

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(current) Trap Room 012 (Storage)	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 & past 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-Present	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 customer data filed by year	1996 to 2007	paper	ACC1000	4 years
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	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

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15	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 104	Event Settlements	Excel spreadsheet within My Documents that holds reconciliation of events sold through the Box Office	8/30/08 to present	electronic	ACC3000	4 years
16	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 103	Prologue Reports	Daily Prologue reports, cash, check, receipts, daily financial reports. Arranged by date.	July 2007-Present	paper and electronic	ACC1000	4 years
17	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 105	ReportPro Reports	Weekly reports from ReportPro ticketing machine; filed within My Documents in Excel	8/31/08 to present	electronic	ACC3000	4 years
18	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 103	Season Subscriptions	Season subscription order forms ordered by date received.	2009-present	paper	ADM1020	Active + 1
19	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 103	TicketMaster Reports	Excel spreadsheet documenting credit card transactions and the fees taken out; filed by date	8/15/08 to present	electronic	ACC4000	4 years
20	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Grants	Grant materials information filed alphabetically in file cabinet	1998-present	Paper	LEG2000	Active + 5
21	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Marketing brochures	Marketing information, filed alphabetically in file cabinet. 3 drawers amd 5 binders	2000-present	paper	MIS1010	until superceded
22	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	SOPAA	List of organization names; subscription information; renewals	2005-present	paper	ADM9900	1 year
23	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Usher Lists	Golden Bear usher list; volunteer names; volunteer events ushered.	2005-present	paper	ADM9900	1 year
24	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Room Usage	Track use of Room 208 conference room.	2005-present	paper	ADM9900	1 year
25	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Program Ads	Program ads, SOPPA records	2000-present	paper	ADM9900	1 year
26	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Volunteer Time Sheets	RSVP volunteer time sheets.	2006-present	paper	ADM9900	1 year