

PDR Step 2: Retention Schedule

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My Personal inventory includes my personal files and records, my professional files and records, and archives of three artists whom I work closely with.

I have organized my retention schedule into 4 record groups: **Level 1 (100 years)**, **Level 2(20 years)**, **Level 3 (10 years)**, and **Level 4 (5 year)**.

Record Group	Appraisal Criteria	Retention Duration	Schedule and procedure
Level 4	Master copies, legal documents	100 years	Immediately placed in permanent depository
Level 3	Working files that support Level 1 documents	20 years	Weekly backup, and placement in semi-permanent depository
Level 2	Short-term use, that may support Level 2 documents	10 years	Monthly back-up
Level 1	Not appropriate for long-term preservation	5 years	No schedule or procedure

Appraisal criteria: My preservation energy will be concentrated on the **Level 4** and **Level 3** groups. These include files of high vulnerability and importance (master copies) or are legal documents, selected personal archives that have lasting value, or files that document (at a professional level) important events in the lives of others and myself. There will be minimal attempt to preserve documents in the **Level 2** group (if the records of them impact my life in a meaningful way any valuable information will manifest itself in records of another group). There will be no attempt to preserve the **Level 1** group files (some because they are of little interest, and most because I do not the creators’ permission to retain these files beyond the conclusion of short-term projects).

Appraisal schedule and procedure: Files which are **Level 4** upon creation will be placed in the permanent repository upon creation. These files are all in their final version and will not need to be altered; This file is the only group that may be preserved beyond the life of the creator. Files that are **Level 3** will be placed in the semi-permanent repository at the end of each week. These files may be altered and edited as needed (as more of a “living archive”), yet these files will also all be preserved for long term preservation. Files that are **Level 2** have more of a short-term use, and will be maintained only through monthly back-ups; They will not be actively preserved. Files that are **Level 1** group will not be preserved or maintained. Files between Level 1-3 will be appraised upon use, files that prove to be valuable or useful will be moved to the appropriate level. Unused files are by default Level 1 files.

Record Groups: Series I. – III.

I. Personal Files

Medical records
Legal documents
Tax Records
Receipts/Warranties
Personal documents
Email
Address Book
Calendar
Personal Photos
Downloaded Files

II. Professional Files

Website Files
 Images
 Photos
 HTML files
 Previous Versions
Music
 Purchased/Gifted Music
 Legacy Collection
Writings
 Art Criticism/Interviews
 Publication Proof
 Drafts
 Photos
 Notes and clippings
 Small Books and Book Chapters
 Publication Proof
 Drafts
 Photos
 Notes and clippings
 Black Gate Book Manuscript
 Publication Proof
 Drafts
 PDF articles Downloaded
 Notes and clippings
Presentations
 Documentation
 Scripts and Visual Presentations
 Final Script and Presentation
 Drafts and Notes

Exhibitions

Contracts and receipts
 Travel itineraries
 Invoices
Press Submissions
 Press Releases
 Press Images
Documentation
 Photographs (documentation
of installation and affiliated events)
 Press Clippings
Publications
 Finished drafts
 Notes and Design Files
Artists' Files
 Screening video files
 Photograph printing files

Student Work

Undergrad—KCAI et al.
Graduate— SAIC
 Teaching Files
 Class Files
Graduate—UIUC
 Semester 1
 Semester 2
 Semester 3
 Semester 4
 Semester 5

Professional CVs

 Applications submitted
 Job Descriptions

Grant Applications

 Applications submitted
 Close-out reports for received grants

III. Other Archives

Charlemagne Palestine
Ibrahim Ineke
Gast Bouschet