Getty

Information Management Schedule

Approved by the Office of General Counsel, J. Paul Getty Trust
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Cover images

Left: Aerial view of Getty Center site to north, 1985

Right: Aerial view of Getty Center construction, December 16, 1996

From

 J. Paul Getty Trust, Getty Center site planning and construction photographs, 1947-1997, undated. Institutional Records and Archives. The Getty Research Institute, Los Angeles, IA40001.

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Note: All instructions apply to paper AND electronic information

UNDERSTANDING GETTY INFORMATION

Getty information documents the work performed in support of the institution's mission and core functions as realized by the Trust administration, Conservation Institute, Foundation, Research Institute, and the Museum—but it also captures the administrative business activities essential to managing and maintaining operations.

Every department at Getty creates and documents information in various formats. These formats include paper and electronic information (this can include information stored in a software application, database, website, or on a network server). **The format of information should not be a consideration when determining whether it has usefulness and value; instead, the information's content and context is key.**

If your information is related to your work at Getty and answers any of these questions about an event, process, or project, it most likely needs to be managed according to Getty policy:

What . . .	Happened?
	Was decided?
	Advice was given?
	Were the order of events and decisions?
	By implication, didn't happen (or wasn't recorded)?
When or Where . . .	Did it happen?
Who . . .	Was involved?
How . . .	Was a transaction or process managed?
	Was a decision made?
Is it . . .	A final version of a policy, report, agreement, or legal document?
	Information that does not exist in another place?

Getty is committed to creating, keeping, and managing its information consistent with legal requirements and best practices. You may destroy or delete some of this after a period of time, but a subset will meet the required standards for permanent preservation in the Institutional Archives. **Please contact Institutional Records and Archives prior to destroying or deleting information.**

RESPONSIBILITIES

The [Getty Information Governance Policy c](#)alls for the appropriate management of the information staff creates or receives in the course of their work at the organization. This document, Getty Information Management Schedule (IMS), is a procedural document which helps staff implement concepts expressed in the policy. It defines recordkeeping requirements by listing categories of information and the length of time for which the organization expects your office to keep it. The descriptions and actions described in this document apply to information stored on all media types, including, but not limited to, paper, electronic, audio and visual.

The policies and procedures described in the IMS have been approved by the Office of General Counsel and all employees are expected to understand and apply them.

DEPARTMENT AND STAFF RESPONSIBILITIES

- **Understand** the types of information your department creates
- **Organize** information according to the categories in the IMS
- **Maintain** information in easily retrievable systems, whether [electronic](#) or [hard copy](#)
- **Refer** to the IMS to determine what information to keep, for how long, and what to do with it once it reaches a certain age
- **Periodically review** material to determine if it is active, inactive, or unnecessary
- **Contact** Institutional Records and Archives staff before shredding or deleting material
- **Transfer** important inactive records to the Archives
- **Leave** files to your successor or manager when moving to another department or terminating Getty employment. Do not take Getty information home with you.

INSTITUTIONAL RECORDS AND ARCHIVES' RESPONSIBILITIES

Institutional Records and Archives (IRA) staff partner with departments to develop and implement information management strategies. IRA is here to:

- **Promote** effective and efficient work practices through improved document and file organization
- **Ensure** that appropriate information is kept for as long as Getty needs it
- **Identify, collect, and care** for information of long-term value documenting Getty history
- **Provide** information and assistance to departments in identifying and organizing information in any format
- **Partner** with departments to identify information that we no longer need to maintain
- **Provide** secure and documented destruction, or arrange for the transfer of important information to Institutional Archives
- **Maintain** the Getty Information Governance Policy and Information Management Schedule

MANAGING INFORMATION

The categories on the schedule are not organized by department but by the functions and activities performed across Getty. For example, many departments create information that represents a legal function such as Licenses and Permissions Provided (LEG-115). These are not managed exclusively by General Counsel but belong to and are the responsibility of the department that created the material.

HOW DOES THE INFORMATION MANAGEMENT SCHEDULE WORK?

The schedule is organized alphabetically by the activity category or *function*, allowing you to group information into organized sets that have assigned retention periods. Most departments have materials that fall under multiple functions.

Under the main function, information is grouped into *series,* or sub-categories. For example, Routine administrative records, Policies and procedures, etc. are listed under the Administration function. Each series is assigned a code (e.g. ADM-105, ADM-120, etc.) and has a description of the types of information grouped under it.

Retention periods are assigned to the series. The periods indicate how long files and documents should be kept after their active use has ended. For example, material grouped in the series "Routine Administrative Records" are kept for three years after the event it documents has closed or been completed. Some of these retention periods are based on federal, state, and local laws and regulations, some on common practices in a specific field, and some on Getty-specific considerations.

There are six retention period types:

- **Calendar year (CY)** – most retentions are based on the end of a calendar year
- **Closed-date (CL)** – based on an event, such as the completion of a field project or completion of the terms of a contract
- **Life of (LI)** – the retirement of equipment or vehicles, etc.
- **Superseded (SUP)** – the replacement of a policy or other document with an updated version
- **Terminated (TERM)** – employment termination
- **Permanent** – stored permanently by the department

Despite the dates of the materials themselves, information governed by non-calendar year retention rules remains open until the completion of the event it documents.

Contact Institutional Records and Archives (records@getty.edu) for further guidance about working with a closed-date or other event-based retention. **Please note, you can transfer important information to the Archives at any time, but you CANNOT destroy it prior to the end of the retention period.**

WHAT HAPPENS TO INFORMATION AFTER THE RETENTION PERIOD HAS PASSED?

When a document's retention period expires, a process known as *disposition* begins. Though *disposition* sounds like disposal, it is not the same thing! Disposition is the act of determining if information should be destroyed (indicated by DESTROY on the schedule) or transferred to Institutional Archives for review or permanent maintenance (indicated by ARCH REV or ARCHIVES on the schedule). Very rarely there may be extenuating circumstances warranting the continued retention of records eligible for disposition. If you believe you have records requiring longer retention, contact Institutional Records and Archives (records@getty.edu) to discuss the situation. Occasionally, the Office of General Counsel may determine that some documentation should not enter disposition and will inform staff to retain it, as is, until further notice.

When material is kept electronically and in department offices, department staff is responsible for monitoring the retention periods and appropriately destroying or transferring the material on a yearly basis. Institutional Records and Archives can provide guidance and assistance with managing in-office and electronic records, including but not limited to determining retention periods, destruction, and transfer. **Please contact Institutional Records and Archives staff before shredding or deleting material.**

Institutional Records and Archives monitors the retention periods of inactive paper records stored in records center storage. Each year, when retention has been reached, Institutional Records and Archives notifies the department that disposition should commence.

Information marked PERMANENT on the schedule never has a disposition, and must be kept in a department's office, the off-site records center, or the Institutional Archives.

For more information on archival information, see Appendix 4: Considerations for Institutional Archives.

ORGANIZING INFORMATION: A NOTE FROM RECORDS AND ARCHIVES

An important component of our work is to gather information about staff records management needs. Whether your files are electronic or paper, a well thought-out department filing system helps staff use information and time more effectively. We can consult on and make recommendations regarding current department filing systems, including electronic filing systems, shared drive organization, and electronic records clean-up.

Institutional Records and Archives can help you jump-start electronic records management in your department with guidance available on GO. We encourage you to contact us (records@getty.edu) and arrange a meeting to discuss your department's current and foreseeable needs.

GETTY INFORMATION MANAGEMENT SCHEDULE

ACCOUNTING

ACCOUNTING RECORDS (ACC-105)   CY+6 YEARS/DESTROY

Accounting for money owed by the organization, including invoices, statements, receipts, payment authorization, back-up information, and payment confirmations. Accounting for money owed to the organization, including stores' sales records and records of other revenue streams. Summarizing all financial accounts, including account postings with supporting documentation. Replenishing and disbursing cash. Reimbursing employees for incurred business-related expenses, including expense reports and educational assistance. Use ADM-105 for travel arrangement records.

GENERAL LEDGER (ACC-120)   CY+10 YEARS/DESTROY

Records relating to the summary of all financial accounts and to postings to the general ledger.

PAYROLL RECORDS (ACC-135)   CY+6 YEARS/DESTROY

Paying labor costs, including timesheets, salary, wage, deferred compensation, and deductions records. Use HR-150 for individual withholding certificates (W-4s).

PURCHASE ORDER FILES (ACC-145)   CL+6 YEARS/DESTROY

Authorizing and monitoring the process of ordering goods and services. Purchase orders for non-goods and services that contain contract terms and conditions should be classified to an appropriate series (see Appendix 2: Contracts).

ACCOUNTING, TAX

TAX RETURNS AND FILINGS (ACCTX-120)   PERMANENT

The organization's Income tax returns and supporting documentation submitted to the federal government and the 38 state equivalents. Includes Form 990, Form 941, income tax payment records, and unemployment tax payments.

INCOME AND PAYROLL TAX (ACCTX-125)   CY+10 YEARS/DESTROY

Payroll tax withholding and reporting records as well as tax work papers. Includes income paid to employees and miscellaneous income paid to vendors and contractors, including W-2s (Wage and Tax Statement) and 1099-MISCs (Miscellaneous Income).

NON-RESIDENT TAX REPORTING (ACCTX-130)   CY+10 YEARS/DESTROY

Complying with tax law to account, report and withhold taxes on payments made to nonresident persons and entities.

MISCELLANEOUS STATE AND LOCAL TAX FILINGS (ACCTX-135)   CY+6 YEARS/DESTROY

Includes sales and use taxes, property, L.A. city parking, underground storage tank, housing and rent exemptions, and other miscellaneous filings. See the full list in the Tax Office.

ADMINISTRATION

ROUTINE ADMINISTRATIVE RECORDS (ADM-105)   CL+3 YEARS/DESTROY

Administering ongoing routine activities and duties of the organization, including scheduling people and facilities, routine meeting minutes, membership in a professional, industry, or trade association, travel arrangement records, routine reference files, and external surveys and questionnaires. Use the appropriate function and category for correspondence containing policy decisions or documenting major functions. Use the EXECUTIVE MANAGEMENT

function for records of trustee, executive and committee meetings that support major functions of the organization.

POLICIES AND PROCEDURES (ADM-135) _____ **SUP+10 YEARS/ARCH REV**
Documenting the development and execution of policies and directives, including correspondence, the policy, and associated manuals and guidelines published in hardcopy and electronically on digital platforms. Includes business recovery plans and procedures prepared and/or compiled by business units and the Security department; the vital records program; and delegation of financial authority. Use HR-180 for Risk Management Safety Program records. Use SEC-100 for Emergency Plans and Procedures.

REPORTS AND STATISTICS (ADM-155) _____ **CY+10 YEARS/ARCH REV**
Recording the status or progress of routine activities or statistics in hardcopy and in databases, such as parking lot counts, museum logs, and other counts. Also includes certain reporting required by the U.S. government, including census and labor statistics. Major compilation of activities or progress should be classified under the appropriate topic. Raw data, once summarized, should be weeded out of files. Use ADM-105 for surveys and questionnaires administered by external entities. Use COM-110 for visitor statistics and intercept surveys. Use relevant ACCOUNTING, TAX series for tax reporting. Use ENV-115 for environmental and risk management monitoring reports. Use SEC-105 security incident reports.

AUDIT RECORDS (ADM-180) _____ **CL+10 YEARS/ARCH REV**
Internal or external reviews of the organization's non-financial activities to ensure compliance with procedures and standards. Use FIN-100 for annual certified financial statements with independent auditor's report, FIN-150 for other financial audits.

COLLECTION ACQUISITIONS

COLLECTION ACQUISITION FILES, ART AND SPECIAL COLLECTIONS (CA-100) _____ **PERMANENT**
Researching and proposing art and special collections for acquisition. Includes proposal reviews, approvals, appraisals, provenance, and other research comprising curatorial object or central files. Includes contracts and agreements.

COLLECTION ACQUISITION FILES, UNACQUIRED OBJECTS (CA-105) _____ **PERMANENT**
Art and special collections that were researched and/or proposed, but unacquired.

COLLECTION ACQUISITION FILES, LIBRARY RESOURCES (CA-110) _____ **CY+10 YEARS/ARCH REV**
Selection and acquisition of general publications for library collections. Includes bibliography development.

COLLECTION MANAGEMENT

COLLECTION MANAGEMENT FILES, ART AND SPECIAL COLLECTIONS (CM-110) _____ **PERMANENT**
Documenting the accessioning, registration, processing, cataloging, location, transfer, storage, and display of Getty-owned art and special collections. Includes contracts. Use EXH-100 for records related to temporary exhibitions.

CONSERVATION RECORDS (CM-120) _____ **PERMANENT**
Documenting the evaluation, treatment, handling, and storage conditions for art and special collections, including materials analysis records and condition reports. Includes contracts and Security gallery incidents and response reports. May include external collaboration files.

DEACCESSIONED ART AND SPECIAL COLLECTIONS FILES (CM-125) _____ **PERMANENT**
Documenting the permanent removal of objects from Getty's collections, including Institutional Records and Archives records destruction files.

LOAN FILES (CM-130) _____ **PERMANENT**
Information maintained by Registrar's Offices regarding outgoing and incoming loans of art and special collections for exhibition (temporary or otherwise) and for conservation purposes. Includes loan agreements, shipping and customs records, insurance certificates, licenses, receipts, and related correspondence. Includes contracts. Use CM-140 for library general collection circulation records.

COLLECTION ACCESS RECORDS (CM-135) _____ **CY+30 YEARS/DESTROY**
Managing access to Getty's collections, including researcher registration and usage records.

LIBRARY CIRCULATION AND MAINTENANCE RECORDS (CM-140) _____ **CY+3 YEARS/DESTROY**
The usage and circulation of Getty's general library collections and interlibrary loans. Includes information and contracts relating to the maintenance of general collections material.

COMMUNICATIONS

PUBLIC RELATIONS RECORDS (COM-105) _____ **PERMANENT**
Records documenting the organization's events, programs, and products, including press kits, press releases, promotional items, visual images, published articles, web content, audio-visual materials in all formats, and other news items describing Getty events and activities. Includes calendars, press event records and related contracts. Use PUB- 120 for catalogs, reports, pamphlets, brochures, and fliers not included in press kits.

MARKETING AND ADVERTISING RECORDS (COM-110) _____ **CY+6 YEARS/ARCH REV**
Records related to the advertising of initiatives, events, and publications; participation in or promotion of community activities, collaborative marketing, and market research data including visitor statistics, intercept surveys, and visitor survey/analysis agreements. May include external collaboration files, including contracts.

DEVELOPMENT

DONOR AND SPONSOR RELATIONS (DEV-100) _____ **CL+6 YEARS/ARCH REV**
Activities related to the cultivation and management of relations with individual, family, and corporate donors. Includes brochures, contact information, biographical and corporate research, correspondence, invitation lists, event documentation including recordings, images, and releases, gift receipting and tracking, sponsorship information, and contracts. Use DEV-105 for Advisory Council donor records, and FIN-165 for financial records concerning fundraising and donations. Use LEG-120 for Sponsorship contracts and agreements.

ADVISORY COUNCIL RECORDS (DEV-105) _____ **CY+6 YEARS/ARCH REV**
Documenting advisory council initiatives, including activities related to art and special collections acquisition, exhibition sponsorship, or special projects. Includes agendas, correspondence, minutes, studies, reports, contracts, and related administrative material. Use DEV-100 for non-Advisory council donor records, and FIN-165 for financial records concerning fundraising and donations.

EXTERNAL GRANT FUNDING RECORDS (DEV-110)   **CL+10 YEARS/ARCHIVES**

Grant proposals prepared on behalf of Getty and submitted to outside organizations to fund Getty program activities of a limited duration. Includes successful and unsuccessful applications, correspondence, and records related to the monitoring and reporting requirements for grants. May include external collaboration records, including contracts. Use PHI-105 for successful grants awarded by the Foundation, and PHI-110 for unsuccessful grants submitted to the Foundation.

ENGINEERING

AS-BUILT DRAWINGS (ENG-100)   **PERMANENT**

Depicting specifications graphically, generally in large formats, including bid set drawings marked up by contractors during construction to show how facility or component is actually constructed.

CONSTRUCTION PROJECT FILES (ENG-105)   **CL+10 YEARS/ARCH REV**

New building construction projects or remodeling projects of existing buildings, including records related to construction latent defects. Includes building and zoning permits, contracts, design and permitted drawings, notice to bidders and winning competitive bids, project documentation, audio-visual materials and photographs, and neighbor files.

SOFTWARE AND HARDWARE DEVELOPMENT FILES (ENG-120)   **LI+6 YEARS/ARCH REV**

Original development of computer software and hardware. Includes project plans, contracts, usability testing, reports, code releases, and instruction manuals. Use O/M-100 for telecommunications, hardware, and software lease, ownership, and maintenance records, including software licenses purchased from outside vendors.

ENVIRONMENTAL COMPLIANCE

ENVIRONMENTAL RECORDS (ENV-100)   **CY+10 YEARS/ARCH REV**

Records documenting conservation programs, including recycling, water, and energy, and the Green Building program.

HAZARDOUS WASTE AND CHEMICAL RECORDS (ENV-105)   **PERMANENT**

The generation, purchase, collection, use, maintenance, transportation, and disposal of hazardous materials, including hazardous waste and chemicals. Includes contracts, policies, and procedures.

SAFETY DATA SHEETS (ENV-110)   **PERMANENT**

Formal document in electronic or hardcopy format containing information about the characteristics and actual or potential hazards of a substance.

MONITORING REPORTS (ENV-115)   **PERMANENT**

Contains monitoring records, reports, permits related to facilities/grounds and industrial hygiene, AQMD permits, facilities/grounds environmental monitoring, and employee exposure records. Use CM-120 for monitoring records related to collection management. Use O/M-100 for other routine maintenance records.

EXECUTIVE MANAGEMENT

BOARD OF TRUSTEES ADMINISTRATIVE FILES (EM-100)   **CY+10 YEARS/ARCHIVES**

Documenting trustee administrative activities supporting major functions of the organization, including correspondence, reports, and biographies.

BOARD OF TRUSTEES MEETING RECORDS (EM-105)_____**PERMANENT**

Documenting actions and decisions of the board of trustees, including agendas and meeting minutes. Includes Board Books.

PROGRAM PLANNING RECORDS (EM-130)_____**CY+10 YEARS/ARCH REV**

Management activities that reflect decision-making processes at the department head level and higher. Includes internal or external addressed communications that reflect management decision making processes, special projects and events records, program planning, development, and evaluation, business or strategic plans, organization charts, speeches/presentations, space allocation, and records related to long-range program or major projects planning and goals of the organization. May include external collaboration files, including contracts. Use PPR-105 for records related to public programming.

VISITING COMMITTEE FILES (EM-140)_____**CL+10 YEARS/ARCH REV**

Documenting external peer reviews of Getty programs and selected initiatives. Includes administrative materials, contracts, agendas, minutes, studies, and reports.

EXHIBITIONS

EXHIBITION FILES (EXH-100)_____**CL+10 YEARS/ARCH REV**

The development, installation, and close of temporary exhibitions, including floor plans, design drawings, object labels, materials selection, exhibition checklists, production schedules, budgets, photographic documentation, catalog and gallery text, curatorial research, contracts, and copies of loan files. May include external collaboration files. Use CM-110 for records related to managing permanent collections, including gallery installations.

EXHIBITION FILES, UNREALIZED(EXH-120)_____**CL+6 YEARS/ARCH REV**

Documenting the development of exhibitions that were not undertaken.

FIELD AND SCIENCE PROJECTS

FIELD AND SCIENCE PROJECT RECORDS (FS-100)_____**CL+10 YEARS/ARCH REV**

Documenting the development and execution of field and science projects, including project planning, strategies, goals, narrative history, milestones, and final reports. Includes contracts.

FIELD AND SCIENCE PROJECT RECORDS, UNREALIZED (FS-110)_____**CL+6 YEARS/ARCH REV**

Documenting the development of field and science projects that were not undertaken.

FINANCE

ANNUAL FINANCIAL REPORTS (FIN-100)_____**CY+10 YEARS/ARCH REV**

Preparing, certifying, and reporting the annual financial status of the organization.

BANKING RECORDS (FIN-115)_____**CY+6 YEARS/DESTROY**

Banking activities, including deposit records, checks, statements, reconciliations, and registers.

BID PACKAGES (FIN-120)_____**CY+6 YEARS/DESTROY**

Requests for Information (RFI), Quote (RFQ), and Proposal (RFP) issued by the organization for competitive bid. Includes supplier or consultant correspondence and responses, drawings and specifications, meeting presentations, minutes and notes, scoring sheets and other materials related to selecting the winning bid. Use EM-105 for bid packages related to construction.

BUDGET FILES (FIN-130)_____**CY+6 YEARS/ARCH REV**

Internal financial planning and management, including worksheets, goals and objectives, tracking and milestones for the final approved budget.

FINANCIAL REPORTS (FIN-150)_____**CY+6 YEARS/DESTROY**

Internal reporting of the financial status of the organization, including internal financial audits. Use FIN-130 for budget tracking information.

FIXED ASSET RECORDS (FIN-160)_____**LI+10 YEARS/DESTROY**

Documenting the acquisition, depreciation, and accruals of fixed assets, including roll-forwards, reconciliations, and analyses with related documentation. Use O/M-100 for equipment ownership/lease and maintenance records.

FUND RAISING AND DONATION FINANCIALS (FIN-165)_____**CY+6 YEARS/ARCH REV**

Financial records concerning fund raising and donations, including Trustee Matching Gifts. Use DEV-100 for administrative records related to donors and sponsorships, and DEV-105 for administrative records related to Advisory Committee donors.

INSURANCE POLICIES (FIN-170)_____**PERMANENT**

Insurance policies purchased by the organization to protect the organization, including any amendments. Includes automotive, directors and officers, fiduciary, surety bond, aviation, crime, general liability, workers compensation, property, storage tank, fine arts, terrorism, and umbrella/excess policies. Use EM-130 for insurance policy correspondence.

INVESTMENT RECORDS (FIN-175)_____**CL+6 YEARS/DESTROY**

Investments, including the purchase of stocks, bonds or other equities, ownership and account statements. Use EM-130 for investment offerings and related analysis.
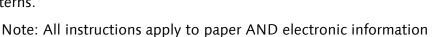
HUMAN RESOURCES

EMPLOYEE BENEFIT PLANS ADMINISTRATIVE FILES (HR-105)_____**CY+6 YEARS/DESTROY**

Administrative records of the benefits plan, including legal compliance, communications, vendor information and contracts, implementations, and plan changes. Use EM-130 for Summary Benefit Information.

EQUAL EMPLOYMENT OPPORTUNITY RECORDS (HR-110)_____**CY+6 YEARS/DESTROY**

Tracking and reporting equal employment opportunity information.

GETTY COMMUNITY RECORDS (HR-115)_____**CY+6 YEARS/ARCH REV**

Programs and activities designed to enhance and support the experience of staff, interns, docents, and volunteers with Getty. Includes images and recordings of staff events and web sites. Includes internal communications and intranets in any format.

INS I-9 FORMS (HR-125)_____**TERM+3 YEARS/DESTROY**

Forms required by the United States Citizenship and Immigration Services under the requirements of the Immigration Reform and Control Act of 1986.

FOREIGN EXCHANGE VISITOR FILES (HR-128)_____**CL+3 YEARS/DESTROY**

Records pertaining to foreign exchange visitors, including scholars. Includes compensation information, travel and housing arrangements, visa applications, questionnaires, insurance and health information, information on maintaining lawful non-immigrant status, and any monitoring documentation.

INTERN, DOCENT, AND VOLUNTEER RECORDS (HR-130)_____**TERM+3 YEARS/DESTROY**

Personnel files of interns, docents, and volunteers. Use LEG-120 for image and rights releases. Use PPR-120 for training records. Use PHI- 105 for grant-funded graduate interns and multicultural undergraduate interns.

JOB DESCRIPTION FILES (HR-135) _____ **CL+10 YEARS/ARCH REV**
The duties and responsibilities of each job position and the expectations for performance.

OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE RECORDS (HR-140) __ **CY+6 YEARS/DESTROY**
Occupational health and wellness, official reports, including illness and injury records, Occupational Safety and Health Administration (OSHA) 300 (log), 301 (annual summary) reports, and privacy case list.

PERSONNEL FILES (HR-145) _____ **TERM+6 YEARS/DESTROY**
The primary personnel file for individual employees, including employment applications, resumes, offer and acceptance letters, handbook acknowledgement, performance appraisals, salary information, development and separation documents.

PERSONNEL FILES, SECONDARY (HR-150) _____ **TERM+6 YEARS/DESTROY**

Benefits information, W-4s (Employee's Withholding Allowance Certificate), leave, and emergency contact information.

RECRUITMENT RECORDS (HR-155) _____ **CL+3 YEARS/DESTROY**
The recruitment process and materials advertising available positions, including requirements for specific skills, job postings, advertising, resumes, applications, interviews, and selection process of prospective employees.

EMPLOYEE ELIGIBILITY RECORDS (HR-157) _____ **CL+6 YEARS/DESTROY**
Records documenting certifications and requirements for maintaining job eligibility. May include driving records, drug testing records, pre-employment physicals, background checks, and other certifications related to maintaining job eligibility.

RETIREMENT RECORDS (HR-160) _____ **PERMANENT**
Individual retirement benefits and pensions files.

SALARY PROGRAM RECORDS (HR-170) _____ **PERMANENT**
The organization's salary program, including pay scales and salary surveys.

TRAINING RECORDS, GENERAL (HR-175) _____ **CY+3 YEARS/DESTROY**
Training or orientation of employees, including class sign-in sheets, notices of classes offered, and curriculum or syllabus. Includes training contracts. Use HR-180 for mandatory and/or safety training records; use PPR-120 for staff, docent, volunteer, gallery teacher education.

LIFE, HEALTH, SAFETY TRAINING RECORDS (HR-180) _____ **CY+30 YEARS/DESTROY**
Training of employees about life, health, and safety issues and practices, including class attendance sheets, schedules, records of class curriculum or syllabus, and safety training materials development and documentation. Includes critical systems and safety training contracts.

INVESTIGATIONS (HR-185) _____ **CL+6 YEARS/DESTROY**
Internal investigations undertaken by Human Resources. Use LEG-140 or LEG-143 for investigations involving litigation. Use SEC-105 for incident reports.

LEGAL

CONFLICT OF INTEREST FILINGS (LEG-100) _____ **CY+6 YEARS/DESTROY**
Conflict of interest filings for potential members of the board of trustees, existing board members, and designated employees.

CONTRACTS AND AGREEMENTS, GOODS AND SERVICES (LEG-105)   **CL+6 YEARS/DESTROY**

Documenting the negotiation and execution of contracts and agreements for goods and services not described in the more specific categories listed in [Appendix 2: Contracts](#). Includes correspondence, contracts for services, purchases, and sales, and any amendments. Can include W-9s (Request for Taxpayer Identification Number and Certification).

CORPORATE GOVERNANCE RECORDS (LEG-110)   **PERMANENT**

Documenting the foundation of the organization and the terms under which it was formed and is governed, including organizational bylaws, articles of organization, amendments, IRS exemptions, related rulings, and correspondence.

LICENSES AND PERMISSIONS PROVIDED (LEG-115)   **CY+10 YEARS/DESTROY**

Licenses or permissions granted to outside people or organizations to quote, publish, reproduce, or otherwise use Getty-owned intellectual and physical property. Includes merchandising licenses, permissions to photograph, videotape, or film at Getty, and all site licenses regardless of duration.

INTELLECTUAL PROPERTY OWNERSHIP AND RIGHTS RECEIVED (LEG-120)   **PERMANENT**

Proving Getty ownership and protecting Getty intellectual property rights, copyright, internet domain names, and trademark registrations. Includes management of rights Getty has obtained from outside parties.

LEASE FILES (LEG-125)   **CL+6 YEARS/DESTROY**

Documenting real property leased by and to the organization, including lease agreements. Use O/M-100 for equipment leases.

LEGAL OPINIONS (LEG-130)   **CL+10 YEARS/ARCH REV**

Internal and external legal opinions on issues, problems, and policies that have an impact on the organization. Opinions related to collections, corporate governance, and other selected topics are permanently retained in archives or originating office.

LITIGATION AND CLAIMS FILES (LEG-140)   **CL+10 YEARS/ARCH REV**

Threatened or actual litigation or claims or government investigations, including pleadings, discovery, work product, exhibits, and final judgments.

WORKERS COMPENSATION CLAIM FILES (LEG-143)   **CL+30 YEARS/DESTROY**

Not reported, threatened or actual Workers Compensation claims and litigation, including pleadings, discovery, work product, exhibits, final judgments, and loss fund adjustments with corresponding service agreements

REAL ESTATE FILES (LEG-145)   **PERMANENT**

Documenting real estate transactions and ownership, including escrow files, acquisitions, titles, deeds, and easements. Use FIN-170 for property insurance.

OPERATIONS / MAINTENANCE

EQUIPMENT FILES (O/M-100)   **LI+6 YEARS/DESTROY**

Equipment lease, ownership, and maintenance, including leases, correspondence, copies of invoices and purchase orders, drawings, operating instructions, warranties, registrations, vendor service and work order request records, disposal records, and contracts for equipment maintenance services. Includes computer telecommunications, hardware, and software lease/ownership records, and software licenses purchased from outside vendors.

INSPECTION RECORDS (O/M-115)   **SUP+3 YEARS/DESTROY**

Periodic inspections and certifications. Includes routine workplace and safety inspections for facilities and equipment.

OPERATING RECORDS, GENERAL (O/M-125)   CY+6 YEARS/DESTROY
Documenting daily operations of routine systems, including data books, operations reports, property inventories, and data sheets to generate operating reports. Use EM-130 for records related to space allocation and long-term planning of grounds and gardens. Use ENG-105 for records related to major modifications to the grounds and gardens.

CRITICAL SYSTEMS OPERATING RECORDS (O/M-128)   CL+10 YEARS/DESTROY
Documenting daily operations of critical systems such as plant boilers, security, and health/safety systems. Includes data books, operations reports, inventories, and data sheets to generate operating reports.

OPERATIONAL PERMITS AND LICENSES (O/M-135)   EXP+3 YEARS/DESTROY
Permits and licenses necessary for the operation of the facilities issued to the organization by city, state, and federal regulatory bodies. Includes business permits and sales tax license. 110Use LEG-115 for intellectual property and permissions licenses, use O/M-100 for software licenses and vehicle registrations. Use HR-157 for staff permits and licenses to operate vehicles and other equipment.

SERVICE AND WORK ORDER REQUESTS (O/M-140)   CY+3 YEARS/DESTROY
Providing internal services to Getty staff including fulfilling requests and answering staff enquiries. Includes Maximo services requests, postal and shipping records, and computer support (HelpDesk) requests.

PHILANTHROPY

GRANT PROCESS RECORDS (PHI-100)   CL+6 YEARS/ARCH REV
The grant application review and approval process.

GRANT RECORDS, AWARDED (PHI-105)   CL+10 YEARS/ARCHIVES
Accepted grant proposals and the awarding and monitoring of awarded grants and scholar applications. Contains contracts.

GRANT RECORDS, REJECTED (PHI-110)   CY+6 YEARS/DESTROY
Unsuccessful grant and scholar applications

PUBLIC PROGRAMMING

PUBLIC PROGRAMMING RECORDS (PPR-105)   CY+10 YEARS/ARCH REV
Public events, educational programs, and interpretation of collections, including planning and final documentation and results or products. Includes event recordings. May include external collaboration files. Use LEG-120 for intellectual property, permissions and collaborative agreements received. Use LEG-105 for related goods and services contracts.

PUBLIC PROGRAMMING EDUCATION RECORDS (PPR-120)   CY+6 YEARS/ARCH REV
Training docents, volunteers, and staff about exhibits and the site. Use HR-175 for other types of training.

PUBLISHING

DEVELOPMENT AND PRODUCTION FILES (PUB-100)   CL+6 YEARS/ARCH REV
Documenting the proposal, design, and production of individual publications, including correspondence, artwork, drafts, proofs, costs, and final production records. May include external collaboration files. Use COM-110 for marketing and advertising records. Use LEG-120 for intellectual property, permissions, and collaborative agreements received. Use LEG-

Note: All instructions apply to paper AND electronic information

105 for related goods and services contracts.

PUBLICATIONS (PUB-120)   PERMANENT

Permanent file copies of Getty-produced formal ~~and informal~~ publications and promotional materials, including books, catalogs, reports, pamphlets, brochures, and fliers. Use COM-105 for materials included in press kits, including calendars and event-related ephemera.

PRODUCT DEVELOPMENT RECORDS (PUB-130)   CL+10 YEARS/ARCH REV

Development and distribution of Getty-developed products offered for sale in the Museum bookstores and online, including product development contracts and product samples.

RESEARCH ACTIVITIES AND SUPPORT

RESEARCH FILES (RES-115)   CL+10 YEARS/ARCH REV

Conducting research in connection with official job responsibilities, including research notes, catalogs, books, correspondence, studies, Provenance, and Vocabularies files. Includes correspondence and other materials documenting external collaborations and may include contracts.

SCHOLAR PROGRAM FILES (RES-140)   CL+10 YEARS/ARCH REV

Planning and program development for visiting scholars and artists and their supporting services. Includes scholar invitation and acceptance documentation. Use LEG-120 for image and rights releases. Use PHI-105 for successful scholar applications. Use PHI-110 for unsuccessful scholar applications.

SECURITY

EMERGENCY PREPAREDNESS RECORDS (SEC-100)   SUP+10 YEARS/ARCH REV

Documenting activities of emergency planning, plan testing and response during a declared emergency, published in hardcopy and electronically on digital platforms. Includes evacuation team information and records related to special skills of staff, fire department emergency plans, evacuation plans, emergency response inspection requirements, and disaster plans. Use ADM-135 for business recovery plans and procedures.

INCIDENT REPORTS (SEC-105)   CL+6 YEARS/DESTROY

Documenting property damage or injury such as vehicle accidents, medical emergencies, and non-recurring theft and vandalism. Use SEC-108 for major security incidents. Use HR-140 for Occupational Safety and Health Administration (OSHA) Compliance Records.

CRITICAL INCIDENT REPORTS (SEC-108)   PERMANENT

Documenting major security incidents including brush fires, earthquakes, gallery water incidents and tram incidents. Also includes Neighbor complaints and reports related to suspicious activity patterns. Use SEC-105 for incident reports not documenting major incidents. Use HR-140 for Occupational Safety and Health Administration (OSHA) Compliance records.

SECURITY MANAGEMENT AND AUTHORIZATION RECORDS (SEC-110)_SUP+10 YEARS/DESTROY

Documenting information technology infrastructure and other security systems, including risk and security assessments, critical plans and drawings, diagrams, and configurations. Records, logs, databases and repositories authorizing employees, interns, researchers, or contractors to have access to computer systems, data, and physical access to the building and collection storage areas, and general authorization authority records. Includes visitor registration logs. Use ADM-135 for delegation of financial authority records.

APPENDIX 1: FAQs

WHO OWNS GETTY INFORMATION?

All information created by any person in any Getty department **is owned by Getty**, NOT by the staff member who created it. Getty information is considered to be a valuable organizational asset, just as are works of art, collections, and equipment.

WHAT IS OFFICIAL DOCUMENTATION?

Official documentation is any written or visual information[1] in paper or electronic format that provides evidence of Getty activities.

Generally, official documentation excludes all drafts and versions preceding a final version of the information or record. Some types of documentation do not become official until a formal transaction has taken place, such as payment processing or contract execution (signing of a contract).

An official document can be an original version or an **exact** duplicate copy stored in any format. A document may be created electronically (the original), sent to others in electronic format (duplicates), and printed out in hardcopy (duplicate). If a document requires transactional confirmation (e.g. expense report processing for payment), the official document must show evidence that this has occurred. An original and any duplicates carry the same "weight" in terms of being official.

To determine if your office holds the **original** official documentation, ask the question "Would other department staff contact our office if they were seeking specific information that is not readily available anywhere else?" If your office is the primary source of the information, then it holds the original (example: Communications holds press releases). If your office sends a copy of the original to the requesting staff, it is disseminating a **duplicate** for working, reference, or informational purposes. (See, for example, Guidelines for Common Records.)

It is possible for an office holding originals to also hold duplicates. An example of this is when an office creates an electronic original, and then prints out and files a hardcopy.

WHO HAS RESPONSIBILITY FOR MAINTAINING OFFICIAL DOCUMENTATION?

Maintenance is the responsibility of the office that:

- Created the official documentation (the original), or
- Manages the transactional process that results in official documentation.

Maintenance includes keeping the information clearly labeled, maintained within structured filing systems, and stored securely in a Getty-approved environment. Maintenance also includes retaining the information for the periods prescribed in the IMS, and either disposing of the information or forwarding it to Institutional Archives when retention has been met.

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[1] Audio and audio/visual documentation may be considered official under limited circumstances.

Examples of official documentation and the responsible parties who maintain the original information:

- A project manager creates and manages memos, minutes, the shared e-mail folder, and reports for a multi-departmental project.
- Communications composes and distributes press releases.
- Accounting receives expense reports from departments and processes them for payment in PeopleSoft. The processing results in creation of the final version of records and proof of payment.
- Curatorial departments maintain original research and provenance information about collection objects.
- Registrar departments receive, create, and maintain acquisition and collection management records of objects in the collections.

WHAT IS A DUPLICATE?
A duplicate is an exact copy of original material.

If an office holds duplicates of official documentation, the IMS retention periods do not apply. Duplicates may be discarded when they are no longer useful, but should never be retained longer than the IMS retention period.

Examples of parties who may discard documentation when no longer useful:
- A project manager (PM) creates and manages memos, minutes, and reports for a project. The PM distributes the documents to staff or project team members. *The staff or project team member's* copies are duplicates.
- *Recipients of clippings* distributed by Communications receive duplicate copies.
- *Expense report creators* submit documentation to Accounting for processing. Accounting creates the official expense report record through processing and payment.

WHAT IS INFORMATION IN ACTIVE USE?
Active information is used in the course of daily business and referenced or updated regularly by staff. The information is maintained in the office of, on server/application space assigned to, or in the email of the department that creates and uses it.

Example:
Exhibitions creates information related to proposing, organizing, preparing and opening an exhibition. All information must be readily available to department staff for the duration of the project, from proposal to exhibition closing.

WHAT IS INACTIVE INFORMATION?
Inactive information is no longer needed to conduct daily business but has not reached the end of its useful/necessary life as defined by this Schedule. Inactive information should not be deleted or destroyed if the department is responsible for maintaining it. Departments may keep inactive documentation in offices or on network drives, but staff are responsible for monitoring retention periods. If inactive hardcopy records are sent to the Records Center, Institutional Records and Archives will track the retention period and contact the department when disposition action is necessary.

Example:

An exhibition closes and all related business is concluded. The records are no longer needed for daily reference, yet should not be discarded as they constitute a record of the Exhibitions department's core activities. The records are inactive and should be organized in departmental offices and on shared drives; paper records are eligible for Records Center storage.

WHAT IS PERMANENT INFORMATION?

While most information is not permanent, that which has ongoing business value is maintained permanently with the responsible department. Institutional Records and Archives can work with departments to help manage permanent information.

Example:

The Registrars maintain ownership records for works of art and collections. The files reside in those offices to prove Getty ownership and can be produced at any time.

WHAT IS EPHEMERAL INFORMATION?

Not everything Getty produces or maintains is official information. This type of information is generally used for short-term reference or working purposes, and has no evidentiary, documentary or long-term historical value.

Ephemeral information should be periodically reviewed and discarded when no longer needed or when superseded with updated versions. This material is not eligible for Records Center storage.

Examples:
- Manuals, publications, or ephemera not published by Getty
- Stocks of blank forms, envelopes, labels, signs, etc.
- Reference materials
- Temporary Information, including data compilations, notes, and drafts used to create final versions ("working papers")
- Personal papers. Getty employees should avoid storing personal papers in any Getty-maintained storage system, including electronic networks or hard drives. Information stored on Getty systems is subject to legal discovery and disclosure.

WHAT IS PII (PERSONALLY IDENTIFIABLE INFORMATION)?

While all Getty records not intended for public distribution are confidential, some categories of information are more sensitive and thus require a higher level of safeguarding to protect and preserve confidentiality. Personally Identifiable Information (PII) are data, documents, and compiled information in both paper and electronic forms that can uniquely and directly identify individuals. PII should be protected from inappropriate access, use, and disclosure. Unauthorized access, use, or disclosure of PII can seriously harm individuals by contributing to identify theft, and Getty by creating legal liability.

Examples of PII include, but are not limited to, the following:
- Name, such as full name, birth name, mother's birth name, or alias
- Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, or financial account or credit card number

- Address information, such as street address or email address
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry).[1]

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[1] National Institute of Standards and Technology [NIST] (April 2010). Guide to Protecting the Confidentiality of Personally Identifiable Information (PII).

Note: All instructions apply to paper AND electronic information

APPENDIX 2: CONTRACTS

This appendix provides an overview of contract types that are found in series other than Goods and Services (LEG-105). For a complete list of contract types, contact Institutional Records and Archives.

All bid packages, regardless of what product or service each bid was for, may be co-located with their contracts but should be classified as FIN-120. Bid packages include requests for information (RFI), quotes (RFQ), proposals, related correspondence and responses, drawings and specifications, presentations, minutes, notes, scoring sheets, and other materials related to selecting a winning bid.

The examples given for each contract type in the "Examples" column in the table are not inclusive; they are provided to illustrate the types of transactions represented by the contract type. Your department may have contract transactions that are not specifically called out here.

Departments listed in the "Primary Department(s)" column are the original requestors of a contract and have engaged Procurement Contract Services (PCS) to create it on their behalf *(caveat: in certain limited circumstances, a primary department may not have originated the request, but must maintain it for ongoing work.)*

Primary departments should maintain all copies of completed contracts forwarded to them by Procurement Contract Services. Contracts should be retained for up to (but no longer than) the assigned retention period and then securely destroyed if they are not permanent. Contracts can contain sensitive and, in some cases, personally identifiable information (PII), so care should be taken to protect privacy when managing and destroying them.

As of January 2017, PCS manages non-permanent contracts for the required retention period. Contracts with permanent retention are managed by Institutional Records and Archives and the Primary Department.

Departments listed in the "Duplicates" column hold reference copies of the contract and are not the original requestor for the contract nor the primary business user. Contract duplicates do not need to be strictly managed according to the retention period. Duplicates may be disposed of via a secure method as soon as the business need for maintaining the information has been met, and should not be kept longer than the assigned retention period. If your department regularly maintains contract duplicates and is not listed in the specified column, please contact Institutional Records and Archives staff, so that we may update this chart.

The ownership of licenses and permissions (LEG-115) can be somewhat different than the contracts described above. While many licenses and permissions are created by PCS, certain departments do so independently without any PCS involvement. These departments are the only custodians of these records and are responsible for managing them during their lifecycle. A separate table listing these departments, along with the types of licenses and permissions issued, follows the Contract Type table.

I.   Contracts found in series other than LEG-105, Goods and Services

Type of service contract is for	Series	Examples	Primary department(s) *(the primary dept. may differ depending on the contract)*	Departments that may hold Duplicates
Benefits	HR-105	Provider benefits contract	Human Resources	General Counsel
Collection acquisition	CA-100	- Art acquisition - Deed of Gift - Commission to create works	- President's Office - Museum & GRI Registrars	- Museum & GRI curatorial - Program Administration
Collection Management	CM-110	- Framing and mounting - Pedestal and vitrine fabrication - Collection storage - Cataloging and inventorying	- Museum & GRI conservation - Museum & GRI curatorial - Preparations	- Museum & GRI Registrars - Museum & GRI Exhibitions - Program Administration
Conservation	CM-120	- Conservator - Collections conservator	Museum & GRI conservation	Program Administration
Construction	ENG-105	- Construction - Space buildout/remodel Owner/Architect	Capital Project Support	Program Administration in affected buildings
Equipment, vehicles, computer hardware and software	OM-100	- Ownership /Lease/ Rental - Maintenance - Registration - Equipment storage- - Software licenses	Departments that are primary custodians of the equipment, vehicle, hardware or Software	Departments that are not primary custodians
Equipment Inspections	OM-115	Equipment Inspections	Departments that are primary custodians of the equipment being inspected	Departments that are not primary custodians
Exhibition	EXH-100	- Exhibition agreements - Content/media	- Museum & GRI Exhibitions - Museum	- Museum & GRI curatorial - Museum Education

Note: All instructions apply to paper AND electronic information

		developed for exhibition	Interpretive Media - Conservation Institute Administration	- Other Conservation Institute departments - Program Administration
Field and Science projects	FS 100	- Field project consultants - Field workshop instructors - Consultant scientist	Conservation Institute Administration	Other Conservation Institute departments
Hazardous Waste and chemicals	ENV 105	Hazardous waste and chemical transport/disposal	Risk Management	- Conservation departments - Facilities - Grounds and Gardens
Information Technology development	ENG -120	Services with no development of intellectual property	Getty Digital	Program Administration
Intellectual Property owned by Getty, and rights/licenses received by Getty	LEG-120	- Artist, performer - Guest speaker - Theatrical production - Design services - Photography - Author license - Visiting curator, scholar, researcher, scientist - Proprietary software development *For complete list contact Institutional Records and Archives	*Any Getty department may hold these records, but some maintain intellectual property and rights/licenses received on a regular basis in support of their function. For a complete list contact Institutional Records and Archives.*	Departments not originating /maintaining the intellectual property or request for rights/license
Licenses/ permissions provided by Getty to others	LEG-115	See table below		
Loans, Art object / Special Collections	CM-130	- Loan agreements - Insurance for object on loan - Transit of objects on loan	Museum and Research Institute Registrars	- Museum, Research Institute Exhibitions - Museum, Research Institute Curatorial - Museum, Research Institute Directors' offices
Press Events	COM-105	Exhibition press previews	Communications	N/A

Product development	PUB-130	Creation of merchandise for sale	Museum Store Operations	Department owner of the image used on merchandise
Property leases	LEG-125	- Single tenant lease - Residential lease	- General Counsel - Facilities	Program Administration
Real Estate	LEG-145	- Escrow - Titles - Deeds - Easements	- General Counsel - Accounting	Facilities
Training, General	HR-175	Getty staff training for all non-health and safety topics, led by outside organization in person or online	Department that is organizing and managing the training	N/A
Training, Health and Safety	HR-180	Topics such as chemical hygiene, Blood borne pathogens, and Injury and illness prevention, led by outside organization in person or online	Risk Management Security	N/A
Visitor Surveys	COM-110	Visitor survey and analysis	- Communica-tions - Museum Education - GRI Exhibitions	N/A

Note: All instructions apply to paper AND electronic information

II.   Exceptions for Licenses and Permissions Provided, LEG-115

Some departments are original creators of licenses and permissions (i.e. PCS is not involved in the process) and maintain sole custody of the records. The chart below lists these departments and the licenses/permissions they are responsible for. Note that some departments involve PCS for particular types of licenses/permissions; these are noted in the License/permissions for column.

Department	License/permissions for
Trust Communications	Use or reproduce images of Getty Center or Getty Villa architecture and gardens, or publish any portion of Getty.edu web site content License still and video shoots for broadcast, print and online use by news or entertainment media Downloadable images in Getty.edu press room gallery Use of Getty logo
Museum Store Operations	One-time (flat-fee) use of Getty objects for short-lived non-book merchandise reproduction *(Note: licenses for longer-term non-book merchandise reproduction involving royalty payments are administered by PCS)*
Conservation Institute Collections	Use or reproduce images from the Conservation Institute Collections
Conservation Institute Communications & Dissemination	Publish or quote from Getty Conservation Institute publications
Getty Publications	Reproduction of short excerpts for re-publication or classroom use *(Note: Licensing large portions of, or an entire book, are administered through PCS)*
Museum Registrar	Use or reproduce images of objects from the Museum collections
GRI Library Services	Use or reproduce images and/or publish or quote from the Research Institute collections

APPENDIX 3: NON-ACCOUNTING REVENUE GENERATING DEPARTMENTS

This appendix lists revenue-generating departments that are responsible for receiving and processing payments independently of the Accounting department. Revenue-generating departments hold original accounting records that are not deposited with Accounting and include register receipts, credit card slips, checks, and other documents created from a financial transaction, including reports. Departments are responsible for the maintenance and disposition of all Accounting records in compliance with series ACC-105.

Department	Transactional activity
Museum Store Operations (Center and Villa bookstores)	Selling merchandise
Visitor Services	Parking fees, paid event tickets
GRI Library Services	Use or reproduce images from the Research Institute collections

Note: All instructions apply to paper AND electronic information

APPENDIX 4: CONSIDERATIONS FOR INSTITUTIONAL ARCHIVES

WHAT WE DO

The Getty Institutional Archives collects and cares for permanent information relating to the history, collections, and research interests of all programs and departments of the Trust. These holdings are an essential source of evidence for institutional continuity and for future scholars interested in Getty history and its mission-central activities.

ACCESSING RECORDS IN THE INSTITUTIONAL ARCHIVES

As an active Getty staff member, you will have full access to your own department's records after they have been transferred to the Institutional Archives. If you wish to access records belonging to another department or program, you will have to obtain permission from the staff of that department. Please contact us to view your records in the IRA suite or GRI Reading Room any time during our hours of operation.

WHAT WE ACQUIRE

The following records are common to all programs of the J. Paul Getty Trust. Please note that the Archives appraises and weeds out records based on business need or potential historical interest. Program specific archival records appear on the pages that follow:

COMMON RECORDS

Executive management and Administration
- Vision, mission, goals, and objectives statements
- Reports, statistics, briefing papers, and studies
- Meeting records of and reports to the President's office and board of trustees
- Records of committees including agendas, minutes, correspondence, policies, reports, and other supporting materials
- Significant topical files of program directors, and department chairs
- Planning and proposal development records for new programs, projects, or services
- Program level meeting materials – including minutes, agenda, and supporting documentation
- Correspondence relating to decisions, policy creation, planning processes, and directives
- Organizational charts and histories
- Policies and procedures
- Reviews/audit results of programs, projects, or services

Communications, External collaboration, and Publications
- Press coverage and awards received
- The planning and execution of external collaboration activities
- Getty-related speeches and remarks
- Final copies of program/dept. produced works and the finished product of research (few drafts or production elements)
- Correspondence between authors and editors; subject files of staff responsible for directing publishing efforts

- Press releases concerning Getty activities, events, projects, programs, and individuals; examples of advertisements submitted to other publishing venues
- Articles about Getty-related activities, events, projects, programs, and individuals; biographical information about Getty-affiliated individuals
- Correspondence that provides directives for activities relating to promotion and information dissemination
- Photographs, slides, films, videos, etc. of activities, events, projects, or individuals associated with Getty
- Histories about projects, programs, and events associated with Getty; interviews with Getty-affiliated individuals
- Reports and analyses of events, trends, and issues associated with Getty

PROGRAM RECORDS
Getty Conservation Institute
In addition to the common records listed above, the archives is interested in the following GCI records.

Field and Science Projects
- Charters and agreements between the Conservation Institute/Getty and sponsoring agencies/nations
- Constitutions, missions, and vision statements of the research initiatives
- Copyright, patent, and trademark records
- Laboratory notebooks (or their electronic equivalent)
- Policies and procedures for administration of research initiatives
- Project records
- Publications and forms produced from research initiatives
- Records of sponsored projects and awards
- Unpublished reports regarding the research projects

Public Programming
- Meeting minutes, correspondence, and research that documents the conceptualization, design, and planning processes for public events and programming
- Documentation of education initiatives and activities
- Audio or visual recordings, images, ephemera, press coverage of symposia, lectures, workshops, performances, concerts, and other productions hosted by the Conservation Institute. Note: includes all pertinent rights, intellectual property, and copyright records, particularly regarding use, re-use, and distribution.

Getty Foundation
In addition to the common records listed above, the archives is interested in the following Foundation records.

Philanthropy
- Accepted grant proposals and applications
- Yearly and final reports submitted by grant recipients

- Policies, guidelines, and regulations for sponsored grants
- Policies and procedures for contract and agreement negotiations
- Trustee matching gifts (employee matching gifts, including executive, are not needed)

Getty Museum

In addition to the common records listed above, the archives is interested in the following Museum records.

Collection Acquisitions and Management

- Records documenting acquisition, provenance, accession, deaccession preservation, conservation, and loan are generally permanent. Archival requirements may be met through proper storage in the custody of the creating departments.

Exhibitions and Public Programming

- Meeting minutes, correspondence, and research that document the conceptualization, design, and planning processes for exhibitions, public events and programming
- Documentation of education initiatives and activities
- Audio or visual recordings, images, ephemera, press coverage of symposia, lectures, workshops, performances, concerts, and other productions hosted by the Museum. Note: includes all pertinent rights, intellectual property, and copyright records, particularly regarding use, re-use, and distribution
- Docent meeting minutes, reports, and publications

Getty Research Institute

In addition to the common records listed above, the archives is interested in the following GRI records.

Collection Acquisitions and Management

- Records documenting acquisition, provenance, accession, deaccession, preservation, conservation, and loan are generally permanent. Archival requirements may be met through proper storage in the custody of the creating departments.

Exhibitions and Public Programming

- Meeting minutes, correspondence, and research that document the conceptualization, design, and planning processes for exhibitions, public events and programming
- Audio or visual recordings, images, ephemera, press coverage of symposia, lectures, workshops, performances, concerts, and other productions hosted by the Research Institute. Note: includes all pertinent rights, intellectual property, and copyright records, particularly regarding use, re-use, and distribution.
- Accepted scholar and artist applications; planning and development materials for scholar year themes

The Getty Trust and Board of Trustees

In addition to the common records listed above, the archives is interested in the following Trust records.

Governance
- Mission, goal, and strategy development from Getty units and initiatives that interact regularly with governmental bodies or external communities; policies and procedures for community and governmental relations
- Position statements and related records concerning Getty's stance towards legislative or public policy matters
- Founding charters, amendments, and organizational by-laws

Finance and Tax
- Final approved budgets; budget narratives
- Annual Financial Statements
- Form 990PF (Return of Private Foundation)

Facilities
- Construction project design and planning records; descriptions and requirements; architectural specifications, drawings, and plans; architectural blueprints and schematics; permits and approvals; reports and photographs; disability access records; and selected contracts and agreements
- Environmental impact reports

Human Resources
- Position descriptions for corporation appointments
- Training procedures and programs for the benefit of Getty
- Affirmative action and equal opportunity plans
- Aggregate analyses of employees and volunteers, positions, benefits, and compensation; surveys, status reports, assessments, and studies of faculty, staff, docents, interns, and volunteers; classification, wage, and salary structures

General Counsel
- Selected litigation and claims files, including fatal accident investigation records
- Selected legal opinions
- Precedent setting or historically significant contracts and agreements
- Real estate records, including deeds, titles, and easements for Getty properties
- Records related to proving Getty ownership and protecting Getty intellectual property rights, copyright, internet domain names, and trademark registration

Procurement Contract Services
- Contracts related to collection acquisition, management, loans; conservation; public relations, marketing, advertising; exhibitions; field and science projects; intellectual property ownership and rights; real estate; product development