

Provost and Vice Chancellor for Academic Affairs  
Theater and Dance

735.01 Friends of Theater and Dance Files

Dates: 1970-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the Theater and Dance Foundation's correspondence, board meeting reports, by-laws, scholarship information, newspaper clippings, and related budget records of the Friends of Theater and Dance.

Recommendation: Retain in office for three (3) years and the completion of all audits under the supervision of the Auditor General if necessary, then transfer to the University Archives. University Archives staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other record series documents permanently.

Disposition Approved 8/20/08

735.02 Summer Showbiz File

Dates: 1995-  
Volume: 3 ½ Cubic Feet  
Annual Accumulation: 1/3 Cubic Feet  
Arrangement: By season

This record series consists of records from the Theater and Dance Department Summer Program series only. This file includes budget figures, lists of casts, newspaper clippings, and reviews.

Recommendation: Retain in office for ten (10) years or until expiration of administrative value, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations accordingly and dispose of all routine documents after retaining all other record series items permanently.

Disposition Approved 8/20/08

735.03 Theater Program Files

Dates: 1970-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: By season

This record series consists of records from each program (with the exception of the Summer Showbiz Program) produced by the Theater and Dance Department. Included are the original programs of the musicals, theater productions or dance productions. This file also includes lists of each cast, newspaper clippings, and reviews of each production.

Recommendation: Retain in office for ten (10) years or until expiration of administrative value, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations accordingly and dispose of all routine documents after retaining all other record series items permanently.

Disposition Approved 8/20/08