

UNCSA  
RECORDS RETENTION AND DISPOSITION SCHEDULES  
RELATED TO  
PERFORMANCE

OFFICE OF ORIGIN: Communications and Marketing (formerly Public Relations)

**ARTISTS-IN-RESIDENCE FILE.** Records concerning artists participating in the Artists-In-Residence Program. File includes correspondence, promotional information, and photographs.

SCHEDULE: Transfer after 5 years to the custody of the Archives for appraisal and final disposition.

Reference Copies: Destroy in office when reference value ends.

P.R. Item 25. **AUDIO/VISUAL COLLECTION FILE.** Audio and video recordings concerning media coverage of UNCSA including performances, commencements, interviews, special events.

SCHEDULE: Transfer when reference value ends to the custody of the Archives for appraisal and final disposition.

Reference Copies: Destroy in office when reference value ends.

P.R. Item 16. **CALENDARS OF EVENTS (PERFORMANCE CALENDARS) FILE.**

SCHEDULE: Transfer after 5 years to the custody of the Archives for appraisal and final disposition.

Reference Copies: Destroy in office when reference value ends.

P.R. Item 23. **CLIPPINGS FILE (formerly SCRAPBOOKS FILE).** Newspaper clippings concerning UNCSA.

SCHEDULE: Transfer after 5 years to custody of the Archives for appraisal and final disposition.

P.R. Item 21. **GUEST ARTISTS FILE.** Biographical information, newspaper clippings, programs, and related materials concerning guest artists at UNCSA.

SCHEDULE: Transfer after 5 years to the custody of the Archives for appraisal and final disposition.

Reference Copies: Destroy in office when reference value ends.

P.R. Item 13. **NEWS RELEASES FILE.** Master files of UNCSA news and press releases.

SCHEDULE: Transfer master files after 2 years to the custody of the Archives for appraisal and final disposition.

P.R. Item 15. **PHOTOGRAPH FILE.**

SCHEDULE: Transfer after 5-7 years and when reference value ends, whichever is later, to the custody of the Archives for appraisal and final disposition.

Reference Copies: Destroy in office when reference value ends.

P.R. Item 18. **POSTER COLLECTION.**

SCHEDULE: a. Transfer 2 copies of each poster upon release to the custody of the Archives for appraisal and final disposition.

b. Destroy remaining posters and related records in office when reference value ends.

Reference Copies: Destroy in office when reference value ends.

## OFFICE OF ORIGIN: Schools of Dance, Drama, Design and Production, Music and Filmmaking

**ALUMNI FILE.** Records concerning arts school alumni. File includes correspondence, programs, photographs, and other related material.

SCHEDULE: Transfer to appropriate portion of Alumni File (Item 20) in Advancement/Alumni Office when administrative value ends.

**AUDITION FILE.** Audition evaluation forms and lists of students accepted and rejected for admission to the arts schools each year. File includes photographs of enrolled students for faculty reference.

SCHEDULE: Destroy in office when administrative value ends.

**AUDITION CD AND TAPE FILE.** Cds and tapes submitted with admission applications each year.

SCHEDULE: Return to applicants if requested. Destroy in office when administrative value ends.

**CLIPPINGS FILE.** Reference copies of news and magazine clippings concerning the arts schools.

SCHEDULE: Transfer after 2 years to the custody of the Archives for final appraisal and disposition.

**PERFORMANCE SCHEDULES FILE.** Copies of school performance (audition, rehearsal, event) schedules.

SCHEDULE: Destroy in office when superseded or obsolete.

**PAST PRODUCTIONS FILE.** Records of past NCSA productions involving the arts schools. File includes production calendars, schedules, budgets, notes, and memorandums.

SCHEDULE: Transfer when administrative value ends to the custody of the Archives for appraisal and final disposition.

**RECOMMENDATIONS FILE.** Copies of letters of recommendation for students, actors, alumni, and faculty.

SCHEDULE: Destroy in office when administrative value ends.

**SUMMER SESSIONS FILE.** Reference information concerning courses taught by the arts schools during summer session. File includes class listings, budgets, correspondence, schedules, and records of instructors' salaries.

SCHEDULE: Destroy in office after 5 years.

## OFFICE OF ORIGIN: SCHOOL OF DANCE

**ACCOMPANISTS FILE.** File concerning musical accompanists. File includes records of rates, wages, and hours worked.

**SCHEDULE:** Destroy in office 1 year after resolution of audit or release of records from audit.

**AUDIO TAPES COLLECTION FILE.** Recorded music of dance rehearsals and productions used for teaching purposes.

**SCHEDULE:** Destroy in office when reference value ends.

**COSTUME RECORDS/MISCELLANEOUS INVENTORIES FILE.** Records concerning costumes used in past productions, File includes lists , inventories, and contracts with dance companies and are files with the Pos in the dance budget office.

**SCHEDULE:** a. Destroy contracts in office **3** years after expiration if no litigation is involved. If litigation is involved, destroy in office **3** years after resolution of case.

b. Destroy remaining records in office when administrative value ends.

**DANCE CONCERTS FILE.** Schedules, programs, expense sheets, cast listings , and other related materials concerning dance concerts.

**SCHEDULE:** Transfer after 2 years to the custody of the Archives for appraisal and final disposition.

**INFIRMARY CONSULTATION SLIPS/ INQUIRY REPORT FORMS FILE.** Slips from Health Services Office excusing dance students from classes/ Forms received from orthopedists and physical therapists concerning inquiries by dance students.

**SCHEDULE:** Destroy in office after **3** years.

**NUTCRACKER PRODUCTION FILE.** Records concerning current and past productions of “The Nutcracker” by the School of Dance. File includes expense sheets, schedules, cast listings, correspondence, tour information, production books, and other related materials.

**SCHEDULE:** Transfer after 5 years to the custody of the Archives.

**REGIONAL BALLET FESTIVALS FILE.** Records compiled by School of Dance representatives attending regional ballet Festivals for recruiting purposes. File includes correspondence, programs, and promotional materials.

**SCHEDULE2** Transfer after **3** years to the custody of the Archives.

**VIDEO TAPE, FILM AND DVD COLLECTION FILE.** Master video tapes, films and DVDs of School of Dance major productions, workshops, and student productions. File also includes tapes of non-UNCSCA productions. [ All tapes are used for teaching purposes. Special restrictions may apply to tapes.]

**SCHEDULE:** Transfer copies of media to the custody of the Archives within 2 months of production.

[The Archives may copy tapes at discretion of Archivist and subject to any special restrictions that may apply.]

Transfer masters to the custody of the Archives when administrative value ends for appraisal and final disposition.

## OFFICE OF ORIGIN: SCHOOL OF DRAMA

**DRAMA PRODUCTIONS FILE.** Files concerning major productions, repertory productions, workshops, and special productions presented by the School of Drama. File includes cast lists, programs, brochures, and related promotional literature .

**SCHEDULE:** Transfer after 5 years to the custody of the Archives for appraisal and final disposition.

**GUESTS FILE.** Correspondence and contracts concerning guest artists, directors, and speakers in the School of Drama.

**SCHEDULE :** a. Destroy contracts in office 3 years after expiration if no litigation is involved. If litigation is involved, destroy contracts in office **3** years after resolution of case.

b. Transfer correspondence to the Archives upon disposition of respective contracts.

c. **Destroy remaining records in office when administrative value ends.**

**MASTER VIDEO, FILM, DVD RECORDINGS FILE.** Master video recording tapes of UNCSA School of Drama performances used for teaching purposes. [Special restrictions may apply.]

**SCHEDULE:** Transfer copies of media to the custody of the Archives within 2 months of production.

Transfer master copies of tapes when instructional value ends to the custody of the Archives. [Archives may copy tapes at the discretion of the Archivist, subject to special restrictions that may apply.]

**SCRIPTS FILE.** Correspondence concerning the submission of original scripts to the School of Drama.

**SCHEDULE:** Destroy in office after 5 years.

**SENIOR PRESENTATION/ CONSORTIUM (formerly, LEAGUE OF PROFESSIONAL THEATRE TRAINING PROGRAMS) FILE .** Records concerning the Senior presentation for the Consortium (League of Professional Theatre Training Programs) and UNCSA. File includes general correspondence, audition reports, minutes, annual reports, grants, and other related material.

**SCHEDULE:** Transfer to the Archives when administrative value ends.