Using standardized file naming conventions for electronic documents stored on shared drives can help departments stay organized and facilitate work. Benefits include enhancing the ability to retrieve documents faster and with confidence, being able to sort documents into logical sequences, and helping staff to identify document contents without having to open files. File naming conventions also support recordkeeping activities such as retention review, file disposal, and file transfer to the Institutional Archives.

This guide provides best practices for working with electronic document file names.

Best Practice #1: Create meaningful file names

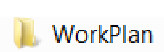
Use terms that accurately describe file contents. Titles should allow users to recognize content without having to open the file. Ask "What is the main topic of this document?" Avoid using personal names as this makes it difficult to determine the origin or content of the file. If a name is used to represent a particular staff function, use a job title instead.

>>*Example: RecordsAnalyst_spacereport,* and not *Jennifer's project*

Best Practice #2: Make file names as concise as possible

Limit the character count for file paths to 259 characters. If the number of characters in the file path (from the top of the drive path down to the file name) reaches or goes over this limit, you will have trouble working with the files. This is generally not a concern unless folders and files are nested too deeply in your directory.

To prevent problems, aim to convey meaningful information about a file's content with the minimum amount of characters. Leverage your shared drive by naming folders according to broad topic, and nesting related files inside (See the Institutional Records and Archives Reference Guide [Developing an Organized Shared Drive] for more information). The folder name alerts users to the topic of the documents, and frees up extra characters in the file name that you can use to more granularly describe the file.

>>*Example: A file named* FY18_Q1 *nested inside a folder named* 

,

instead of FY18 Work Plan Q1

Use the best practices described in this guide to achieve high levels of description with the minimum character usage.

Best Practice #3: Separate words by using camel case, underscores, or hyphens.

Leverage your character limit and save space by using camel case to separate words in the file name. The computer counts blank spaces as part of the file path character limit (see Best Practice #2). Avoiding the use of spaces can also mitigate future data migration problems; a system may read and interpret a blank space as the end of the text string or some other character. You may use underscores or hyphens to separate words if character limit is not an issue.

>>*Camel Case example (with underscore for date): 2017_CollectingPolicy*
>>*Hyphen example: 2017-collecting-policy*
>>*Underscore example: 2017_collecting_policy*

Best Practice #4: Avoid using punctuation and special characters

Underscores and hyphens are fine, but commas, colons, slashes, ampersands, quotation marks, accented letters, and other special characters in file names can hinder a file's interoperability. Similar to using empty spaces, these characters can be misread, transformed, or rejected during data migrations or other maintenance and transfer events. For example, a Word document containing colons or slashes in the title cannot be printed to .pdf format; the system will ask you to re-name the file. While you may have transformed the document to .pdf format, you will have lost the original title. You will also now have two versions (the Word and the .pdf), exactly the same in content, but with different file names to manage.

>>*Example: PST_LA_LA or PacificStandardTime_LA_LA* instead of *PST: LA/LA*

Best Practice #5: Determine a standard date format for labeling files

Dates should be numerically stated "back-to-front" in yyyymmdd format. Using this format makes dates unambiguous and avoids having to rely on an understanding of localized date naming conventions (e.g. American vs. European ordering of month and date.) This format is used worldwide and is an ISO (International Standards Organization) standard for date representation. Using this format now will also make interchange of data easier later on.

Using this format also makes documents sort in chronological order within a folder.

>>*Example: 20170323* (March 23, 2017)

>>*Example: 2017-03-23 or 2017_03_23* (March 23, 2017 with separators. Some find this easier to read.)

Dates can be appended to file names to convey the date the document was finalized, completed, reviewed, or released. The order the elements appear in is up to you, but be consistent.

Example: 20170323_CollectingPolicy

Best Practice #6: Use commonly understood abbreviations to indicate document status

Most simply, this is achieved by using a "d" to indicate a draft and "v" to indicate a version. Appending one of these to a title allows you to tell instantly what compositional or workflow stage a document is in. It also reduces ambiguity and allows you to quickly identify the most current draft or version without having to open files or review them. Add a number to indicate the document's iteration; this will sort the files in chronological order.

>>*Example: v01_CollectingPolicy*
v02_CollectingPolicy

Indicate when the version or draft was completed by adding dates:
>>*Example: d01_BudgetPolicy_20170323*

The key to developing abbreviations is to make sure they are short, concise, and commonly understood. Any abbreviation or term that is meaningful to the department can be used.

>>*Example: orig_contract01* to indicate that this file contains the first (original) iteration
>>*Example: red_contract01* to indicate that this file contains an edited (redlined) version
>>*Example: final_contract01* to indicate that this file contains the finalized version

Best Practice #7: Avoid obsolescence descriptors

Avoid using terms like "old," "historical," or "archival" to title files. These terms have little meaning unless there is a context attached. It's more transparent to create a file name including the document topic, date, and status information than to rely on amorphous terms that could be interpreted in various ways by different people. Files using obsolescence descriptors also tend to be abandoned because 1) staff assume they have no value to their everyday work, and 2) it is assumed that "someone else" is responsible for it (when in reality no one is.) Including information about the file in the title affords the opportunity to quickly and easily review files to determine if they really are "old," "historical," or "archival."

>>*Example:* staff can easily tell at a glance that a document with the file name *2010_Policy* is older than a file named *2015_Policy*. If the file is named *Old_Policy,* there is no context for understanding the meaning of "old".

Best Practice #8: Define acronyms

Acronyms can be used to shorten file titles but can be ambiguous unless their meaning is well-known and understood within the department and among outside users. If acronyms are used, it's a good idea to document meanings and confirm that they are understood by all users. This also saves time because users don't have to research acronym meanings, and it helps ensure that all staff (present and future) know what they mean.

>>*Example: SCA* can refer to: Society of California Archivists, Society for Creative Anachronism, Student Conservation Association, Student Committee for the Arts

Best Practice #9: Follow file naming conventions consistently

A consistent file naming practice creates a predictable and stable filing system. In this system, every document has a specific storage location, is adequately described, and shows a relationship to other files that it is co-located with. This means you can be confident in knowing exactly what information you have and where it is.

Select the naming conventions most useful to you, and use them each and every time you name a file. To help maintain consistency over time, document each naming convention, including what it means, how it should be used, and the order it should be placed in within the string (e.g. does the date come before or after the document description? Before the version number?) Refer to the document when questions arise.

Keep in mind that the more organized your information is, the better you will be able to understand and navigate it – and so the more efficient and effective you can be in everyday work.

Your Institutional Records and Archives liaison can help you design file naming conventions for your department. Please contact us to set up an appointment to discuss your requirements.

The J. Paul Getty Trust
Institutional Records and Archives

Getty departments are allocated shared drive space to file electronic documents. Over time and without any management, these spaces fill up with clutter that can include:

Multiple versions	Outdated or redundant information
Haphazardly filed material	Abandoned or unidentified files

All this clutter makes it difficult to locate essential information, dispose of unwanted or outdated files, and identify documents that need to be kept permanently.

This guide provides 7 steps you can take to develop an organized shared drive.

Step One: Establish intent and responsibility to manage the shared drive

Success is dependent on gaining support from staff and stakeholders using the drive, including your department head.

>>*Set aside regular time blocks to work on this project, and formalize your role as a shared drive manager. Do this by:*

Turning it into a documented department project	Listing it as a performance goal
Acknowledging it as is one of your work duties	

>>*Develop a project plan.*

Step Two: Know your department's core functions

Designing a shared drive structure begins with research. Before handling files, name the department's core functions. Having a well-formed description of what the department does makes it easier to determine the specific activities that support it, and hence the types of information that are critical to completing those activities. Ask yourself:

What does the department do?	What role does it play at the Getty?
What are its responsibilities and processes?	What projects does it complete, and/or what products does it produce?

Sources of information for this may include your own knowledge, your department head, and internal documentation.

>>*Create a high-level list of major activities the department undertakes.*

>>*Use the Getty Information Management Schedule (IMS) functional categories and subcategories to help you develop your list.*

Although departments will have specialized functions, some common to all include:

Administration
Finance
Operations

Note that functions are not necessarily department-specific: For example, all departments create policies (Administration) and develop budgets (Finance).

>>*Once a high-level list is in place, break down each major activity into sub-activities:*

Administration	Policies and Procedures
	Program Planning
Finance	Budget Preparation
	Financial Reporting
Operations	Equipment Maintenance
	Inspections

Step Three: Understand your department's information environment

Understand the types of digital information your department creates and collects, and how it supports the department's core functions. Ask yourself:

Who created it?	Why is it important?
What purpose does it serve?	For how long is it useful?

Focus on information essential to the department's work, but also be aware of reference and other ephemeral materials. What comes into the department from outside sources, and why?

>>*Think about [or write down] workflows and the documentation produced (such as notes, drafts, and the final product) that support the department's work. Also think about what documents make up a complete file (e.g. a project file always contains documents 1, 2, and 3).* Does a certain job role create and maintain responsibility for a certain type of information?

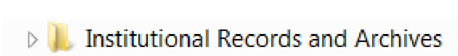
These workflows may result in subfolders in your eventual file structure.

Step Four: Design shared drive structure prototype

Once you have a solid understanding of the types of information created and maintained in the department, and have described and categorized the information in relation to the department's mission and core functions, you're ready to design the shared drive structure.

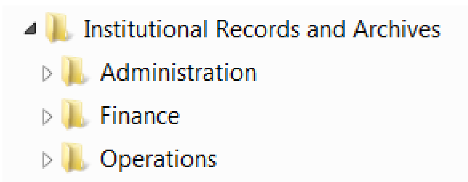
Leave the current shared drive structure intact while designing the prototype. You can create a "working" folder on the shared drive and create your new structure inside of the "working" folder.

>>*Aim to create a "reverse funnel" of folders, starting with the root folder at the top (first) level. The root folder should be the name of the department*:



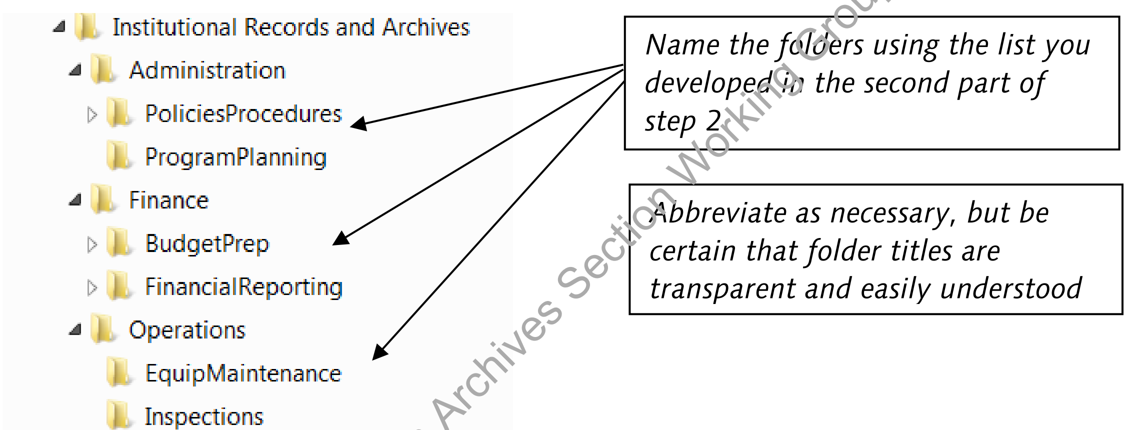
>>Within the top (first) level folder, create and name one folder for each core function identified on the list developed in step 2. Remember, these are broad and general categories, and you want to aim for an uncluttered look that can be quickly read and understood.

Do not place any files in these folders:



You are now at the second level of the hierarchy.

>>Accommodate the more granular activities occurring under core functions by creating nesting folders within them:

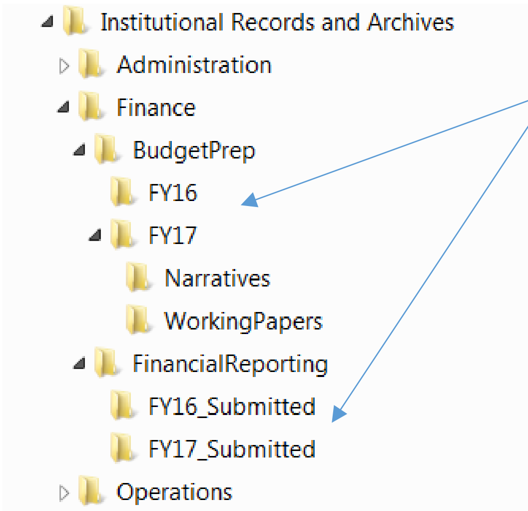


You are now at the third level of the hierarchy, and can begin placing files into the folders.

>>Continue creating folders as required at the fourth level of the hierarchy, and nest deeper as needed – but nesting should never be so deep that it becomes difficult to drill down to find content.

Folders should be able to accommodate a number of documents sharing common features, and not simply serve as storage areas for single items – remember that "like goes with like".

Remember the purpose of the folders is to file by document function so that it can be easily understood and retrieved by those having knowledge of department activities. No one should need to open documents to determine what the subject is.



This example shows how Finance folders are arranged into a workflow representing budget preparation and final submittals by fiscal year

Once folders have been adequately described by function you can use other identifying details to name folders, such as by fiscal or calendar year, commonly recognized ID number, etc.

Be aware that the Universal Naming Convention (UTC) path limit is 259 readable characters. The path is the folder (or file's) location on the drive and looks like this:

G:\GRI/InstitutionalArchives/Administration/PoliciesProcedures/Policies/Records/RetentionSchedule

This path has 97 characters, leaving an additional 162 characters for naming additional folders and file (document) names.

If the number of characters in your path name reaches (or goes over) this limit, you will have trouble creating, opening, and moving folders and files.

Step Five: Develop and document shared drive and filing rules

>>Make a filing reference guide by creating a shared drive map and determining the types of documents to be filed in each folder.

The filing reference guide should briefly describe the content of the documents to be filed in each folder:

Folder	Contains
ADMINISTRATION	Audit records, meeting agendas and minutes, policies and procedures, reporting and statistics
FINANCE	Budget working papers, narratives, final budgets
OPERATIONS	Equipment manuals, maintenance records, inspections

The filing reference guide should also document rules for creating new folders, such as:

Under what circumstances can new folders be created?	Who may create them?
How are folder names generated?	Does the folder require approval?

The reference guide facilitates **maintenance of the shared drive structure** and creates operational transparency. All department members should understand the tree structure and how to work with it. Set a periodic review schedule to assess performance and determine if updates are required.

>>*Develop and document naming conventions for files.* Renaming old files to conform to this will not be realistic, but it will help you moving forward. Naming conventions help users understand the contents of a file without having to open it, while also removing the burden from individual users of having to devise a name that all staff will understand. See the Institutional Records and Archives *Reference Guide for Electronic File Naming Rules* for more information on this topic.

Step Six: Clean out the current shared drive structure and validate the new structure

>>*Remove outdated and expired content from the current drive before migrating files to the new structure.* You don't want to move unnecessary items into the new space.

>>*Schedule a meeting with your Institutional Records and Archives liaison to pre-review content, identify materials eligible for transfer to Institutional Archives, and to devise review strategies.*

>>*Involve the entire department when making decisions about which files to remove.* Scheduling staff meetings to review shared drive content as a group is an effective way to get feedback from everyone. Your Institutional Records and Archives liaison can attend these sessions and provide guidance; we've already done this for a number of Getty departments.

>>*Use the Information Management Schedule to make informed decisions about content.*

>>*Review the new shared drive structure and gain staff approval.*

Step Seven: Migrate content

Plan to move the files from the existing shared drive structure to the new one in a short, concentrated period of time so as to limit staff disruptions.

>>*Place a moratorium on shared drive access for a defined period of time, so that you will be the only one working with the files.*

>>*Be sure all staff are aware of the move time, and have a plan in place for retrieving files that may be urgently required during the move.*

>>*Move the new structure out of the Working folder.*

>>*Begin moving files into the new folders, and delete old folders when they are empty. Continue until all files have been moved.*

>>*Review new structure with staff and adjust as required.*

Your Institutional Records and Archives liaison can help you achieve an organized department shared drive. Please contact us to set up an appointment to discuss your requirements.

If you have used a Getty email account for any length of time you've realized that messages in your Inbox and other folders can grow quickly. We all know that it can be difficult to keep current with email in the course of managing day-to-day work, and we all have unneeded messages cluttering up our mailbox.

Remedy this by making a regular practice of deleting non-essential messages and keeping your mailbox lean and relevant. This guide provides tips for cleaning up and paring down your Outlook email.

Tip #1: Know which messages are the most important to keep

The most important messages to keep are those that:

- You have personally sent or received about the core work you do at the Getty
- Include a policy or procedure decision, or that answers the question "why was this done?"
- Makes promises on behalf of the Getty or provide permission to use physical or intellectual Getty assets
- Concern the acquisition, conservation, or use and exhibition of collection material
- Concern strategic planning; mission or program critical activities; development of systems; life, health, safety concerns; collection development; and other core Getty functions

Keep in mind that email has essentially replaced paper correspondence for business communication, and can be the equivalent of paper memorandums and chronological files. Emails may contain official Getty information that have retention periods governed by the Information Management Schedule (IMS). Most email at the Getty supports the requirements of ordinary and routine business communication and may be deleted after a period of time. A subset, however, will meet the required standards for permanent preservation in Institutional Archives; these generally meet the criteria listed above.

Tip #2: Determine if the email is only informational

Many emails are sent for informational purposes or "FYI". These are often sent by impersonal or generic senders such as listservs or email "blasts" from Getty Internal Communications, ITS Communications, the Fitness Center and others, and contain ephemeral information such as event announcements, advisories, and policy update alerts. Other informational emails may be sent by individuals and contain things such as confirmations for meeting rooms, parking reservations, or lunch dates. Generally once you have been apprised of the information, no longer require it for reference, and don't have to take any action on it, these types of emails can be deleted. Remember that most general administrative information (including Getty policies) can be found on GO, and that any important attachments contained in emails can be downloaded and stored elsewhere.

Some email "blasts" may be considered records by the department that created them, in which case they should be retained for the proper amount of time. The rule of thumb, however, is to discard any informational messages that no longer have value, or have expired.

Tip #3: Understand the Getty Outlook online archive policy

Messages stored in your Inbox, Sent Items, and Cabinet folders are automatically moved into the Outlook online archive after 90 days. Strive to delete non-essential messages before this time.

Messages stored in your Deleted Items and Junk Email folders are automatically deleted after 30 days.

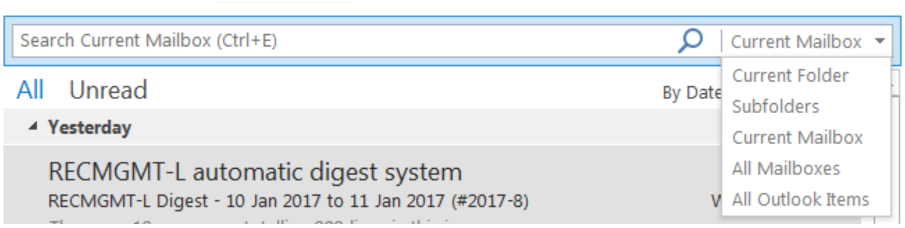
Knowing these policies can help you manage what goes into your online archive, so that only the messages you really want and need are transferred there.

Tip #4: Delete non-Getty related emails

All emails and any attachments sent from or received on a Getty computing resource are the property of the Getty and are subject to legal discovery. While it may occasionally be unavoidable to receive personal emails through your Getty account, these messages should be deleted or forwarded to a non-Getty account as soon as possible. Tell your friends, family and organizations that you conduct non-Getty business with to send emails to your personal accounts.

Tip #5: Use a search strategy when looking for messages to delete

Using the "Search Current Mailbox" keyword field is one strategy for locating emails to delete if you know exactly what you're looking for, such as a specific name:

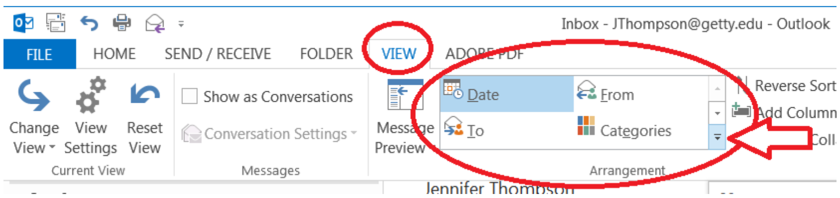


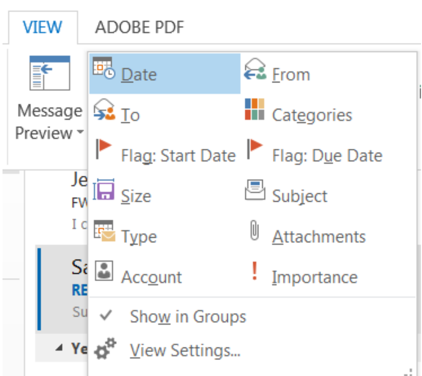
However, sometimes you don't know the name or appropriate keyword (or the name/keyword returns too many results.) In this case searching for and browsing messages grouped by criteria such as subject line, oldest messages, or whether messages have attachments can be faster and more productive. Outlook's Sorting and Grouping, Filtering, and Conversation tools provide alternatives to keyword searching.

Sorting and grouping

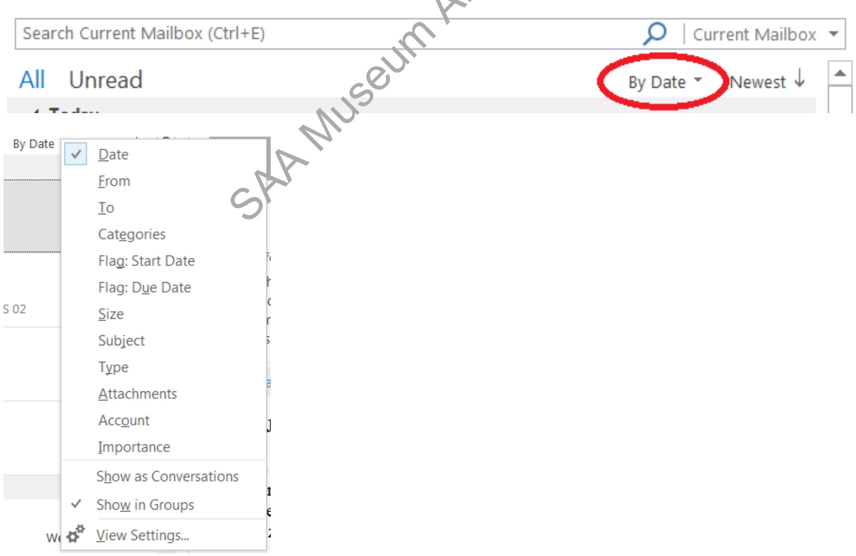
Use this method to gather and display messages in these categories: Date, From, To, Categories (color codes defined and assigned by user), Flag: Start Date, Flag: Due Date, Size, Subject, Type (message, meeting request, etc.), Attachments, Account, and Importance (as assigned by user).

There are two ways to access Sorting and Grouping. The first is through the VIEW tab; either click on drop-down arrow in right lower corner to see the options:





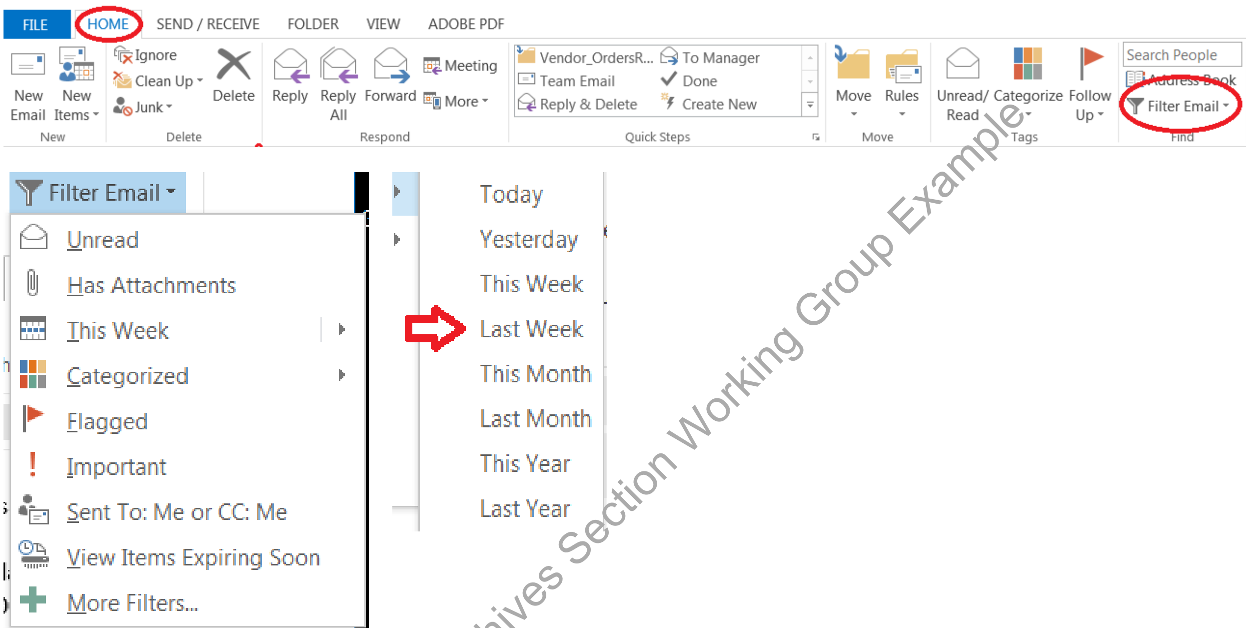
Or click the "By Date" drop-down just underneath the keyword search box in your inbox view:



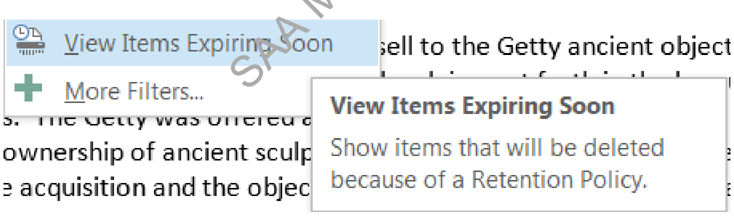
Filter Email

Use this method to gather and display messages in these categories: Unread, Has Attachments, by time period ("This Week", click on arrow for options), Categorized (color codes defined and assigned by user), Flagged, Important (as assigned by user), Sent to: Me or CC:Me, or View Items Expiring Soon.

Access Filter Email through the HOME tab and click on the Filter Email drop-down arrow in right lower corner to see the options:



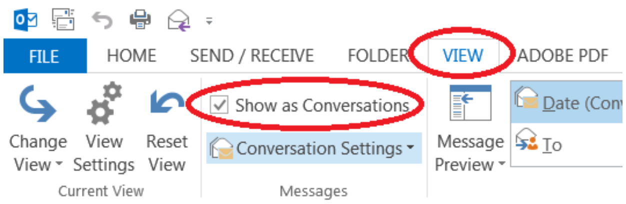
Note that the description for *View items Expiring Soon* refers to the Outlook online archive policy and not the Getty Information Management Schedule. This filter captures messages in the *Deleted Items* and *Junk Email* folders, which are deleted after 30 days.



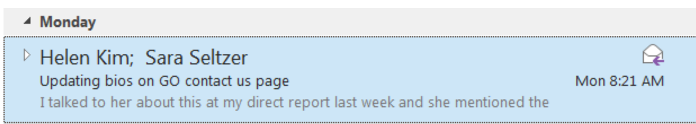
Conversations

Use this method to gather and display messages that are part of an email thread (including messages you have sent). Conversations gather together in one view all messages that have been exchanged with the same subject line, includes all senders and receivers, and sorts them in chronological order. This makes reviewing emails about a particular dialog, event, or project easy. Once the email exchange has finished, Conversations also makes it easy to recognize and target communications in the thread that that do not contain substantive information (such as “did you receive that document?” or “What time is the meeting?”) and delete them.

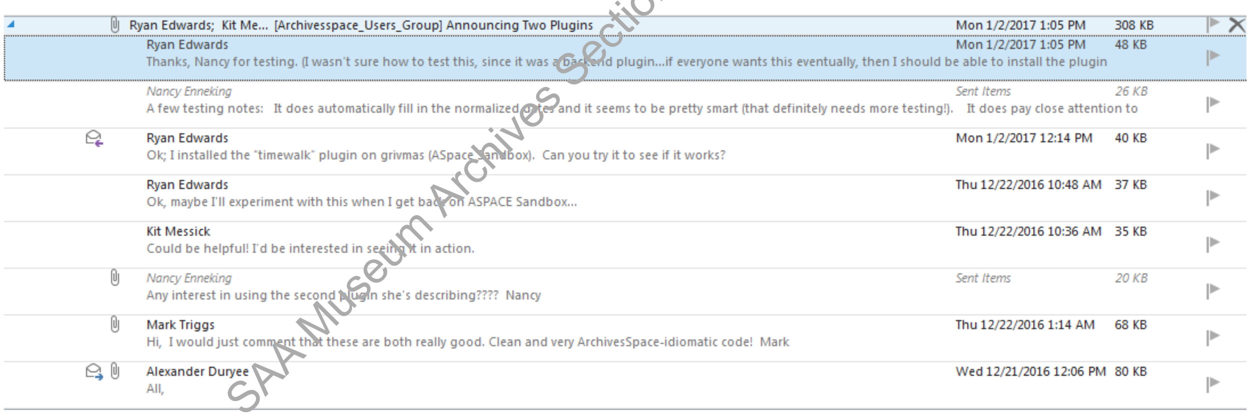
Access Conversations through the VIEW tab and check the Show as Conversations checkbox. A dialog box appears, asking if you wish to apply conversations to messages in all folders, or just the current folder you are in.



A grey arrow appears next to the most recent message of a thread:



Click on the grey arrow to open the conversation. The grey italicized text indicates that you were the sender, the message is in a different folder, or both.



Your Institutional Records and Archives program liaison can help you interpret the Getty Information Management Schedule and apply it to your email, and also help you think through the organization of your electronic communication and assist you in making cleanup decisions. Please contact us to set up an appointment to discuss your needs.

This guide provides a list of the most common administrative records found in departments across the Getty and defines holders of original and duplicate official documentation for purposes of applying the Getty Information Management Schedule (IMS). The records are listed according to the activity being documented and correspond to their IMS classification code. The guidance applies to records and information in **hardcopy and electronic formats (i.e. files on shared and other drives)**.

If your department has copies of records and information, and the *Eligible for Institutional Archives?* column indicates "No", the material may be destroyed at any time, but should not be kept longer than the retention period listed on the IMS. Note: While we recommend that all hardcopy records and information be securely shredded, those containing financial or personal information are **REQUIRED** to be shredded. If you can't find an adequate description on this list, consult your Institutional Records and Archives liaison.

Accounting

Record/Information type	Classification Code (on IMS)	Department Holding Original Official Documentation	Departments Holding Duplicate Official Documentation	Eligible for Institutional Archives?
Accounting reports	ACC-105	**Accounting** is the office of record for all records and information documenting monetary transactions, and is responsible for their maintenance.	Accounting records kept in departments are copies used for reference only, with the exception of Museum and Villa bookstore operations. Destroy when no longer useful for day-to-day operations, and keep no longer than 6 years.	No
Accounts Payable files	ACC-105			
Payroll records	ACC-135			
Petty Cash records	ACC-105			

Record/Information type	Classification Code (on IMS)	Department Holding Original Official Documentation	Departments Holding Duplicate Official Documentation	Eligible for Institutional Archives?
Purchase order files	ACC-145	**Accounting** is the office of record for all records and information documenting monetary transactions, and is responsible for their maintenance.	Purchase order files kept in departments are copies used for reference only, with the exception of Museum and Villa bookstore operations. Destroy when no longer useful. • If the purchase order is for tools, machinery, or other equipment, you may keep your copy for reference until the department disposes of the item (see O/M-100 in IMS). • If the purchase order is issued pursuant to a contract, you may keep a copy with your copy of the contract for reference.	No
Expense reports (including Purchasing Card records and Travel Authorizations)	ACC-105	**Procurement Contract Services** is the office of record for all expense reporting documentation, and is responsible for their maintenance.	Expense reports, PCard records, and Travel Authorizations kept in departments are copies used for reference only. Retain copies for one year to satisfy Accounting internal audit processes, then destroy.	No

Finance

Record/Information type	Classification Code (on IMS)	Department Holding Original Official Documentation	Departments Holding Duplicate Official Documentation	Eligible for Institutional Archives?
Audit records, internal and external	ADM-180	The **Office of the Vice President for Finance and Administration** is usually responsible for maintaining audit records, although this may depend on whom the audit was requested by. Audit records are retained for up to 10 years until after the audit has been concluded.	• If audit records for your department were not deposited with the Office of the VP for Finance and Administration, you are responsible for maintaining them. • If the records are copies of a version whose location is known to you, the copies may be kept for reference if desired, otherwise destroy. • You may transfer materials to the Institutional Archives that are no longer in active use at any time before the 10 year period is up. • Do not destroy original versions of audit records.	Yes
Bid packages (Request for Information, Quote, Proposal)	FIN-120	**Procurement Contract Services** is the office of record for all Requests for Information (RFIs), Requests for Quote (RFQs) and Requests for Proposal (RFPs), and is responsible for their maintenance.	The department that sponsored the bid process may retain materials related to successful bids and file them in a vendor or contractor reference file, if desired; unsuccessful bid materials should be destroyed.	No

Record/Information type	Classification Code (on IMS)	Department Holding Original Official Documentation	Departments Holding Duplicate Official Documentation	Eligible for Institutional Archives?
Budget files, approved	FIN-130	Approved budgets are published by the **Office of the Vice President for Finance and Administration** and appear in the Annual Financial Report.	Departments keep their own approved budget files for 6 years after the fiscal year ends, at which time they may be destroyed. If **Program** budget files include summaries or are annotated, the records may be archival. Preliminary (working) files may be destroyed once the Approved Budget is published.	Only approved budgets of the Trust and Programs are eligible

Human Resources

Record/Information type	Classification Code (on IMS)	Department Holding Original Official Documentation	Departments Holding Duplicate Official Documentation	Eligible for Institutional Archives?
Personnel files	HR-145	**Human Resources** is the office of record for personnel files, and is responsible for their maintenance.	Any type of personnel files kept in departments are copies used for reference only and should be kept in locked file cabinets or on restricted shared drive spaces. Departments must keep personnel files only as long as the staff is working in the department; files of terminated staff should be destroyed or forwarded to Human Resources for review as soon as possible after separation (Institutional Records and Archives can assist with facilitating the transfer).	No

Record/Information type	Classification Code (on IMS)	Department Holding Original Official Documentation	Departments Holding Duplicate Official Documentation	Eligible for Institutional Archives?
Intern, Docent and Volunteer records	HR-130	**Each department maintains its own records; Human Resources does not keep them.** Keep for 3 years after the intern, docent or volunteer has left the organization, then destroy. Records of interns or scholars receiving a Getty Grant are managed by the **Foundation**.	N/A	No
Recruitment records	HR-155	**Human Resources** is the office of record for recruitment records, and is responsible for their maintenance.	Recruitment records kept in departments are copies used for reference only. • Departments holding resumes and job applications of unsuccessful applicants (including any interview notes and/or scoring apparatus) should be destroyed no later than 3 years after the recruitment effort has closed.	No
Training records	HR-175	**If training originated from your department, keep records** (sign-in sheets, etc.) for 3 years. Life, Health, Safety Training Records (CPR, Evacuation, etc.) are maintained by **Risk Management** and **Security** and fall under a different classification (HR-180).	Contact Institutional Records and Archives if you believe you have Life, Health, Safety Training records, but are not either of these departments.	No

Legal

Record/Information type	Classification Code (on IMS)	Department Holding Original Official Documentation	Departments Holding Duplicate Official Documentation	Eligible for Institutional Archives?
Contracts and Agreements, Goods and Services	LEG-105	**Procurement Contract Services** is the office of record for all Goods and Services contracts, and is responsible for their maintenance. ***Note:*** *There are many different types of contracts generated at the Getty, not all of which fall under the LEG-105 code. These contracts may have different retention periods and preservation requirements. Examples include contracts for conservation services, equipment purchase, and intellectual property rights. Please review the Information Management Schedule Appendix 2: Contracts to determine if your contract is for Goods and Services.*	Goods and Services contracts kept in departments are copies used for reference only, and should be destroyed no longer than 6 years after the contract was signed.	No

Record/Information type	Classification Code (on IMS)	Department Holding Original Official Documentation	Departments Holding Duplicate Official Documentation	Eligible for Institutional Archives?
Licenses, rights and reproductions records (Permissions provided to others outside Getty)	LEG-115	**Procurement Contract Services** (PCS) is the office of record for **some** licenses and permissions provided to others; in these cases, PCS is the office of record and responsible for their maintenance. Some departments administer their own licensing and permissions program independently of PCS. See the IMS Appendix 2: Contracts, section II. Exceptions for Licenses and Permissions Provided, LEG-115 for a list of these departments. These departments are responsible for maintaining the records. Licenses and permissions given are retained for 10 years and then destroyed; after that, it is the responsibility of the outside party to prove that permissions were given.	N/A	No

Operations and Maintenance

Record/Information type	Classification Code (on IMS)	Department Holding Original Official Documentation	Departments Holding Duplicate Official Documentation	Eligible for Institutional Archives?
Service and Work order requests	O/M-140	**Logistics** and **ITS Desktop Technology** (for HelpDesk operations) are the offices of record for all work order requests and associated records, and are responsible for their maintenance.	Service and work order requests kept in departments are copies used for reference only. Destroy, and keep no longer than 3 years.	No

Information Management Strategies for Curatorial Records

The following are common records created and accumulated by Getty curatorial departments and strategies for their efficient management. They are grouped by primary functions or activities generally undertaken in the course of regular work.

There are three recommended strategies:

Department – maintain in department office space or network drives.
Records Center – transfer paper records to off-site storage for duration of retention period.
Archives – transfer to Getty Institutional Archives for permanent preservation.

Tips for selecting an efficient information management strategy are provided for each record group. The department may also work with the Institutional Archivist to determine the best course of action.

ACQUISITIONS

		Where can I store…		
Scope	**Retention Period**	**Information Actively Used (5+ times a year)**	**Information Not Actively Used**	**How to choose a strategy?**
Research, background information (e.g. provenance, appraisal), acquisition proposals, consultation with experts, in-house correspondence, negotiations with owner and other parties, etc. Includes all documentation pertaining to potential acquisitions, acquired works (bequest, donation, purchase, non-purchase acquisition), deaccessioned works, and unacquired objects.	Permanent	Department Records Center	Department Records Center Archives	Consider the physical space needs of the department and how paper information may be taking up valuable space. If information does not need to be immediately accessible but will be referenced occasionally, store it in the Records Center. Records may be checked out and sent to the department for temporary use. If the records do not need to be checked out to the department, transfer them to Institutional Archives. Staff may make an appointment to view the records when needed.

EXECUTIVE MANAGEMENT

		Where can I store…		
Scope	**Retention Period**	**Information Actively Used (5+ times a year)**	**Information Not Actively Used**	**How to choose a strategy?**
This applies to records of Senior Curators holding department head positions. Includes records on departmental policy and procedure development, strategic planning and goals, program initiatives, committee participation on behalf of department, circulated minutes, memoranda, reports, etc.	10 years	Department	Records Center Archives	If information does not need to be immediately accessible but will be referenced occasionally, store it in the Records Center. Records may be checked out and sent to the department for temporary use. If the records do not need to be checked out to the department, or are over 10 years old, transfer them to Institutional Archives. Staff may make an appointment to view the records when needed.

CORRESPONDENCE WITH PEERS AND OTHER INSTITUTIONS

		Where can I store…		
Scope	**Retention Period**	**Information Actively Used (5+ times a year)**	**Information Not Actively Used**	**How to choose a strategy?**
Includes Getty advice on acquisitions, attribution, sharing of scholarly research and opinions, initial discussion of projects, photographs, articles etc. Where the correspondence relates to a major or specific activity (e.g. exhibitions, acquisitions) the correspondence should be filed with related records.	10 years	Department	Records Center Archives	If information does not need to be immediately accessible but will be referenced occasionally, store it in the Records Center. Records may be checked out and sent to the department for temporary use. If the records do not need to be checked out to the department, or are over 10 years old, transfer them to Institutional Archives. Staff may make an appointment to view the records when needed.

EXHIBITIONS

		Where can I store...		
Scope	**Retention Period**	**Information Actively Used (5+ times a year)**	**Information Not Actively Used**	**How to choose a strategy?**
Correspondence with exhibition partners (e.g. co-curators, lenders, etc.), copies of incoming loan files, meeting notes, proposals, layouts, object labels and checklists, gallery and catalog text, and annotated source notes and research materials for exhibition-related content.	10 years	Department	Records Center Archives	If information does not need to be immediately accessible but will be referenced occasionally, store it in the Records Center. Records may be checked out and sent to the department for temporary use. If the records do not need to be checked out to the department, or are over 10 years old, transfer them to Institutional Archives. Staff may make an appointment to view the records when needed.

OUTGOING LOAN FILES

		Where can I store...		
Scope	**Retention Period**	**Information Actively Used (5+ times a year)**	**Information Not Actively Used**	**How to choose a strategy?**
Original files are in the Registrar's Office, though requests may initiate in curatorial department. Includes subsequent correspondence with borrowers and Getty colleagues.	Permanent	Department Records Center	Department Records Center Archives	Consider the physical space needs of the department and how paper information may be taking up valuable space. If information does not need to be immediately accessible but will be referenced occasionally, store it in the Records Center. Records may be checked out and sent to the department for temporary use. If the records do not need to be checked out to the department, transfer it to Institutional Archives. Staff may make an appointment to view the records when needed.

SCHOLARLY RESEARCH

		Where can I store…		
Scope	**Retention Period**	**Information Actively Used (5+ times a year)**	**Information Not Actively Used**	**How to choose a strategy?**
This refers to work **not related** to a specific exhibition, but in support of permanent collection interpretation and publication. May include notes for lectures, publication-related correspondence and notes, professional association presentations, unpublished analysis of primary source materials, annotated source notes and research materials, etc.	10 years	Department	Records Center Archives	If information does not need to be immediately accessible but will be referenced occasionally, store it in the Records Center. Records may be checked out and sent to the department for temporary use. If the records do not need to be checked out to the department, or are over 10 years old, transfer them to Institutional Archives. Staff may make an appointment to view the records when needed.

SPECIAL PROJECTS

		Where can I store…		
Scope	**Retention Period**	**Information Actively Used (5+ times a year)**	**Information Not Actively Used**	**How to choose a strategy?**
Projects at the Getty for which the curator has specific responsibility or is a team participant. Other curators and Getty staff may also have files relating to these projects.	10 years	Department	Records Center Archives	If information does not need to be immediately accessible but will be referenced occasionally, store it in the Records Center. Records may be checked out and sent to the department for temporary use. If the records do not need to be checked out to the department, or are over 10 years old, transfer them to Institutional Archives. Staff may make an appointment to view the records when needed.