

PRESERVING THEATRE'S LEGACY

Archiving for Theatre Companies and Artists

>>The Program Will Begin Shortly<<

American Theatre Archive Project
<http://www.americantheatrearchiveproject.org>

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AMERICAN THEATRE ARCHIVE PROJECT

Mission

The American Theatre Archive Project (ATAP) supports theatre makers in archiving records of their work for the benefit of artists, scholars, patrons, and the public.



Demo tapes for *Rent* from the archives of
New York Theatre Workshop

OVERVIEW

- Why Keep an Archive?
- How to Begin
 - Preliminary Assessments
 - Selections and Setting Retention Schedules
 - Storage and Preservation
 - Organization and Access
 - Planning for the Future
- Resources from the American Theatre Archive Project

WHY KEEP AN ARCHIVE?

Top Ten Reasons to Keep an Archive

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9. Attract legacy-specific grant money.

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7. Free up space by discarding old records that are not part of the archives.
8. Collaborate with local and national educational and cultural institutions.
9. Attract legacy-specific grant money.
10. Secure your company's place in history.

WHY KEEP AN ARCHIVE?

Possible Stakeholders

- Executives
- Board Members (past and present)
- Staff
- Artists
- Audiences
- Patrons & Donors
- Journalists
- Scholars
- Students

WHY KEEP AN ARCHIVE?

Questions To Ask Before You Begin

1. What story do we want to share about our theatre and its history?
2. What records are essential for telling that story?
3. Who will your archives serve?

HOW TO BEGIN

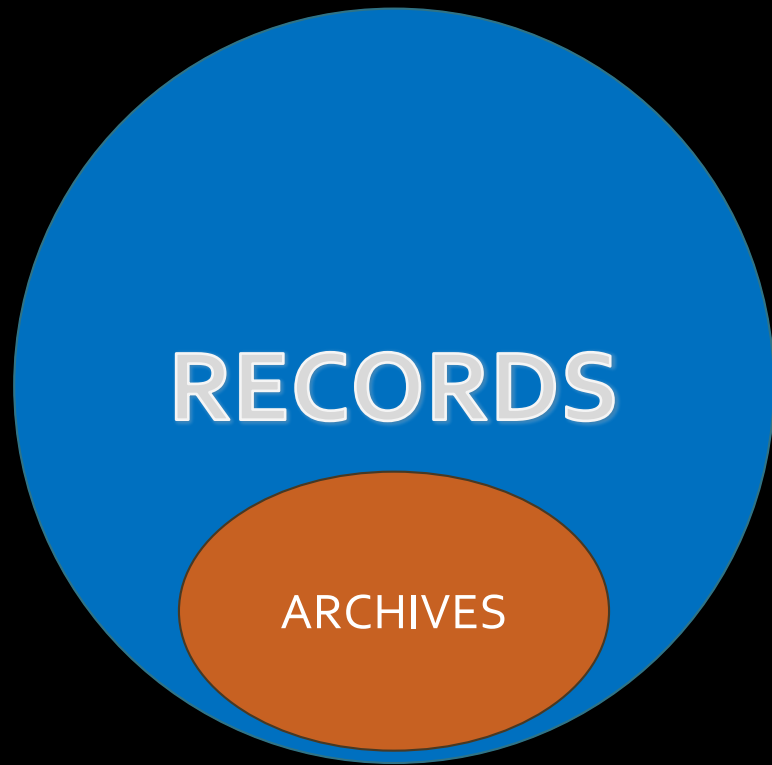
- Preliminary Assessments
- Selections and Setting Retention Schedules
- Storage and Preservation
- Organization and Access
- Planning for the Future

WHAT IS AN ARCHIVE?

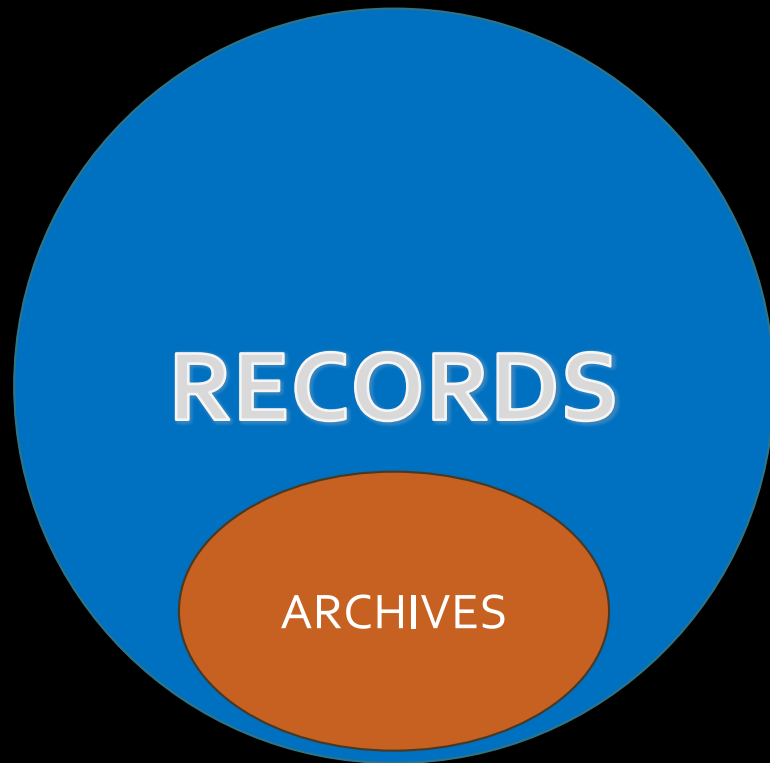


RECORDS

WHAT IS AN ARCHIVE?



WHAT IS AN ARCHIVE?



- All of your records are not your archives.
- All of your records may not be important for you to keep or of historical value.
- You get to decide what is of historical value and what is of use to you.

HOW TO BEGIN

Preliminary Assessments



What do you have?

What do you want to keep?

HOW TO BEGIN

Preliminary Assessments

What types of records?

HOW TO BEGIN

Preliminary Assessments

Administrative Records

- human resource files
- licenses/permits
- credit card receipts
- banking records
- employee directories
- invoices
- petty cash vouchers
- safety records
- purchase orders
- equipment maintenance records and manuals
- grant applications and awards
- staff meetings and reports
- press clipping files
- contracts
- artistic correspondence
- photo documentation (physical and digital)
- video documentation (physical and digital)
- building leases and/or purchases
- capital campaigns
- galas or fundraising events
- trademarks
- theatre architectural drawings and records
- house reports
- concessions reports
- correspondence / e-mails
- marketing brochures/posters

HOW TO BEGIN

Preliminary Assessments

Creative Records

- audition files
- script drafts
- final scripts
- scene/character breakdowns
- scores
- song lists
- unused song lists
- running song order
- orchestrations
- orchestration schedules
- cast breakdowns
- development notes

HOW TO BEGIN

Preliminary Assessments

Design/Technical Records

- set design elevations, plans and notes (including research)
- lighting design plots, cues, and notes (including research)
- sound design cues and notes (including research)
- research on wardrobes/costumes
- dress size sheets (measurement sheets)
- costume specs/sources
- millinery/accessories breakdown
- costume studios bids (with agreements and sourcing)
- costume sketches
- fabric swatches for fabrics used and/or consulted
- photos of actors in costume (fittings photos)
- photo documentation of costumes
- notes on costumes/wardrobe
- costume bibles
- research on props and scenic elements
- sketches and photographs of props/scenic elements
- sources (purchase, loan)
- notes on props/location of props

HOW TO BEGIN

Preliminary Assessments

Production Records

- production “bibles”
- contact sheets
- calendars
- rehearsal reports
- performance reports
- budgetary (petty cash, timecards, invoices)
- blocking script
- calling script
- fact sheets
- executed contracts and attendant correspondence with agents and unions
- correspondence—internal and external
- performance video recording documentation (if applicable)

HOW TO BEGIN

Preliminary Assessments



Consult an archivist to conduct a preliminary assessment of your records.

A completed survey provides your staff with a clear picture of what records the company has, where they are kept, and how many records there are.

HOW TO BEGIN

Selections and Setting Retention Schedules

POSSIBLE EXAMPLES

Lifespan Documents (kept for a specific period of time)

- Human Resources files
- Licenses/permits
- Credit card receipts
- Banking records
- Employee directories
- Invoices
- Petty cash vouchers
- Safety records
- Purchase orders
- Equipment maintenance records

Non-Lifespan Documents (kept in perpetuity)

- Grant applications and awards
- Staff meetings and reports
- Press clipping files
- Scripts
- Production "bibles"
- Contracts
- Artistic correspondence
- Photo documentation
- Video documentation
- Building leases
- Trademarks
- Corporate By-laws

HOW TO BEGIN

Preliminary Assessments

- Create a document retention schedule to list all current document types (see Appendix D in manual).
- Identify separate spaces for temporary storage of lifespan documents until they can be destroyed and permanent storage of perpetuity documents as your archives.
- Establish and communicate a clear retention schedule for all staff, even if volunteers or contract employees.
- Create a collection policy to acquire documents that are missing from your current holdings but are essential evidence of your theatre's history.



HOW TO BEGIN

Protecting Your Records

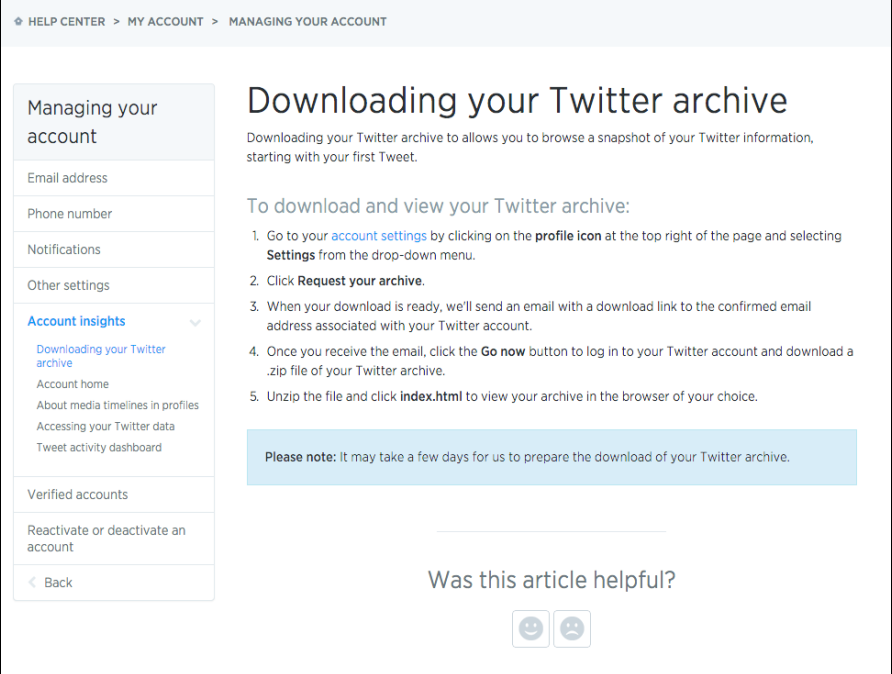


- Identify the best storage option for your archives within the parameters of your facility.
- Aim to keep climate conditions stable, ideally at 68 degrees Fahrenheit and 50% relative humidity.
- Purchase the best archival shelving and supplies within your budget.
- Identify and preserve any records that are damaged or in jeopardy.
- Develop an emergency plan for your archives in case of natural disaster.

HOW TO BEGIN

Protecting Your Digital Records

- Be aware of what material your company creates that is “born-digital” and doesn’t have a physical counterpart.
- Develop a cloud-based back-up plan for your staff based on your retention schedule.
- If you don’t back-up email accounts of staff members, consider printing important documents for retention.
- Keep cloud storage organized to make access and identification clear.
- Include digital file reviews with employees as part of exit-interviews to ensure records aren’t lost with attrition.
- Consider backing up your website and social media.



HELP CENTER > MY ACCOUNT > MANAGING YOUR ACCOUNT

Managing your account

- Email address
- Phone number
- Notifications
- Other settings
- Account insights** ▾
 - Downloading your Twitter archive
 - Account home
 - About media timelines in profiles
 - Accessing your Twitter data
 - Tweet activity dashboard
- Verified accounts
- Reactivate or deactivate an account
- < Back

Downloading your Twitter archive

Downloading your Twitter archive to allows you to browse a snapshot of your Twitter information, starting with your first Tweet.

To download and view your Twitter archive:

1. Go to your [account settings](#) by clicking on the **profile icon** at the top right of the page and selecting **Settings** from the drop-down menu.
2. Click **Request your archive**.
3. When your download is ready, we'll send an email with a download link to the confirmed email address associated with your Twitter account.
4. Once you receive the email, click the **Go now** button to log in to your Twitter account and download a .zip file of your Twitter archive.
5. Unzip the file and click **index.html** to view your archive in the browser of your choice.

Please note: It may take a few days for us to prepare the download of your Twitter archive.

Was this article helpful?

😊 😞

HOW TO BEGIN

Organization and Access



- Is your archive open to individuals beyond your staff? How will they access it?
- Create an archives page on your company's website and include basic history and production chronology.
- If you are ready to accommodate outside researchers, create and post on your website rules and policies and lists of items that are publicly accessible.
- Within the parameters of your facility, provide a secure and clean space for researchers to review your archives, one box and folder at a time.
- Keep track of archives usage for further conversations with theatre leadership and funding agencies.

History

A Contemporary Theatre – ACT was founded in the summer of 1965 by Gregory A. Falls (1922-1997), head of the University of Washington's theater department at the time. The theatre thrived in a former community hall at the base of Queen Anne Hill until 1996 when they moved into their new home, the historic Eagles Auditorium in downtown Seattle. The Eagles Auditorium Building is an eight-story historic theatre and apartment building built in 1924-25. Designed by noted local architect Henry Bittman, it was erected by the Fraternal Order of Eagles, Seattle Aerie No. 1 in 1924-25. Since its construction, the Eagles Temple was in continuous use as the lodge for F.O.E. Aerie No. 1 until August, 1981. The building also has a national history for those who have spoken or held concerts at this location. The Eagles Auditorium is where Dr. Martin Luther King, Jr. spoke at his one and only visit to Seattle on November 10, 1961. The building served as a major rock concert venue from the mid-1960s until 1970. Some of the legendary rock bands that utilized the venue included The Grateful Dead, The Doors, Chicago, Richard Berry, Pink Floyd, Duran Duran, and more. For ACT, the building provides five performance spaces, supporting our mission to nurture new and seasoned artists and connecting audiences to many stages of the creative process.

Click below to learn more about ACT's MainStage, ACTLab, Young Playwrights Program, our Core Company which fulfill our mission and support these our initiatives to engage audiences, develop new works, and keep the art accessible.

[+ Mainstage](#)

[+ Core Company](#)

[+ Holiday Classic](#)



[Click here for the full production history](#)



ARCHIVE

Discover more of our rich history, search our records for your own research, or just relive past productions.



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HOW TO BEGIN

Planning for the Future



Children's Theatre Company Archive arrives at UMN in 2014

- Anticipate the growth rate for physical records and identify on-site and off-site storage options.
- Designate a staff position as having oversight for ensuring care and growth of archive.
- For any number of reasons, you may consider partnering with an institutional repository to care for and make your archive accessible.

HOW ATAP CAN HELP

PRESERVING THEATRICAL LEGACY

*An Archiving Manual
for Theatre Companies*

American Theatre
archive project

- Free guide that goes into detail on each of the steps outlined today
- Sample documents including:
 - Assessment guides
 - Retention Policies and Schedules
 - Archival inventories
- Additional resources
- Latest edition always available to download on our website

American Theatre Archive Project
<http://www.americantheatrearchiveproject.org>

HOW ATAP CAN HELP

Consulting Archivists

ATAP can connect you with an archives professional who can answer basic questions in person or remotely by email, phone, or video conference.

Great option for companies just getting started or to respond to challenges as they arise.

HOW ATAP CAN HELP

AMERICAN THEATRE ARCHIVE PROJECT

ABOUT ▾ RESOURCES ▾ SUPPORT ▾ NEWSLETTER CONTACT

SUPPORT

ATAP supports collaborations among theatre archivists, practitioners, and scholars.

New Amsterdam Theatre, NYC

Webinar: Preserving Theatre's Legacy
Basic practices for artists and theatre companies interested in organizing and maintaining their archives. A...

Consulting Archivists
Have questions about how to archive your material? We have answers for you. ATAP supports theatre makers in archiving r...

Preserving Theatrical Legacy: An Archiving Manual for Theatre Companies
This manual has been created for the busy theatre worker who loves this

American Theatre Archive Project
<http://www.americantheatrearchiveproject.org>

HOW YOU CAN HELP ATAP

- **Spread the Word**: Share our website with artists and companies you think might be interested in learning more about archiving their work. Encourage them to sign-up for our monthly newsletter.
- **Share Your Story**: Are you an artist or company building an archive? We'd love to hear from you! Share your story (700-1200 words) and some photos of your work. We'll be featuring these stories on our website and in our newsletter.
- **Donate**: Our work is supported through the generosity of donors and we leverage every bit of our funding to try to make our resources free and available to all. Please consider making a donation today.
- **Volunteer**: Are you passionate about preserving theatre history? Our steering committee comes from a variety of backgrounds and meets quarterly to plan and create new resources. We are also always looking for more consulting archivists willing to answer questions from artists and theatre companies. Send us a note and introduce yourself! We'd love to have you on board.

AMERICAN THEATRE ARCHIVE PROJECT

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