

## Performing Arts, Music, and Film

*This schedule applies to records in all formats*

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Administrative Files, routine	A) Calendars, diaries, employment applications and related correspondence (including internship and volunteer applications), inventories of supplies and equipment, leave applications, mailing lists, personnel files, phone logs, purchase orders for routine purchases, requests for service, research materials, supply/vendor catalogs, telephone directories, time cards and sheets, training files, travel vouchers	A	0	A	
		B) Budget working papers and details	7 Years	0	7 Years	
2	Audio recordings	of musical performances	*P	0	*P	transfer to digital media for reference
3	Auditorium rental records	Records of rentals to outside groups	A	0	A	

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4	Film program records	records of film programs including contracts and agreements, correspondence, planning records, box office reports	A + 4 years	P	P	Posters, film stills, video, photographs, translations, trailers, etc. received from film distribution companies do not come to archives. Posters, stills, etc., currently housed in archives will be returned once John's office is prepared to take them.
5	Grant administration files		A + 5 years	P	P	
6	Images	Images (moving and still) taken of performances and programs	CY + 4	P	P	Send all images not taken by the CMA photo studio.
7	Musart Society records		A + 4 years	P	P	
8	Musical instrument files	records of the musical instruments in the department	A	P	P	Transfer to archives when instrument is deaccessioned
9	Musical performance database	information about all musical performances, 1917 to present, culled from program files and other records	*P	0	*P	Access database
10	Professional journals	serial publications	A	0	A	contact CIM to determine if another repository in the area collections these journals prior to weeding

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11	Programs	Invitations, programs, calendars, and other printed material	CY	P	P	
12	Show files (all division performances other than film)	records of performances including correspondence with artists and other planning records, contracts, reviews, box office reports, and press releases; arranged by series, as appropriate				
		A) Contracts and working files	A + 4 years	P	P	Contracts and working files are analog records
		B) Marketing and PR files	A + 4 years	P	P	Electronic files
13	Scrapbooks/binders	Invitations, programs, clippings, and other records of musical performances	*P	0	*P	Maintained for reference purposes
14	Subject files	alphabetical files on a variety of topics including the musical arts endowment and Gartner auditorium	A + 4 years	P	P	it is expected that this series will be heavily weeded