

MFAH Policy

Title: **Archives Transfer of Terminated Employees' Electronic Records**
Effective Date: 4/2015
Department of Origin: Archives, IT

Summary:

Electronic records created by or received by museum employees will be ingested into the Archives digital repository when the employee is no longer employed by the museum. This policy will apply to key employees and those charged with creating and managing their records. Once the files are ingested into the archival repository, the electronic records will still be available in the original location on the network but will be read only to preserve the integrity of the documents. Employees who wish to use these documents may copy the document to another location.

Policy Details:

In accordance with the Records Management Program Authorization and Records Retention Policy, all records created in the course of employees' activities are the property of the Museum of Fine Arts, Houston. The transfer of archival electronic records applies to key employees, those charged with creating and managing their records, and other staff as determined by the MFAH Archives. Key employees under this policy are defined as:

- Senior Administrators
- Curators
- Department Heads

Applicability: See policy details.

Related Policies: Records Management Program Authorization and Records Retention Policy, 7/1/1994

Document Retention Policy, rev 6/30/2009

Related Procedures: Transfer of Terminated Employees' Electronic Records to Archives

Records Management Guide and Institutional Retention Schedule