



LIBRARY OF VIRGINIA

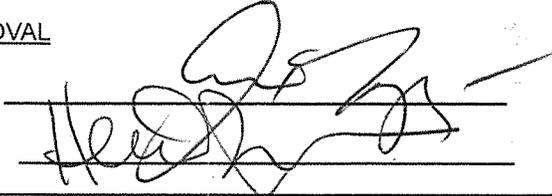
Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 238-001
Museum of Fine Arts, Virginia

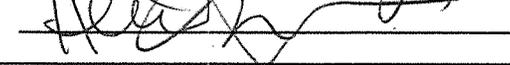
The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

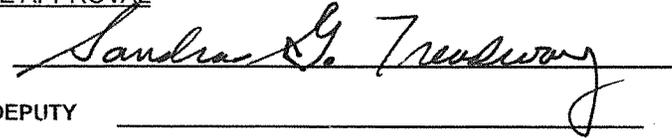


AGENCY RECORDS OFFICER



STATE APPROVAL

STATE ARCHIVIST



COMPTROLLER OR DEPUTY



EFFECTIVE SCHEDULE DATE: September 5, 2012

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas,
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17 VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the *Virginia Public Records Act*, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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SPECIFIC SCHEDULE NO. 238-001
Museum of Fine Arts, Virginia

EFFECTIVE SCHEDULE DATE: 9/5/2012

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Access Logs</u></p> <p>This series documents access to all areas of the museum by employees, contractors, and visitors. This series may include, but is not limited to: name, date, sign-in/out times, destination and badge number, after-hours sign-in logs, art storage logs, console logs, visitor badge logs, contractor badge logs, temporary staff badge logs, and key logs.</p>	009148	10 Years after end of calendar year	Non-confidential Destruction
<p><u>Accession Card File</u></p> <p>This series consists of accession cards produced for each purchase, donation, or loan of an object to the museum. Each card contains the following information: Accession number; Artist or Maker; Country; Type; Size; Date; Condition; Description; Source and date received; Publication and exhibition history; Provenance; Date accepted; Insurance value; and Photographic references.</p>	009144		Permanent, In Agency
<p><u>Accessions Pending - Declined</u></p> <p>This series documents the offer of objects as gifts, bequests, and loans to the museum collection as well as pending object purchases and the justification for the decision for rejection that go before the Board of Trustees. Documentation includes correspondence, photographs, related research, and shipping and receiving receipts.</p>	009121		Permanent, In Agency
<p><u>Art Storage Authorization Files and Logs</u></p> <p>This series documents access to the art storage areas of the museum by employees and visitors. It includes authorization files and logs with accession numbers, description of items, location, name and date. These access records are necessary corollary materials when investigating incident reports.</p>	009147		Permanent, In Agency



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<u>Arts in Virginia Production Files</u> This series consists of production documentation for the agency-produced serial Arts in Virginia. Includes correspondence, working documents, working proofs and photographs.	009139		Permanent, In Agency
<u>Board of Trustees Meeting Minutes (1932 -)</u> This series consist of meeting proceedings of the board and its committees. Includes materials used to make or support decisions. The Library of Virginia holds the minutes from 1933 - 1942 on microfilm.	009152		Permanent, In Agency
<u>Board of Trustees President's Correspondence</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments in any physical format.	009151		Permanent, In Agency
<u>Book/Catalogue Production Files</u> This series documents the production of all agency-related books and catalogues. This series may include, but is not limited to: book proposal, correspondence, research materials, style sheets, photographs, proofs, manuscripts, proofs, schedule, budget costs, print specification bids, and departmental copies of contracts.	009138		Permanent, In Agency
<u>Collection Insurance Claims</u> This series consists of filed claims by the agency for damages related to items in the collection or items loaned to the collection. These records are necessary corollary materials when investigating the entire history of a collection item, or an item loaned to the collection.	009145		Permanent, In Agency



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<u>Collection Surveys</u> This series consists of item level surveys of specific parts of the collection, i.e. paintings, textiles, furniture. Includes full survey reports, brief condition reports, photographs, slides and digital images. These records document the condition of the objects over time. Surveys are generally performed by consultants or interns; often funded by grant monies; and used to justify the prioritization of conservation work.	009133		Permanent, In Agency
<u>Collections Object File</u> An object file is created for each item accessioned into the collection, whether through purchase, donation or bequest, and is maintained even when the object has been deaccessioned. This series consists of a copy of the accession card, photographs, descriptive information, conservation information including condition reports and treatment history, publication record, exhibition record, related research, photographs, correspondence, requests for photographs, museum label copy, sales information including contracts or deed of gift, and shipping receipts.	009122		Permanent, In Agency
<u>Conservation Object Files</u> This series documents the examination and/or treatment of items. Documentation includes condition reports, treatment reports, photographs, slides, and digital images. Information on items that were examined but were not accessioned, considerations for gift or purchase, and loans to the museum are also included. Related x-rays are housed separately.	009132		Permanent, In Agency
<u>Copyright Files</u> This series consists of application materials for copyright for agency-produced publications. Includes application, correspondence, ISBN information and listings, and approved copyright documentation from the Library of Congress.	009141	0 Years after expiration	Non-confidential Destruction



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<u>Dealer Files</u> This series documents correspondence between curators and dealers pertaining to objects offered for viewing and sale. This series may include, but is not limited to: photographs and dealer published catalogs.	000524		Permanent, In Agency
<u>Director's Correspondence (1976 [Mooz] -)</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments in any physical format. The Library of Virginia holds the Director's Correspondence from 1933 through 1976 [James M. Brown].	009126		Permanent, In Agency
<u>Docent Committee Meeting Minutes</u> This series consists of meeting proceedings including committee decisions, positions, and events sponsored.	009150	25 Years after end of calendar year	Non-confidential Destruction
<u>Docent Files - Historically Significant</u> This series documents the major aspects of the service of selected museum docents. Includes accumulated hours, letters of gratitude, special tours, special events, and other important contributions.	009149		Permanent, In Agency
<u>Economic Impact Studies - Final Report</u> This series documents the economic impact of selected museum exhibitions on the greater Richmond community. Produced jointly with the Virginia Commonwealth University Urban Studies program.	009124		Permanent, In Agency
<u>Economic Impact Studies - Working Papers</u> This series consists of surveys, statistics, reference notes, etc. used to produce reports (#009124) on the economic impact of selected museum exhibitions on the greater Richmond community.	009125	0 Years after decision	Non-confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Exhibition Proposals - Accepted (1993 -)</u> This series consists of documentation/reference files on all exhibitions held at the museum as well as outside exhibitions on which the museum collaborated. Includes but is not limited to correspondence, planning information, schedules, shipping and packing information and instructions, installation information, copies of insurance policies and contracts, attendance information, and publicity.	009128		Permanent, In Agency
<u>Exhibition Proposals - Denied</u> This series consists of denied exhibition proposals sent to the museum from other institutions. Documentation includes proposals, correspondence and meeting notes.	009129	2 Years after no longer administratively useful	Non-confidential Destruction
<u>Fellowship Files: Accepted Applications</u> This series documents management of the museum's fellowship program for accepted artists. This series may include, but is not limited to: applications, correspondence, juror contracts and invoices, examples of artwork, publications, and financial reports.	000527		Permanent, In Agency
<u>Fellowship Files: Denied Applications</u> This series documents denied applications for admission to the museum's fellowship program for artists. This series may include, but is not limited to: applications, correspondence, examples of artwork, and publications.	000528	1 Year after receipt	Confidential Destruction
<u>Friends Groups' Records</u> This series documents the activities and operations of the museum Friends Groups. This series may include, but is not limited to: by-laws, minutes, staff liaison files, and material used to make or support decisions.	000526		Permanent, In Agency



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<p><u>Loan Files: Accepted</u></p> <p>This series documents loans of items to the museum from another institution or individual, as well as items from the museum collection that are loaned to another institution. This series may include, but is not limited to: loan agreements, correspondence, insurance documents, condition reports, schedules, customs information, facility reports, shipping and receiving arrangements, and shipping receipts.</p>	009130	10 Years after end of calendar year	Confidential Destruction
<p><u>Loan Files: Denied or Rescinded</u></p> <p>This series documents requests for loans of items from the museum collection to another institution or individual that were either denied or approved but later rescinded. This series may include, but is not limited to: loan requests, agreements, correspondence, insurance documents, condition reports, schedules, customs information, facility reports, shipping and receiving arrangements, and shipping receipts.</p>	009131		Permanent, In Agency
<p><u>Loans to the Collection (1985 -)</u></p> <p>This series consists of reference files on long-term object loans to the museum collection. Documentation includes the same information as the accession card as well as correspondence, loan agreements, condition reports and shipping and receiving receipts. This series does not include documentation relating to loans from the collection to outside organizations.</p>	009123		Permanent, In Agency
<p><u>Marketing Files</u></p> <p>This series documents the marketing and sales of agency-produced books/catalogues. Includes correspondence, sales reports, promotional materials, and reference materials.</p>	009143	5 Years after no longer administratively useful	Non-confidential Destruction
<p><u>Model Release Forms</u></p> <p>This series consists of signed permissions to publish an image from the people within the image.</p>	009136	0 Years after no longer administratively useful	Non-confidential Destruction



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<p><u>myVMFA Files</u></p> <p>This series documents the production of agency-produced quarterly magazine, myVMFA. This series may include, but is not limited to: proofs, cost-code information, and quantity information.</p>	000530	1 Year after event	Non-confidential Destruction
<p><u>Objects Offered</u></p> <p>This series documents the offers of loans, gifts, or bequests to the museum from the public that do not go before the Board of Trustees. This series may include, but is not limited to: museum's response and photographs.</p>	000525		Permanent, In Agency
<p><u>Painting Conservation Logs</u></p> <p>This series documents the movement of items into and out of the painting conservation laboratory and storage area by employees and contractors. Includes logs with accession number, description of item, location, name and date. These access records are necessary corollary materials when investigating incident reports.</p>	009134		Permanent, In Agency
<p><u>Photo Requests</u></p> <p>This series documents the process of new object photography from request to completion. Submitted forms provide general information about the object to be photographed (accession number, artist, title, medium, and dimensions) and the photography requirements (types of format, overall views, details, quantities needed). Completed forms provide name of photographer, the date the object was photographed, formats and quantities provided.</p>	009137		Permanent, In Agency
<p><u>Production Files: Collateral</u></p> <p>This series documents the production of all agency-related collateral, including invitations, promotional material, program brochures, and ads. This series may include, but is not limited to: project request and schedule form, photographs, manuscripts, proofs, and print specifications.</p>	000531	0 Years after event	Non-confidential Destruction



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<u>Production Files: Collections/ Exhibitions Interpretation</u> This series documents the production of all agency-related collections and interpretative materials from exhibitions, including gallery guides and exhibition checklists. This series may include, but is not limited to: project requests, photographs, manuscripts, and print specifications.	000532	10 Years after event	Non-confidential Destruction
<u>Program Files</u> This series documents the development and management of museum programming, including programs for teachers, youth and family, exhibitions, lectures, workshops, symposia, films and concerts, and other public events. This series may include, but is not limited to: contracts, purchase orders, photographs, publicity, travel arrangements, evaluations and surveys, and schedules.	000529	5 Years after event	Confidential Destruction
<u>Publications: Original</u> This series consists of copyrighted and non-copyrighted agency produced publications meant for public distribution. COV 2.2-609	009142		Permanent, In Agency
<u>Reproduction Requests</u> This series consists of requests for reproduction and/or publication of an image of an item in the museum's collection. Includes correspondence with requestor, signed contracts, and invoices.	009135	5 Years after closed	Non-confidential Destruction



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<u>Statewide Partnership Exhibition Files</u>	009127	5 Years after event	Non-confidential Destruction

This series consists of the documentation for a traveling exhibition which circulates through the museum's statewide partnership network. Includes but is not limited to correspondence, planning information, schedules, copies of invoices and insurance policies, shipping and packing information and instructions, checklists, publicity, and photographs. Documentation for each object in exhibition is contained in series 009146, Statewide Partnership Exhibition Files under Registration.

<u>Statewide Partnership Exhibition Files (1993 -)</u>	009146		Permanent, In Agency
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This series consists of the documentation for each item in a traveling exhibition which is loaned to a member(s) of the museum's network of statewide partnership. Includes copies of accession cards, condition reports, loan agreements, correspondence, and shipping information. Documentation for the exhibition itself is contained in series 009127, Statewide Partnership Exhibition Files under Education and Outreach.
