Appendix II. Solomon R. Guggenheim Museum Records Retention Schedule: Email Retention Notes

Access
Email collected by the Archives will not be available for public research due to legal, financial, and technical limitations.

Level I
Material kept in either the custodianship of the archives or the creating department will provide internal access within creator's department after review by the archivist or department head after staff departure. Staff requiring access to information contained in email previously transferred to the Archives may submit a request.

After material has been delivered to the Archives, records that were not originally made public are restricted for a period of 25 years from the public to ensure the privacy of individuals and to protect the organization's ability to conduct business. Once this period has passed, the Director of Archives may with the approval of related authorities authorize selective access in response to an external request, provide a means of viewing records on-site.

Level III
Records originally made public may be freely accessed after delivery to the Archives at the discretion of the Institution.

Management
Routine messages will be automatically deleted after the retention period from all inboxes. If staff need certain email retained for operational purposes, they can set rules through Outlook 365.

Email blasts sent through Exact Target will be captured by adding the libraryandarchives@guggenheim.org email to the list. These emails can be converted to PDF at the time of request for access.

Department List

ASaP (Art Services & Preparation)	Within Mailbox	Send to Archives	Access Level	Description
Email Correspondence (General)		No	n/a	Routine email
Art object information	TBD	No	n/a	

Exhibition records	TBD	No	n/a	

Conservation	Within Dept	Send to Archives	Access Level	Description
Collection Object & Artist Files (VR)	7 years	Yes	1	Information on artworks and artists in collection, including documentation on the installation of an artwork
Exhibition Files	7 years	Yes	1	Information collected and created by conservation related to exhibitions including traveling, foundation, and affiliate exhibitions
Individual accounts	7 years	Yes	1	All full-time permanent conservation staff email accounts

Curatorial	Within Mailbox	Send to Archives	Access Level	Description
Artist Viewing Program	3 years	Yes	3	Electronic submission from artists
Collections email	3 years	Yes	2	Email with information on artworks and artists in collection
Exhibition records	7 years	Yes	2	Email related to exhibitions including traveling, foundation, and affiliate exhibitions
Collection Object & Artist Files	7 years	Yes	1	Information on artworks and artists in collection
Individual accounts	7 years	Yes	1	All senior curators and director of curatorial affairs

Development	Within Mailbox	Send to Archives	Access Level	Description
Sponsorship and donation files			n/a	Save in Netcommunity and shared drive
Individual membership files (not major gifts)			n/a	Save in Netcommunity or shared drive
Membership email blast			3	Sent to archives via Exact Target (e.g. invitations, newsletters, etc.)
Individual accounts			1	Director of Development Operations

Director's Office	Within Mailbox	Send to Archives	Access Level	Description
Individual accounts			1	-6 deputy directors -Museum director

Education	Within Mailbox	Send to Archives	Access Level	Description
Educational Programs (Intern records, Programming, Student/participant files)	7 years	Yes		
Exhibition records	1 years*	Yes		*after completion I.e. A Year With Children
Global Projects	1 years*	Yes		*after completion Submission as Basecamp file
Photo and Video Release Forms				
Publications		Yes		Includes newsletters, brochures, booklets, and guides

Education sub-departments:

School, Youth, and Family Programs
Learning Through Art
Public Programs
Adult and Access Programs
Internship and Fellowship Program
Global Programs

Exhibition Design
TBD

Exhibition Management	Within Mailbox	Send to Archives	Access Level	Description
Staff email	7 years	No	n/a	-

Facilities & Office Services	Within Mailbox	Send to Archives	Access Level	Description
Significant projects related to 1071 Facility			1	Significant projects related to 1071 Facility (architecture, restoration, renovation), including Capital projects
Restoration records			1	

Finance
TBD

Global Communications	Within Mailbox	Send to Archives	Access Level	Description
Internal email communication	n/a	Yes	1	Sent to archives via Exact Target (Staff newsletter, global e-news, etc.)
Marketing email blasts	n/a	Yes	3	Sent to archives via Exact Target Backlog to be archives from community@guggenheim.org

Media & Public Relations Press Releases	n/a	Yes	3	Sent to archives via Exact Target
Media & Public Relations News Reports	n/a	Yes	3	Articles in daily news reports emails saved on the shared drive as PDFs; submit as electronic records not email

Graphics	Within Mailbox	Send to Archives	Access Level	Description
Staff email	7 years	No	n/a	-

Human Resources	Within Mailbox	Send to Archives	Access Level	Description
Personnel records	10 years*	No	n/a	*after resignation/retirement/ termination of employment Legal information, confidential files in shared drive
Benefits data	6 years	No	n/a	
Applicant history	6 years	No	n/a	
Policy		No	n/a	Discussion on policy that was decided against--keep for record

Information Technology	Within Mailbox	Send to Archives	Access Level	Description
Staff email	7 years	No	n/a	-

Legal	Within Mailbox	Send to Archives	Access Level	Description
Individual accounts	7 years	No	1	General Council members

Library & Archives	Within Mailbox	Send to Archives	Access Level	Description
Staff email	7 years	No	n/a	-

Photography
TBD

Publishing & Digital Media	Within Mailbox	Send to Archives	Access Level	Description
Digital Media: Contracts	7 years	No	n/a	Email related to contracts saved in shared drive
Interactive: Project files			1	Significant correspondence captured on Basecamp; submitted as electronic records not email

Registrar	Within Mailbox	Send to Archives	Access Level	Description
Exhibition files	7 years	Yes	1	Includes condition reports, information on loans, facility reports, object checklist, etc.
Lender files	7 years	Yes	1	Includes agreements and extended loans, canceled loans, and denied loans, etc. for incoming loans.
Object files	7 years	Yes	1	Includes original bill of sale, deed of gift, purchase agreements. Stored on-site in department via TMS and paper records.

Retail
TBD

Licensing

TBD

Security

TBD

Special Projects (Helsinki, Abu Dhabi Project, UBS MAP)

TBD

Theater & Live Media Services	Within Mailbox	Send to Archives	Access Level	Description
Staff email	7 years	No	n/a	-

Visitor Experience	Within Mailbox	Send to Archives	Access Level	Description
Staff email	7 years	No	n/a	-