

STATE OF NEW JERSEY



MUNICIPAL PUBLIC ARTS CENTER AND MUSEUM

M230000-001

Records Retention and Disposition Schedule				Agency: M230000		Schedule: 001		Page #:1 of 3		
Department:		MUNICIPAL PUBLIC ARTS CENTER AND MUSEUM		Agency Representative:		CYNTHIA KNIGHT				
Division:				Title:		DIRECTOR, BARON ARTS CENTER				
Bureau:				Phone #:						
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:			Date:		
			12/27/2006					2/15/2007		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Accession/Acquisition File										
0001-0001	Accession/Acquisition File - Administrative --- Contains correspondence, pick-up and delivery receipts, pamphlets, photographs, slides, Deed of Gift, catalog sheets, X-rays, site information, conservation correspondence, and transparencies relating to each object in the collection. Also includes De-accessional items. Contains pamphlets samples, photographs, slides, Deed of Gift, catalog sheets, X-rays, site information, conservation correspondence, and transparencies relating to each object in the collection. Also includes De-accessional items.	X	X				Permanent		Retain at Agency	
0001-0002	Accession/Acquisition File - Receipts --- Contains pick-up and delivery receipts.						1 Years		Destroy	
Artist File - Fine Arts and Performing Arts										
0002-0001	Artist File - Fine Arts and Performing Arts - Administrative --- Contains insurance reports; pick-up and delivery receipts; condition reports; catalog drafts; catalog research materials; work orders; correspondence; and photographs used for the preparation of new exhibitions, publications, and general information. Contains catalog drafts; catalog research materials; correspondence; and photographs used for the preparation of new exhibitions, publications, and general information.		X				Permanent		Retain at Agency	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0002-0002	Artist File - Fine Arts and Performing Arts - Financial --- Contains insurance reports, condition reports, work orders, and supporting documentation.	X					6 Years		Destroy	
0002-0003	Artist File - Fine Arts and Performing Arts - Receipts --- Contains pick-up and delivery receipts.						1 Years		Destroy	
Exhibition File										
0003-0001	Exhibition File - Administrative --- Contains insurance reports; pick-up and delivery receipts; condition reports; catalog drafts; catalog research materials; work orders; correspondence; and photographs used for the preparation of new exhibitions, publications, and general information. Contains catalog drafts, catalog research materials, correspondence; and photographs used for the preparation of new exhibitions, publications, and general information.	X	X				Permanent		Retain at Agency	
0003-0002	Exhibition File - Financial --- Contains insurance reports, condition reports, work orders, and supporting documentation.	X					6 Years		Destroy	
0003-0003	Exhibition File - Receipts --- Contains pick-up and delivery receipts.						1 Years		Destroy	
Program/Event File										
0004-0000	Research/Reference File --- Includes information on conservation, dealers, other museums, makers, collectors/collections, photographs, and genealogy.						Periodic review		Destroy	
0005-0001	Program/Event File - Patron Invitation (Master)		X				Permanent		Retain at Agency	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0002	Program/Event File - Patron Invitation (Copy)						Periodic review			
0005-0003	Program/Event File - Patron Mailing List						As updated		Destroy	
0006-0000	Docent's Training and Information File --- Contains scripts, letters, and notes used for reference purposes involved in lectures and tours given at the Arts Center /Museum.						As updated		Destroy	