

Shawnee State University

| | A | B | C | D | E | F | G | H | I | J |
|----|--------------------------|-------------------------------|----------------|---------------------------------|-------------------------------------|---|-----------------|------------|---------|------------|
| 1 | Division | Area | Department | Location | Record Series Title | Record Series Description | Span Dates | Format | Group | Retention |
| 2 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 209 & 210 | Minutes of meetings | VRCFA Meetings, directors committee meetings filed alphabetically in director's file cabinet | 1995-present | Paper | ADM9900 | 1 year |
| 3 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 209 & 210 | Personnel Records | Administrative staff - technical & student records - box office, filed alphabetically in director's file cabinet | 1995-present | Paper | PER3010 | 5 years |
| 4 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 210 & 304 | Space Reservation Forms | Record of requests for events in VRCFA, Main theater, Selby lobby are filed FY by month, Room 210(<i>current</i>) Trap Room 012 (<i>Storage</i>) | 2005-Present | Paper | ADM9900 | 1 year |
| 5 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 209 | Event Budgets & Schedules of Events | one binder each for Event Budgets and Schedules of Events | 2000 to Present | paper | FIN2000 | Active + 1 |
| 6 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 209 | Committee Records | Current & apst season committee records, campus community minutes, financial records, event information, marketing, association minutes, sales summaries. 4 drawers in cabinet 1 (gray) | 1995-present | paper | ADM9900 | 1 year |
| 7 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 209 | Event Files | Current and next season event files including marketing, 4 drawers in cabinet 2 | 2007-present | paper | ADM9910 | 3 years |
| 8 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 209 | Portsmouth Orchestra Files | administration, evaluations, event attendance records, ticketing system files. 2 drawers in cabinet 4 | 1996-2008 | paper | ADM9900 | 1 year |
| 9 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 214 | Ad Video Tapes | video advertisement of VRCFA programs. 2 boxes filed by year | 2005-present | video tape | ADM9900 | 1 year |
| 10 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 214 | Event Posters | archive of 14 boxes of printed posters for VRCFA events filed by year | 1995 to present | paper | ADM9900 | 1 year |
| 11 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 214 | Event Printed Materials | 45 boxes of brochures and programs filed by year | 1995 to present | paper | ADM9900 | 1 year |
| 12 | Finance & Administration | Vern Rife Center For the Arts | Administration | Trap Room 012 | Deposits/Customer Data | 13 boxes of archived deposits and customer data filed by year | 1996 to 2007 | paper | ACC1000 | 4 yaers |
| 13 | Finance & Administration | Vern Rife Center For the Arts | Administration | Trap Room 012 | Event Production Records | Lease agreements, payroll and administrative production files - 20 boxes. Filed by year | 1996 - 2005 | paper | LEG2000 | Active + 5 |
| 14 | Finance & Administration | Vern Rife Center For the Arts | Administration | VRCFA 214 & 304 & trap room 012 | Ticket stubs; Concert program files | Ticket stubs; concert program files; filed FY month; current are filed in trap room 012 and storage is in room 304. 23 boxes | 2005-present | Paper | ADM9900 | 1 year |

