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Schedule No. **20**

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**Local Government  
County Museums  
Records Schedule**

**Adopted by the Local Government  
Records Committee, Oct. 2009**

**MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

DEPARTMENT: **COUNTY MUSEUMS**

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	ACCESSION RECORDS- This series documents the addition of artifacts, manuscripts, and collections, through purchase or gifts, into the museum inventory. Includes but not limited to: number assigned, gift agreement/deed of gift/or purchase records-with original signatures, date of acquisition, description, donor/owner information, value, provenance if known.	Permanent	
2.	ADMINISTRATIVE RECORDS- a. Annual Reports b. Accreditation Reports c. By-Laws d. Mission /Vision Statement e. Policies and Procedures	Permanent	
3.	APPRAISAL RECORDS- These records document the monetary value of artifacts, objects, or collections, completed by private parties. It may include valuation reports; references made by appraisers and related documentation and correspondence.	Permanent	
4.	BOARD MEMBER PERSONNEL RECORDS- These records may include but are not limited to, appointment letters, resumes, applications, job descriptions, and related documents.	10 years after final term expires.	These may be retained by the board, the museum, or both. Any confidential information should be shredded when approved for disposal.
5.	BOARD OF DIRECTOR'S/TRUSTEES RECORDS- This series documents the activities and decisions of the board responsible for advising and governing the operations of the museum. Records may include, but not limited to: agendas, agreements, budgets, by-laws, constitutions, minutes-(which should include approval of accession and de-accession information), organizational charts, and resolutions.	Permanent	These may be retained by the board, the museum, or both.
6.	COLLECTION INVENTORIES- PARTIAL AND COMPLETE- Inventories that are routinely undertaken, reconciled with the Database and Accession records, but are not part of the Database or Accession Records.	Until superseded, or has no administrative value.	
7.	COLLECTION CONTROL/CATALOG/ RECORDS DATABASE – Electronically kept inventory of museum holdings, transactions, and records. See: COLLECTION CONTROL/CATALOG/ RECORDS	Permanent	Vital Record Back up on an agreed time schedule, depending on size of museum; store back up media off site. Develop a migration cycle to ensure readability and accessibility for life.
8.	<del>COLLECTION CONTROL/CATALOG/ RECORDS-</del>		Vital Record

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	<p>May be paper files; cards; electronic database, or a combination of these. This series describes, and contains, the location, use, care, maintenance, storage and disposition, of each individual item in the museum collection. Information contained therein, includes, but is not limited to*:</p> <p>a. Accession, museum ID number, donor information, gift or donation forms, related correspondence, physical descriptions and conservation information regarding objects, background research, photographs, special permits needed, de-accession information, permission to publish or reproduce images, computer cataloging records, reference guides and finding aids.</p> <p>b. Worksheets- used to enter data on new item into collection or make revisions on existing items.</p>	<p>a. Permanent</p> <p>b. Until information is entered and verified.</p>	<p>*Some of these records may be filed separately, as noted elsewhere in this schedule.</p> <p>a. This may be stored on paper, card, or on computer</p> <p>If on computer, back up on an agreed time schedule, depending on size of museum; store back up media off site.</p> <p>Develop a migration cycle to ensure readability and accessibility for life.</p>
9.	COMPLAINT FILES- Citizen complaints about service, maintenance, repairs, materials, etc.	5 years after action is resolved or completed	
10.	CONSERVATION RECORDS- Records pertaining to the conservation of artifacts. Includes treatment methods, photos and any other pertinent records detailing the processes used.	Permanent	These are transferred with the object if it is de-accessioned.
11.	COPYRIGHT AND REPRODUCTION RECORDS: This series contains policies, procedures, contracts and agreements related to copyright ownership and reproduction of materials, owned by the museum and of the museum's use of items owned by other entities. May include, but not limited to: permission and restriction use, release forms.	8 years after superseded or expired	
12.	CORRESPONDENCE- See Schedule #1 GENERAL SCHEDULE- for appropriate correspondence series.		
13.	DE-ACCESSION/ EXCHANGE RECORDS- This series documents the permanent removal of an item from a collection, and documents any change in custody of an item. Records may contain, but are not limited to: description of item, reason for de-accession, legal search of donor records to establish museum is not precluded from de-accessioning and to establish if donors are still living, appraised value, names and signatures of persons making decision to de-access the item, disposition of item, de-accession logs or reports, and other documentation.	Permanent	The decision-maker should be the Board of trustees; the documentation should be a copy of the minutes approving the de-accession, or a reference to those minutes if filed separately.

**MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

DEPARTMENT: **COUNTY MUSEUMS**

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14.	DIRECTOR'S RECORDS-Records that document the administrative history of the museum director's leadership. These records may include, but are not limited to, financial and personnel management, policy making, lobbying, and public outreach.	Permanent	
15.	DONOR INDEX /CARDS- Information on donors. May include but not limited to: contact information and description of item donated. These records cross reference to Item 8 COLLECTION/CONTROL/CATALOG/RECORDS.	Permanent	
16.	EDUCATIONAL RECORDS- Records pertaining to outreach programs- scheduling group tours, traveling trunk tours, etc.	3 years from date of event	May want to keep one copy of advertising notice, pamphlet, etc. for historical reference.
17.	EMERGENCY PREPAREDNESS PLAN AND SUPPORT DOCUMENTS: Includes records gathered to create and support disaster planning and the final plan itself.	Until superseded.	
18.	ENVIRONMENTAL / DISASTER RECORDS- a. Records that monitor the environmental data. Includes but not limited to- temperature and humidity, thermohygrograph charts, light fade card analyses, infestation reports, and analysis of pest traps. b. Records that document a disaster recovery-including but not limited to: reports, collection, or item, damage or loss assessment, recovery and clean up methods used. c. Insurance –damage and loss claim records.	a. 10 years  b. Permanent  c. 7 years after claim paid and resolved	
19.	EQUIPMENT RECORDS- This series contains purchase record, maintenance, warranty, and operators manuals.	Life of product.	Transfer with product if sold or donated to another entity.
20.	EXHIBIT RECORDS- These records document the planning, preparation and display of an exhibit, including the use of artifacts and materials used. They may include research materials, bibliographies, publicity information, photographs, contracts and agreements, and other related documentation.	Permanent for descriptions, design, photographs of exhibit, artifacts or items used, publicity information. All other records- 10 years	Exhibit history should be noted in the COLLECTION CONTROL/CATALOG/RECORDS for the item/s.
21.	FINANCIAL RECORDS- See Schedule #5 ACCOUNTING/FINANCIAL for items not shown here. a. Audit reports	a. 3 years b. Audit + 7 yrs	b. If only a list of checks cashed is returned, attach the list to the bank statement c. *If the budget is kept

**MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

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	b. Bank statements and canceled checks c. Budget d. Claims e. Receipts	c. *Permanent d. Audit +7 yrs e. Audit +1 yr	through the Accounting dept. for the county, that is the permanent copy; and the museum copy would be the working copy.- it can be kept as long as desired for reference.
22.	FRIENDS / SPECIAL INTEREST GROUP/RECORDS- Records documenting efforts of non-profit support groups to promote public support for the museum. a. Administrative Records include: acquisitions, agendas, annual reports, by-laws, budgets, exhibits, year end financial statements, minutes, non-profit designation statements, policies, procedures, and related materials. b. Program records: These records may include, but are not limited to: citizen participation, donation records, programs, and special fund raising events. c. Insurance policies d. Membership records/lists	a. Permanent  b. As long as is useful  c. Expiration + 7 years d. 5 years	
23.	GRANT INFORMATION: a. Includes Budgets, financial information, financial Reports pertaining to grant. b. Federal grants	a. Expiration of grant + Audit + 3 years b. Maintain as required by contract	Any information particular to individual objects should be recorded in those object records.
24.	HAZARDOUS COMMUNICATION PROGRAM- See Schedule #1 GENERAL RECORDS- This series includes Hazardous Chemical Exposure records.		
25.	INSURANCE RECORDS- LOANS AND COLLECTIONS -Series documents insurance coverage as part of risk management for museum collections and loan objects. Records may include insurance policies, riders, certificates of insurance, correspondence, damage and loss claims, and reports.	Expiration +7 years Except- damage and loss claim records- 7 years after claim paid and resolved	
26.	INVENTORY REPORT FOR A MISSING ITEM- A report of an item found missing based on a review of the existing inventory of items. The report will include a description of the missing item, time it was discovered missing, normal location of the item, names of persons who accessed the location during that time frame, and recovery processes used.	Until the item is accounted for, or any claim or litigation is resolved.	This information should be noted in the COLLECTION CONTROL/CATALOG/ RECORDS for the item.
27.	LOAN RECORDS- Records that document the chain of custody of artifacts or material loaned, either incoming or outgoing, between the museum and other institutions or individuals. This includes signed and legally binding contracts and agreements that describe the terms of the	Permanent	Documentation of the return of the loaned object (except for leased exhibit contracts) should be retained in perpetuity. It is not

**MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

DEPARTMENT: **COUNTY MUSEUMS**

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	contract, description of the artifact or material, including photographs, value, receipts for loan, related forms, documentation, correspondence, and return to the legal holder.		uncommon for people to come back years or even generations later claiming that the object(s) were not returned.
28.	MEMBERSHIP RECORDS-This series may contain but is not limited to: Membership rosters, individual member activity participation records, mailing lists, membership drive records, and correspondence.	5 years after membership ends	
29.	MINUTES- This includes minutes of meetings of the Board of Directors, Trustees, Staff meetings, or any other group.	Permanent	
30.	MUSEUM HISTORY FILES: Records pertaining to the history of the museum- may include: photos of buildings, historical background files, drawings or blueprints of buildings and grounds, brochures and pamphlets published by the museum, newspaper articles, and other related documents not included elsewhere in schedule.	Permanent	
31.	PAYROLL RECORDS: See Schedule #5 – ACCOUNTING/FINANCIAL- Payroll		
32.	PERSONNEL FILE- See Schedule #1 GENERAL SCHEDULE		
33.	RECORDS MANAGEMENT RECORDS- These records document the retention and disposition of records created by, or received by, the museum. a. Records Retention schedule b. Transmittal slips/ lists c. Request and Authorization for Records Disposal or Destruction form- signed , with related correspondence and documentation. d. Worksheets e. Temporary Custody- Receipts-receipt of an item until it is determined if it will be accessioned or not. f. Temporary Custody –Transmittal receipts- Not accessioned but returned to owner transmittal form	a.-c. Permanent.  d. 5 years e. 1 year after item is accessioned or returned to owner f. Permanent	f. see LOAN RECORD comments
34.	REFERENCE MATERIAL- This series includes, but is not limited to: Non-Circulating Reference Library books; Local history files; Brochures, Pamphlets, Publications and Subscription material not published by the museum.	As long as is useful.	There may be a field on the COLLECTION CONTROL/CATALOG/RECORDS database to indicate citations; especially important if the object is

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			shown/listed in the reference.
35.	REFERENCE REQUEST RECORDS- This series documents requests for information pertaining to, or access to items in the museum collections. Records/forms contain information not limited to, but include: names, addresses, phone numbers; purpose of request, date of request and completion, correspondence, and related documentation.	5 years	Confidential destruction Use of objects for research should be noted in the COLLECTION CONTROL/CATALOG/RECORDS -it becomes part of the history of the item.
36.	SECURITY RECORDS- a. Documents pertaining to the location and operation of security alarms and cameras. Includes policies and procedures. b. Permits for alarms, etc. c. Security logs, key check-out, staff check in logs, alarm call history, incident reports.	a. Until superseded b. Permit expiration +1 year c. 5 years	These are confidential records. If alarms or incidents involve objects, those object records should be annotated with this information
37.	SPECIAL COLLECTIONS- a. Archival b. Rare books collections c. Oral Histories d. Photographs of historical significance, and negatives-Originals	a. Permanent b. Permanent c. Permanent d. Permanent	Make copies for public review.  d. Photographs may be copied for public review and if requested negatives made from original and photographic copies made.
38.	SPECIAL GIFT OR DONATION-These records document acceptance and/or use of special gifts or donations such as: a. One time monetary funds, or grant money, to be used for a specific purpose b. Equipment c. Gifts of real estate.	a. 3 years after audit of expenditure of funds or in accordance with terms of grant or gift, or administratively useful, whichever is greater. b. Final disposal of item c. Permanent	
39.	STORE INVENTORY- Store may be run by Museum or Friends or other Support group. a. Inventory- annually or quarterly b. Purchase invoices c. Receipts for sales d. Annual report- includes income/ expenditures e. Volunteer roster- includes hours volunteered	a. Audit +1 b. Audit +7 c. Audit +7 d. Permanent e. Until superseded	a. Inventory time set by entity that runs the store. If a support group maintains the store, they set the frequency of inventory. If the museum maintains the store, they set the frequency of the inventory.
40.	VISITOR RECORDS- Records that document public	As long as	

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DEPARTMENT: COUNTY MUSEUMS

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
	tours or individual visits, such as weekly/monthly visitor statistics and sign in sheets, patron logs, or guest books.	administratively useful.	
41.	VOLUNTEER/DOCENT FILES: Records that document an individuals participation in the museum volunteer programs, and special events, including training information. Shows contact information and hours served.	As long as administratively useful.	