

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT OF ACADEMIC AFFAIRS
COLLEGE OF LIBERAL ARTS, ENGLISH DEPARTMENT

CLEMSON PLAYERS

CU-PVPA- **GROUND PLANS AND RENDERINGS FOR**
CLA-ED- **PRODUCTIONS**
CP-2

Description:

This series is used to document the stage settings for productions presented by the Clemson Players. These ground plans and renderings show where props (chairs, tables, lamps, doors, etc.), will be located on the stage. These in effect are drawings depicting stage settings.

Retention:

Break file at the end of each academic year. Retain in the agency five additional years, then transfer to the University Archives for permanent retention.

CU-PVPA- **CLIPPINGS FILE**
CLA-ED-
CP-3

Description:

This series documents the activities of and public response to the productions of the Clemson Players. The series includes newspaper clippings of reviews, evaluations, and programs.

Retention:

Break file at the end of each academic year. Retain in the agency for five additional years, then transfer to the University Archives for screening for disposal or permanent retention.

CU-PVPA- **SCRAPBOOKS**

CLA-ED-

CP-4 Description:

This series consists of scrapbooks which document the activities of the Clemson Players. This series includes reviews, programs, and photographs of the various productions.

Retention:

Break file at the end of each academic year. Retain in the agency for five additional years, then transfer to the University Archives for screening for disposal or permanent retention.

THE SOUTH CAROLINA REVIEW

CU-PVPA- **COPYRIGHT REGISTRATIONS AND PERMITS**

CLA-ED-

SCR-4 Description:

This series documents copyright registrations and permits for literary material appearing in the *South Carolina Review*. The registrations are applications to put under copyright any article, poem, or short story appearing in the *South Carolina Review*. The permit is the copyright itself.

Retention:

Break file at the end of each academic year. Retain in the agency for five additional years, then transfer to the University Archives for permanent retention.

CU-PVPA- **GALLEY PROOFS**

CLA-ED-

SCR-5 Description:

This series consists of galley proofs of manuscripts to be published in the *South Carolina Review*. A galley proof is a

rough draft of an article, poem, short story, etc., made from typeset. It verifies whether or not the type was set correctly on the printing press.

Retention:

Break file at the end of each academic year. Retain in the agency for one year following publication, then transfer to the University Archives for permanent retention.

CU-PVPA- **MANUSCRIPTS (ROUGH DRAFTS)**

CLA-ED-

SCR-6

Description:

This series consists of rough drafts of manuscripts to be published in the *South Carolina Review*. The manuscripts include the title, author's name, article to be published and any comments from the editors at the *South Carolina Review*.

Retention:

Break file at the end of each academic year. Retain in the agency for one year following publication in the *South Carolina Review*, then transfer to the University Archives for permanent retention.

CU-PVPA- **CONTRIBUTOR SHEETS**

CLA-ED-

SCR-7

Description:

This series is used to document the acceptance or rejection of materials submitted for publication in the *South Carolina Review*. These records list information such as name, address, date submitted, date accepted or rejected, and comments as to why a particular piece was accepted or rejected.

Retention:

Retain in the agency for three years from the date of acceptance or rejection, then transfer to the University Archives for screening for disposal or permanent retention.