts, correspondence, memoranda, promotional materials, agreements, releases, production logs, cue sheets, production photographs, graphics, and related materials.	Originals: Transfer to Archives. Weed logistical and accounting records. Copies: Destroy when no longer needed.	SITES, OEC, Curatorial offices, Exhibition design offices, Public affairs offices, Education offices, Programmatic offices
Productions	Pertaining to audiovisual materials produced by units for exhibition, television, radio, or other public venues. Materials include final productions, masters, original recordings, and other production elements.	Originals: Transfer to Archives. Weed duplicates and stock footage. Copies: Destroy when no longer needed.	SITES, OEC, Curatorial offices, Exhibition design offices, Public affairs offices, Education offices, Programmatic offices

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Professional Accomplishments and Evaluation Committee (PAEC) Records	Pertaining to the peer review process evaluating the activities and accomplishments of academic staff. Materials include committee minutes, reports, memoranda, correspondence, publication lists, curricula vitae, and manuscripts.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Directors/deputy directors, PAEC review committees, Museum administrative offices
Professional Activities Files	Pertaining to professional conferences, symposia, and workshops in which staff formally participated as a speaker or organizer. Materials include papers, lecture materials, photographs of colleagues, conference programs, correspondence, agendas, minutes, proceedings, and related materials. Materials related to conferences in which staff only participated as an attendee are not considered to be institutional records and are not subject to disposition requirements.	Originals: Transfer to Archives. Weed logistical and travel files. Copies: Destroy when no longer needed.	Individual staff
Property Inventories	Annual inventories of unit personal property.	Originals and Copies: Destroy when 5 years old.	OCon&PPM
Publication Records	Pertaining to materials created during the production of a publication. Materials include manuscripts, drafts, proofs, galleys, layouts, editor's files, correspondence, memoranda, camera-ready art, and accounting files.	Originals and Copies: Destroy when no longer needed.	Publications offices, Education offices, Public affairs offices
Publications	Regular and special publications, in paper or electronic form, published by SI units. This includes magazines, newsletters, brochures, annual reports, and other published materials.	Originals: Transfer 2 copies to Archives. Copies: Destroy when no longer needed.	Publications offices, Education offices, Public affairs offices, Curatorial offices, Programmatic offices
Public Inquiries	Routine inquiries about specific objects, museum collections, and SI in general. Materials include incoming and outgoing correspondence.	Originals: Destroy 3 years after date of final response. Copies: Destroy when no longer needed.	Registrar/collections management offices, Curators, Scientists, Public affairs offices, OVS

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Publicity Reference and Working Files	Pertaining to files created in response to the day-to-day publicity work. Materials include drafts and copies of press releases, fact sheets, and other publicity documents; correspondence with press and SI staff; and informational files about SI and SI units.	Originals and Copies: Destroy when no longer needed.	OPA, Unit public affairs offices
Research Records	Includes field/lab/research notes, raw data pertaining to work done in the field or lab, and research on collections.	Originals Relating to Collection Materials: Maintain in unit. If digitized, transfer originals to Archives and maintain digital files in unit. Originals Not Relating to Collection Materials: Transfer to Archives. Copies: Destroy when no longer needed.	Curators, Museum specialists, Scientists
Research Reports	Progress and final reports, including content based editorial comments, notes, and correspondence.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Curators, Museum specialists, Scientists, Directors/deputy directors, Department heads/chairs
Rights and Reproduction Permissions (Granted)	Permissions granted by SI for use of SI images by non-SI individuals and organizations. Materials include correspondence and related materials.	Originals: Destroy when 7 years old. Copies: Destroy when no longer needed.	Museum imaging departments, Curatorial offices, Registrar/collections management offices, Archival units, SIL
Rights and Reproduction Permissions (Received)	Permissions received by SI for the use of non-SI images, writings, and other materials in SI publications, productions, and exhibitions.	Originals: Maintain permanently in unit. Copies: Destroy when no longer needed or according to unit policy.	Publications offices, Curatorial offices, Education offices
Sensitive Media Disposal Records	Logs, Notice of Release forms, and other documentation of media and data disposal.	Originals: Destroy when 5 years old. Copies: Destroy when no longer needed.	OCIO
Service Level Commitment Records	Materials include customer service handbooks as well as performance and status reports and other documentation.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OCIO

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SI User Manuals	User manuals and other guidance developed within SI pertaining to information systems.	Originals: Destroy 1 year after system is superseded or becomes obsolete. Copies: Destroy when no longer needed.	OCIO, IT project managers, Unit IT offices
Staff Directories	Print and electronic staff directories.	Originals: Transfer 1 copy of each version to Archives. Copies: Destroy when no longer needed.	OCIO, Individual units
Technical Notes, Standards, and Directives	Pertaining to policies and procedures for operating and developing information technology as well as guidance on implementation. Materials include technical standards and guidelines (TSGs), the technical reference model (TRM), technical notes (TNs), the Smithsonian Institution Technology Plan (SITP), and other guidance.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OCIO
Technical Review Board (TRB) Deliverables	Documents submitted to satisfy TRB requirements.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	IT project managers
Technical Review Board (TRB) Records	Pertaining to the management of the TRB. Materials include charter, member list, and guidance.	Originals: Transfer to Archives. Weed logistical materials. Copies: Destroy when no longer needed.	OCIO
Technical Working Group (TWG) Records	Materials include charter, reference files, vendor presentations, working files, final requirement specifications, and final recommendations.	Originals: Transfer charters, final requirement specifications, and final recommendations to Archives. Destroy other files when no longer needed. Copies: Destroy when no longer needed.	OCIO, TWG chairs
Training Course Materials	Pertaining to classes and other training offered to SI employees by SI units. Materials include handouts, outlines, slides, correspondence, memoranda, announcements, attendance lists, and related materials.	Originals: Transfer records documenting course content to Archives. Destroy other materials when no longer needed. Copies: Destroy when no longer needed.	Unit offering training
Unpublished Manuscripts	Including content based editorial comments, notes, and correspondence.	Originals (Final Draft Only): Transfer to Archives. Copies and Earlier Drafts: Destroy when no longer needed.	Curators, Museum specialists, Scientists



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Visitor Comments	Pertaining to visitor feedback. Materials include forms, surveys, and comment books as well as statistics or reports created based upon the comments and formal responses to comments.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OVS, Public affairs offices, Education offices, Curatorial offices, Directors/deputy directors
Website and Social Network Registry	Listing of websites, social media/network accounts, and mobile applications maintained by all SI units.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	SIA
Website Permissions Records	Pertaining to permissions for individuals to access external websites otherwise blocked by filters.	Originals and Copies: Destroy when no longer needed.	OCIO
Website Records	Pertaining to unit's websites as well as its official presence on social networking sites. Materials include websites, blogs, feeds, profiles, and related materials as well as documentation about the websites.	Originals: Public websites and blogs to be periodically crawled by Archives. Social media accounts and intranets will be individually appraised by Archives based upon content. Copies and defunct websites: Consult with Archives.	Webmasters, Social media practitioners, Other staff responsible for maintaining websites
Website Statistics	Statistical reports pertaining to website and social media traffic.	Originals: Transfer reports documenting long-term trends to Archives for permanent retention. Weed reports documenting short-term trends. Copies: Destroy when no longer needed.	OCIO, Webmasters, Social media practitioners