

# Record Identification Chart

Type of Record	What is it used for?	Who uses it?	Where is it?
Example: Performance photographs	Promotional materials	Marketing department	Saved on office computer and back-up hard drive, arranged by work
Example: Performance videos	Promotional materials; restaging work	Marketing department; Artistic director	On shelf in office, arranged by work
Example: Contracts with dancers	Reference for future contracts	Production manager	In top drawer of filing cabinet in office, arranged by work and dancers' last name
<b>Creative materials:</b>			
Choreographic notes			
Costumes			
Musical scores and CDs			
Performance videos			
Photographs			
Rehearsal binders			
Rehearsal videos			
Set pieces			
<b>Production materials:</b>			
Administrative/travel details for			

engagements			
Auditions			
Correspondence			
Engagement contracts and technical riders			
Production binders			
Production details for each tour/venue			
<b>Promotional materials:</b>			
Posters			
Programs			
Press Clippings: articles, profiles, announcements, etc.			
Press Clippings: reviews			
Newsletters			
<b>Organizational materials:</b>			
Board minutes and correspondence			
Contracts with photographers/videographers/ other collaborators			
Insurance			
Leases			
Personnel files, including contracts			
Tax and financial, including audits			
<b>Education materials:</b>			
Curricula/teaching materials			
Educational marketing kits			

<b>Development materials:</b>			
Correspondence			
Donor records			
Grant applications			
Grant follow-ups			
<b>Other:</b>			