

Series Title	Series Description	Disposition	Likely Offices of Record
Accessibility Records	Plans, reports, policies, studies, brochures and publications pertaining to the Accessibility Program and accessibility at SI.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Accessibility Program
Accounting Records (General)	Pertaining to routine accounting records not found elsewhere in this schedule. Materials include, but are not limited to, miscellaneous reimbursements, cash receipt vouchers, invoices, check copies, tax returns, and related materials.	Originals: Destroy 6 years, 3 months after close of account. Copies: Destroy when no longer needed. When paper receipts, checks, and other supporting documentation have been scanned and entered into central databases, the paper files should be considered copies and the scans considered originals.	OF&A, Financial units not using OF&A's financials system
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

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Announcements	SI or museum-wide announcements.	Originals: Transfer 1 copy to Archives. Copies: Destroy when no longer needed.	OCIO, OPMB, Directors/deputy directors
Appeal Files	Appeals of decisions to disciplinary and adverse actions.	Originals: Destroy when 5 years old. Copies: Destroy when 1 year old.	OHR, SAO OHR, SE OHR
Applicant Flow Analysis Records	Demographic information from applicant survey forms.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	OEEMA
Applicant Supply Files	Small case files that include announcements and other documentation related to recruitment for various positions.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
Application Files	Applications for Employment (Permanent and Temporary), including SF-171s, resumes, and curricula vitae.	Originals: Destroy when 3 years old. Copies: Destroy 1 year after completion of review process.	OHR, SAO OHR, SE OHR
Applications for ID	Applications for SI identification credentials (SI-4008).	Originals: Destroy when 2 years old. Copies: Destroy when 1 year old.	OPS
Audit Records	Materials compiled for procedural and financial audits.	Originals: Transfer to Archives. Copies: Destroy when 7 years old.	OIG, OF&A, OGC, Regents Audit Committee

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Award Reports	Annual, quarterly, and other summary reports pertaining to awards such as grants.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OSP, SAO
Benefits Files	Includes retirement and death files for both federal and trust employees.	Originals: Destroy when 7 years old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
Bequests, Estates, Gifts, Trusts, and Wills	Pertaining to gifts, donations, and bequests to SI. Includes correspondence and memoranda, agreements, tax proceedings, object lists and appraisals, copies of wills, briefs, notes, and related information.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Advancement
Board Records	Correspondence, agendas, minutes, and materials related to meetings and activities of the Board of Regents and other museum advisory boards.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Office of the Regents, Directors/deputy directors
Budget Execution Files	Pertaining to the execution of SI's fiscal year budget. Materials include OMB submissions and briefing books, Congressional books, reprogramming documentation, continuing resolutions, quarterly reports, and related materials.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OPMB
Budget Records	Pertaining to the formulation of budgets. Materials include budget calls, hearings, proposals, submissions, working files, and reports.	Originals: Transfer to Archives. Copies: Destroy when 3 years old.	OPMB, Directors/deputy directors, Under secretaries, Administrative officers
Building Sign In/Out Logs	Staff and visitor sign in/out logs for Smithsonian facilities.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	OPS

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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
Capital Account Files	Pertaining to financial planning and administration for repair, restoration, and construction of SI facilities.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OPMB, SF
Capital Campaign Files	Pertaining to the planning and execution of a capital campaign or other special fundraising project. Materials include marketing materials, correspondence, memoranda, budgets, reports, planning documents, donor files, working papers, and logistical files.	Originals: Transfer to Archives. Weed donor files, working papers, and logistical files. Copies: Destroy when no longer needed.	Central and unit advancement 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
Congressional and Budget Publications	Hearings, testimonies, justifications, and other publications issued by Congressional and other government offices.	Originals and Copies: Destroy when no longer needed.	
Congressional Correspondence	Materials include correspondence between SI and various members of the U.S. Congress, hearing materials, testimonies, and other public/congressional relations materials.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OGR, Secretary, Under secretaries, Directors/deputy directors
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, Units with contracting authority
Criminal Investigation Records	Files containing witness, victim, and suspect statements as well as court documentation.	Originals: Destroy 15 years after close of case. Copies: Destroy after close of case.	OPS

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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 3 years 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
Delegated Examining Unit (DEU) Files	Delegated examination agreements, reports of internal reviews, correspondence, and case files, including announcements and other documentation related to DEU competitive actions.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
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
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

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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.	OEM, Safety officers
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: Transfer to Archives. Copies: Destroy when no longer needed.	OVS, Other docent/volunteer program coordinators
Donor Files	Pertaining to donors and prospective donors. Materials include correspondence, proposals, copies of gift agreements, and informational materials.	Originals: Destroy when donor is no longer a prospect. Copies: Destroy when no longer needed.	Central and unit advancement offices
Donor Transaction Data	Records maintained in database pertaining to donors, donations, and membership contributions.	Originals: Maintain in database. Copies: Destroy when no longer needed.	Central and unit advancement offices

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Duty Rosters	Monthly attendance reports, sign-in sheets, assignments and locations.	Originals: Destroy when 6 years old. Copies: Destroy when no longer needed.	OPS
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
Employee Assistance Program Records	Materials include correspondence, case notes, approved disclosure forms, directives, and disciplinary action information.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
Employee Grievances and Complaints Files	Pertaining to the official filing of employee grievances and complaints. Materials include correspondence and memoranda, reports, investigation files, and other related records.	Originals: <u>OHR</u> - Destroy 5 years after action occurred. <u>OGC</u> - Destroy 12 years after action occurred. Copies: Destroy after gaining approval from OGC.	OHR, SAO OHR, SE OHR, OGC
Employee Injury/Illness Reports	Reports of on-the-job injuries, occupational illnesses, and near miss events and supporting documentation.	Originals and Copies: Destroy when 5 years old.	OSHEM

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Employee Medical Records (Federal)	Forms, correspondence, and other records documenting an employee's medical history and physical condition.	Originals: Transfer to the National Personnel Records Center (NPRC) when deemed inactive. Copies: Destroy when no longer needed.	OSHEM
Employee Medical Records (Trust)	Forms, correspondence, and other records documenting an employee's medical history and physical condition.	Originals: Destroy 30 years after deemed inactive. Copies: Destroy when no longer needed.	OSHEM
Employee Training Records	Certificates and other records documenting the completion of training by employees.	Originals: Destroy when 3 years old. Original ethics training records: Destroy when 6 years old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR, OPS
Endowment Records	Records relating to the establishment and yearly administration of endowments.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OF&A
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
Equal Employment Opportunity (EEO) Administrative Files	Pertaining to the management of equal employment matters at SI. Materials include reports, correspondence and memoranda, program files, statistics files, affirmative action plans, and other related records.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OEEMA

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Equal Employment Opportunity (EEO) Case Files	Case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other related records.	<p>Originals: Destroy 9 years after close of case.</p> <p>Duplicates Issued by and Returned to OEEMA: Destroy when no longer needed.</p> <p>Other Copies: Destroy after gaining approval from OGC.</p>	OEEMA
Equipment and Weapons Inventory Records	Monthly property listings of radio, weapons, and other security-related equipment.	<p>Originals: Destroy 1 year after return of property.</p> <p>Copies: Destroy when no longer needed.</p>	OPS
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.	<p>Originals: Significant correspondence, invitations, remarks, and ephemera - Transfer to Archives.</p> <p>All other materials - Destroy when 10 years old.</p> <p>Copies: Destroy when no longer needed.</p>	OSEP, Special events offices/coordinators
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.	<p>Originals: Destroy when 10 years old.</p> <p>Copies: Destroy when no longer needed.</p>	OSEP, Special events offices/coordinators
Event Files (Recordings)	Photographic or audiovisual recordings of significant events and activities.	<p>Originals: Transfer to Archives.</p> <p>Copies: Destroy when no longer needed.</p>	OSEP, Special events offices/coordinators, Central/unit public affairs offices, Education offices, Imaging units

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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
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
Facilities and Construction Project Files	Pertaining to master planning, renovation, and construction. Materials include correspondence, memoranda, and notes; architectural drawings; budget summaries; submittals; manuals; specifications; photographs; floor plans; construction schedules; field and daily reports; and meeting minutes.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	SF
Facility Requests	Requests for facility services.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	SF
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

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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.	<p>Originals: Destroy applications and correspondence 7 years after request is granted or denied. Transfer master grid to Archives for permanent retention.</p> <p>Copies: Destroy when no longer needed.</p>	OPA
Gift Agreements	Required agreements between SI and individuals, corporations, or foundations for certain types of gifts identified by SI.	<p>Originals (any copy with an original signature): Maintain permanently in unit.</p> <p>Copies: Destroy when no longer needed.</p>	Central and unit advancement offices
Gift Transmittal Forms	Standard forms for gift transmittals (SI-3011).	<p>Originals: Destroy when 7 years old.</p> <p>Copies: Destroy when 3 years old.</p>	Central and unit advancement offices
Grant Accounting Records	Records of expenditures made using grant money.	<p>Originals and Copies: Use disposition found for specific record types elsewhere in this schedule or disposition dictated by grant, whichever is longer.</p>	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, authorizations, and proposals not selected.	<p>Originals and Copies: Destroy 3 years after close of grant.</p>	OSP, Museum/research center administrative units, Principal investigators

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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
Hardware Records	Documentation of hardware replacement and standard PC build.	Originals and Copies: Destroy when no longer needed.	OCIO
Hazardous Materials and Waste Records	Materials include inventories, Emergency Planning and Community Right-to-Know Act (EPCRA) reports, Resource Conservation and Recovery Act (RCRA) reports, and storage plans/reports.	Originals: Destroy when 30 years old. Copies: Destroy when 5 years old.	OSHEM
Hiring Management Data	Data used to track and evaluate applicants. Maintained in database.	Originals: Maintain in database. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
Information Files	Reference files on research topics and publications.	Originals and Copies: Destroy when no longer needed.	Curators, Museum specialists, Scientists, Education offices
Insurance Files	Claims, indemnifications, and waivers of insurance.	Originals: Destroy when 6 years old. Copies: Destroy when no longer needed.	OF&A
Insurance Policy Files	Liability and insurance files for Smithsonian offices, museums, properties, and vehicles.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OF&A

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Inventory Reconciliation Reports	Comparison of physical and computer inventories of merchandise.	Originals: Destroy when 7 years old. Copies: Destroy when no longer needed.	SE, Non-SE retail units
Inventory Records	Routine stock inventories.	Originals: Destroy 1 year after end of fiscal year. Copies: Destroy when no longer needed.	SE, Non-SE retail units
Investment Management Agreements	Contracts specifying the terms of investments.	Originals: Maintain in unit. Copies: Destroy when no longer needed.	OI
Investment Manager Files	Materials documenting investment relationships.	Originals: Destroy 7 years after termination. Copies: Destroy when no longer needed.	OI
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

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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
Job Announcements	Official announcements of positions for hire.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
Labor Files	Correspondence, memoranda, reports, and other related records relating to the relationship between management and employee unions or other groups.	Originals: Destroy 5 years after expiration of agreement. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
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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LER Disciplinary and Adverse Actions	Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records.	Originals: Destroy when 6 years old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
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
Litigation Files - Equal Employment Opportunity	Pertaining to SI equal employment opportunity litigation matters. Materials include case fact sheets; originals and drafts of release forms; correspondence and memoranda; copies of motions, complaints, opinions, depositions, and transcripts; notes; and related information.	Originals: Destroy when 4 years old. Significant cases should be transferred to Archives for permanent retention. Copies: Destroy when no longer needed.	OGC
Litigation Files - Intellectual Property	Pertaining to litigation involving copyrights, trademarks, patents, service marks, and use of SI name and insignia. Materials include meeting reports and handouts; guidelines, policies, and procedures; settlement agreements; permission requests; memoranda and correspondence; copies of deeds of gift; notes; reference materials; purchase orders and contracts; and related information.	Originals: Transfer to Archives. Weed reference materials. Copies: Destroy after gaining approval from OGC.	OGC

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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
Lost and Found Records	Pertaining to lost and found property at the Smithsonian Institution.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	OPS
Management Evaluation and Technical Review (METR) Files	Pertaining to safety reviews of SI facilities conducted by OSHEM.	Originals: Transfer to Archives. Copies: Destroy when 5 years old.	OSHEM
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
Material Safety Data Sheets	Required data sheets for properly handling materials.	Originals and Copies: Destroy when superseded or material no longer present in facility.	Individual units
Membership Contributions	Pertaining to membership contributions and acknowledgements. Materials include reply pieces, cancelled checks, credit card information, correspondence, contribution reports, and related materials.	Originals: Destroy when 7 years old. Copies: Destroy when 3 years old.	SE, Unit advancement and membership offices

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Merit Promotion Files	Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
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
Notifications of Payment and Shipping Records	Pertaining to internet and mail orders. Materials include shipping receipts, shipping forms, printouts of electronic payment notifications, and related materials.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	SE, Non-SE retail units
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
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

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Official Personnel Files (Federal)	Federal employee personnel files.	<p>Originals: Transfer records to the National Personnel Records Center (NPRC) 30 days after latest separation.</p> <p>Copies: Destroy no later than 1 year after separation of employee.</p>	OHR, SAO OHR
Official Personnel Files (Trust)	Trust employee (private roll) personnel files.	<p>Originals: Transfer to Archives.</p> <p>Copies: Destroy no later than 1 year after separation of employee.</p>	OHR, SAO OHR, SE OHR
Payroll Records (Applications for Leave)	SF-71 or equivalent plus any supporting documentation of requests and approvals of leave.	Originals and Copies: Destroy 3 years after end of related pay period.	OF&A
Payroll Records (Leave Balance Reports)	Reports of leave by pay period.	Originals and Copies: Destroy when 3 years old.	OF&A
Payroll Records (Notifications of Basic Change)	Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.	<p>Originals: Destroy after audit or when 3 years old, whichever is sooner.</p> <p>Copies: Destroy 1 month after end of related pay period.</p>	OF&A
Payroll Records (Payroll Terminations)	Documentation for ending pay status.	<p>Originals: Destroy when 6 years old.</p> <p>Copies: Destroy when no longer needed.</p>	OF&A, SE

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Payroll Records (Time and Attendance Reports)	All time and attendance records upon which leave input data is based.	Originals: Destroy 6 years after end of related pay period. Copies: Destroy 6 months after end of related pay period.	OF&A, SE
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
Position Descriptions	Description of job duties for a given position.	Originals: Destroy 2 years after position is abolished or description is superseded. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
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

Series Title	Series Description	Disposition	Likely Offices of Record
Product Development Files	Pertaining to the development of products related to collections, exhibitions, and events within SI. Materials include correspondence, memoranda, notes, product images, contracts, royalty files, proofs, vendor information, reference materials, and logistical materials.	Originals: Transfer to Archives. Weed vendor information, reference materials, and logistical materials. Copies: Destroy when no longer needed.	SE
Product Licensing Agreements	Copies of agreements between SI and various vendors, manufacturers, and companies granting permission to sell specified merchandise or items bearing logos.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	SE, OCon&PPM
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
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

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Professional Activities Files	<p>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.</p>	<p>Originals: Transfer to Archives. Weed logistical and travel files. Copies: Destroy when no longer needed.</p>	Individual staff
Property Inventories	Annual inventories of unit personal property.	Originals and Copies: Destroy when 5 years old.	OCon&PPM
Public Inquiries	Routine inquiries about specific objects, museum collections, and SI in general. Materials include incoming and outgoing correspondence.	<p>Originals: Destroy 3 years after date of final response. Copies: Destroy when no longer needed.</p>	Registrar/collections management offices, Curators, Scientists, Public affairs offices, OVS
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.	<p>Originals: Transfer 2 copies to Archives. Copies: Destroy when no longer needed.</p>	Publications offices, Education offices, Public affairs offices, Curatorial offices, Programmatic offices
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

Series Title	Series Description	Disposition	Likely Offices of Record
Purchase Card Records	Purchase and travel card statements, logs, and related materials.	Originals: Destroy when 3 years old. Copies: Destroy when no longer needed.	Administrative staff, Purchase/travel cardholders
Purchase Orders	Materials include purchase and delivery orders and associated documentation.	Originals: Destroy 6 years, 3 months after final payment. Copies: Destroy 3 years after final payment.	OCon&PPM, Units with contracting authority
Purchase Orders - Intellectual Property	Purchase orders containing intellectual property rights.	Originals: Maintain in unit. Copies: Destroy when no longer needed.	Administrative staff
Real Property Records	Pertaining to SI facilities and property. Includes correspondence and memoranda, lease agreements, deeds of gift and articles, zoning and planning information, blueprints, information on restoration issues, and policies.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	OPDC Real Estate
Receipts, Tickets, and End of Day Reports	Cash register receipts; theater and event ticket stubs used for accounting purposes; and end-of-day register tallies.	Originals: Destroy when 7 years old. Copies: Destroy when 3 years old.	SE, Non-SE retail and admissions units
Regents Reports	Reports created for Regents meetings from information supplied by various SI units.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	Office of the Regents
Requests for Proposals	Proposals submitted by outside sources.	Originals: Destroy when 6 years, 3 months old. Copies: Destroy when no longer needed.	OCon&PPM

Series Title	Series Description	Disposition	Likely Offices of Record
Research Records - Original Research Materials	Materials created by the employee or another member of the research project team regardless of affiliation. Materials include interviews, oral histories, correspondence, images, audiovisual materials, surveys, raw data, datasets, written observations, field books, and annotated maps as well as documentation required for understanding or interpreting the materials.	Originals: Transfer to Archives, maintain on-site, or maintain in a discipline-specific or FAIR digital repository. Weed drafts and working files. Copies: Destroy when no longer needed. See Research Records Guidance for additional information.	Curators, Museum Specialists, Scientists
Research Records - Research Outputs	Any analysis or compilation of secondary or original research materials, such as manuscripts, reports, statistics, or presentations as well as accompanying correspondence, editorial comments, and notes.	Original unpublished outputs and documentation of significant editorial changes: Transfer to Archives. Published outputs and copies: Destroy when no longer needed. See Research Records Guidance for additional information.	Curators, Museum Specialists, Scientists
Research Records - Secondary Research Materials	Materials created by another entity that are used in an employee's own research such as copies of original documents found in archives, published materials, or copies of original research materials created by someone else but provided to the employee for reuse in another research project.	Originals and copies: Destroy when no longer needed. See Research Records Guidance for additional information.	Curators, Museum Specialists, Scientists
Retail Sales Reports	Summary and statistical reports of retail sales over a period of time.	Originals: Destroy when 6 years, 3 months old. Copies: Destroy when no longer needed.	SE, Museum administrative offices

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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
Safety Records	Records required to document safety measures, incidents, materials and exposure that are not listed elsewhere in this schedule.	Originals and Copies: Refer to the SI Safety Manual maintained by OSHM.	SF
Sales Transaction Data	Pertaining to retail sales. Transaction data maintained in database.	Originals: Destroy when 7 years old. Copies: Destroy when no longer needed.	SE
Security Area Access Logs	Logs of access to restricted areas.	Originals: Destroy when 5 years old. Copies: Destroy when no longer needed.	OPS
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

Series Title	Series Description	Disposition	Likely Offices of Record
Settlement Files	Settlements of disciplinary and adverse actions.	Originals: Destroy when 5 years old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
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
Staff Reduction and Reduction-in-Force (RIF) Files	Materials include correspondence, RIF retention registers, lists of separated SI employees, and reorganization plans.	Originals: Destroy when 1 year old. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR
Strategic Planning Records	SI-wide and unit-specific strategic plans and performance measurements.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	SOAR, Secretary, Under secretaries, Directors/deputy directors
Supervisors' Personnel Files	Personnel files maintained by supervisors. Materials include correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel actions and records on individual employees duplicated in or not appropriate for the Official Personnel Folder (OPF).	Originals: The Office of Human Resources or equivalent office is responsible for maintaining official copies of personnel documentation. Copies: Destroy no later than 1 year after separation or transfer of employee.	OHR, SAO OHR, SE OHR

Series Title	Series Description	Disposition	Likely Offices of Record
Surveys and Studies	Reports created from various SI-wide studies and surveys, including those related to administrative functions, management, resources, visitors, and constituents.	Originals: Transfer to Archives. Copies: Destroy when no longer needed.	SOAR, OHR, Other central administrative offices
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
Tour Registrations	Registrations and accompanying documents for tours and other fee-based events.	Originals: Destroy when 8 years old. Copies: Destroy when no longer needed.	Smithsonian Journeys, TSA

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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.	<p>Originals: Transfer records documenting course content to Archives. Destroy other materials when no longer needed.</p> <p>Copies: Destroy when no longer needed.</p>	Unit offering training
Travel Files	Authorizations, vouchers, receipts, and related materials.	<p>Originals: Destroy 6 years, 3 months after action occurred.</p> <p>Copies: Destroy when 3 years old. When paper travel files have been scanned and entered into central database, the paper files should be considered copies and the scans considered originals.</p>	OCon&PPM
Unpublished Manuscripts	Including content based editorial comments, notes, and correspondence.	<p>Originals (Final Draft Only): Transfer to Archives.</p> <p>Copies and Earlier Drafts: Destroy when no longer needed.</p>	Curators, Museum specialists, Scientists
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.	<p>Originals: Transfer to Archives.</p> <p>Copies: Destroy when no longer needed.</p>	OVS, Public affairs offices, Education offices, Curatorial offices, Directors/deputy directors

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Visitor Count Records	Pertaining to official visitor counts.	<p>Original electronic data: Maintain in database.</p> <p>Original printed reports: Destroy when 1 year old.</p> <p>Copies: Destroy when no longer needed.</p>	OPS
Website and Social Network Registry	Listing of websites, social media/network accounts, and mobile applications maintained by all SI units.	<p>Originals: Transfer to Archives.</p> <p>Copies: Destroy when no longer needed.</p>	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.	<p>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.</p> <p>Copies and defunct websites: Consult with Archives.</p>	Webmasters, Social media practitioners, Other staff responsible for maintaining websites
Website Statistics	Statistical reports pertaining to website and social media traffic.	<p>Originals: Transfer reports documenting long-term trends to Archives for permanent retention. Weed reports documenting short-term trends.</p> <p>Copies: Destroy when no longer needed.</p>	OCIO, Webmasters, Social media practitioners



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Workers' Compensation Files	Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made.	Originals: Destroy 20 years after close of case. Copies: Destroy when no longer needed.	OHR, SAO OHR, SE OHR