

MANTECA FONDS (MUS 226)

Preliminary Processing Report

Dates of Accession: December 28, 2001

Inclusive Dates: 1979-1998, n.d.

Description: Correspondence; contracts; financial records; grant applications; reports; notes; music; promotional material; art work; schedules and itineraries; programmes; press clippings; photographs of Manteca in performance and promotional photographs of the group and individual members; sound recordings, including masters, of performances, live and in the studio, and interviews; video recording of a television program about Manteca and its final concert in 1998.

Restrictions: None.

Duplicates Removed: 3 cm; 1 mounted poster.

Documents Removed: 3.5 cm comprising bank statements, receipts and invoices, grant program information and blank application forms, general promotional material concerning Playboy Jazz Festivals, press clippings, blueprint of Ryerson Theatre; 5 mounted record jackets.

Documents Transferred: 4 programmes; 1 issue each of 2 periodicals; 6 commercial recordings.

Item Removed: T-shirt.

Dimension: 47.5 cm of textual records. – 498 photographs. – 220 negatives. – 214 slides – 68 colour transparencies – 60 audio tape cassettes – 1 digital audio tape cassette – 26 audio tape reels. – 1 digital audio tape reel. – 1 videocassette – 4 computer disks.

Boxing: Dec. 16-20, 23, 30-31, 2002; January 2-3, 6-8, 2003; 44 folders; 5 boxes (3 upright; 1 flat - small; 1 flat - large).

Conservation: Thermofaxes faded considerably (files 1-15, 23-25, 27, 30-31); adhesive tape on some documents (files 12-13, 17, 21); poster requiring flattening (file 44); adhesive labels and residue on some photographs; contact sheet created.

Maureen Nevins
January 8, 2003



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

MANTECA

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 226 (2001-36)

Box Number/Numéro de boîte

1

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound Audiovisual Machine Readable Photographic Printed
 Enregistrement Sonore Audiovisuel Ordinolingue Photographique Imprimé
 Paper Other: _____
 Papier Autre: _____

Date of/de description Dec. 16, 2002	Signature	Page 1 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
	CONCERTS AND TOURS		
1	Concerts (1980-98) – correspondence; contracts; financial records; itineraries; stage and lighting layout drawings; notes.	2 cm	1980-98
2	Tour of Atlantic Canada (1988-89) – correspondence; programme; financial records; notes; mailing list; itineraries.	0.5 cm	1988-89
3	Tour of Europe (1990)– correspondence; proposals; budgets; itineraries; lists of promoters and special guests; grant application.	1.5 cm	1985-90
4	Tour of U.S./Canada (1991) – correspondence; budgets; contracts; grant application; itineraries; notes; promotional material; press release; press clippings. N.B. See also box 4, same file number.	2 cm	1990-91
5	Tour of Asia (1991)– correspondence; budgets; grant application; itineraries; notes.	1 cm	1990-91
6	Tour of U.S.(1992) – correspondence; contracts.	2 cm	1991-92
7	Tour of U.S.(1992) – letter; itineraries; financial records; reports; press releases; promotional material (includes 2 photographs); press releases; ticket stub.	1 cm	1992
8	Tour of Canada (1992) – correspondence; contracts; financial records; report; grant application; itinerary; press clippings.	2 cm	1991-92
9	Manteca and La Bottine Souriante (1996) – correspondence; grant application; financial records; contract; reports; itineraries; promotional material; stage layout drawing.	1 cm	1994-96
10	Programmes.	8 items	1989-93
	SOUND AND VIDEO RECORDINGS		
11	<i>Strength in Numbers</i> (album)– contracts; correspondence.; financial records.	1 cm	1982-85, n.d.
12	<i>Later Is Now</i> (album) – correspondence; notes ; recording schedules; budgets; music for <i>Little Wars</i> and <i>Men in the Yellow Jackets</i> (photocopies, some annotated).	2 cm	1991-92, n.d.
13	<i>No Net</i> (album)– correspondence; contracts; grant applications; notes; music; invoice; press release; press clipping.	1.5 cm	1994-96



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MANTECA

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MUS 226 (2001-36)

Box Number/Numéro de boîte

2

Dimension

20 cm

Restrictions

None

Medium/Support

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Date of/de description Dec. 20, 2002	Signature	Page 1 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
15	Duke Street Records, Mesa/Bluemoon Recordings, Nova Records, – correspondence; contracts.	1 cm	1986-94, n.d.
	MUSIC		
16	Gemini Awards (1988) – contract; musical cues.	0.5 cm	1988
17	<i>A World Away, African Rhythm Pattern, China Cat, Clintonia, Craigallachie, Danceteria, Dream Tour Suite, Heart of Darkness, Ilê Iyê, Jabuti, Little Wars, Mambo – Matt, M.C.T., Men in the Yellow Jackets, Mongo, New Salsa, No Heroes, O Canada, Reverse Funk, Salsa Nova, Sih-bu-bu-lay, Take Me There, etc.– music (photocopies, some annotated) and notes.</i>	1.5 cm	1992, n.d.
	FINANCIAL RECORDS		
18	Ledger.	2.5 cm	1991-94
19	Ledger.	1 cm	1994-95
20	Bank reconciliations.	1 cm	1991-94
21	Budgets; reports; financial statements.	1.5 cm	1987-1995, n.d.
22	Contract; royalty statements; correspondence concerning bank accounts; lease agreements; management billing log.	0.5 cm	1987-99
	GRANT ASSISTANCE		
23	Ministry of Culture and Communications (Ontario) – correspondence; applications; reports.	1cm	1987-93
24	Ontario Arts Council – correspondence; applications; notes.	1.5 cm	1991-93
25	FACTOR – correspondence; applications.	1 cm	1990-98
26	Canada Council – correspondence; applications; reports.	1 cm	1988-93
27	Toronto Arts Council – correspondence; applications; reports.	0.5 cm	1992
28	External Affairs – letter; application; agreement.	3 items	1992
29	DuMaurier Council for the Arts Ltd. - correspondence.	2 items	1989

