

OTTAWA SYMPHONY ORCHESTRA FONDS (MUS 247)

Preliminary Processing Report

Date of Accession: June 19, 2003.

Inclusive Dates: 1977-2000, n.d.

Description: Correspondence; minutes of meetings; reports; contracts; by-laws; strategic plans; financial documents (ledgers, financial statements, accounting records, etc.); grant applications; guidelines; donor information sheets; lists of members, musicians and volunteers; invitation cards; biographical notes; resumes; concert programmes; lists of tickets holder; schedules; posters; notes; brochures; pamphlets; news releases; newsletters; press clippings; photographs of events and artists.

Restrictions: None.

Duplicates Removed: 15 cm.

Documents Removed: 30 cm of invoices, cheques and receipts.

Dimension: 2.14 m of textual documents. – 226 photographs. – 115 negatives. – 20 slides.

Boxing: Sept. 12-29, 2003; 150 folders; 12 boxes (11 upright; 1 flat – medium).

Stéphane Jean
October 6, 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

OTTAWA SYMPHONY ORCHESTRA

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

MUS 247 (2003-6)

Box Number/Numéro de boîte

8

Dimension

20 cm

Restrictions

Medium/Support

Recorded Sound

 Enregistrement Sonore

Audiovisual

 Audiovisuel

Machine Readable

 Ordinolingue

Photographic

 Photographique

Printed

 Imprimé

Paper

 Papier _____

Other:

Autre: _____

Date of/de description Sept. 23, 2003	Signature	Page 1 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
78	Fête champêtre: correspondence; lists of tickets holder; minutes of meetings; financial documents; contracts; pamphlet; press clipping; 65 photographs; 48 negatives.	2 cm	1995, n.d.
79	Fête champêtre: correspondence; lists of tickets holder; minutes of meetings; financial documents; press clippings; 10 photographs; 25 negatives; 20 slides.	2 cm	1995-1997, n.d.
80	Jazz and the Classics: correspondence; minutes of meetings; reports; financial documents.	2 cm	1988, n.d.
81	Jazz and the Classics: correspondence; lists of tickets holder; contract; financial documents; concert programme; invitation cards; pamphlet; press clippings; 10 photographs.	2 cm	1988, n.d.
82	Jazz and the Classics: correspondence; lists of tickets holder; contract; financial documents; concert programme; reports.	2 cm	1988-1989, n.d.
83	Spring Fling: correspondence; minutes of meetings; lists of members; list of tickets holder; press clippings; pamphlet.	2 cm	1988-1990, n.d.
84	Spring Fling: correspondence; financial documents; reports; list of tickets holder; press releases; press clippings.	1.5 cm	1990-1992, n.d.
85	Sponsors Dinner (The Salon): correspondence; programme; lists of sponsors; press releases.	0.5 cm	1988-1989, n.d.
86	Symphony on the Green: correspondence; concert programme; minutes of meetings; reports; pamphlet; press clippings; 49 photographs; etc.	1 cm	1984-1988, n.d.
87	Concert (October 31, 1988): correspondence; contract; concert programme; press clippings.	0.5 cm	1988
88	Concert (December 1, 1988): correspondence; contracts; concert programme; financial documents.	0.5 cm	1987-1989
89	Concert (January 23, 1989): correspondence; contracts; concert programme; press clippings.	0.5 cm	1988-1989
90	Concert (March 20, 1989): letter; contract; concert programme.	3 items	1988-1989
91	Concert (May 1, 1989): correspondence; contracts; concert programme; press clippings; 1 photograph; etc.	1 cm	1988-1989



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Paper

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 Papier

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Date of/de description Sept. 24, 2003	Signature	Page 1 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
94	Concert (February 26, 1990): correspondence; contracts; concert programme; financial documents; press clipping.	1 cm	1987-1990
95	Concert (April 30, 1990): correspondence; contract; concert programme; notes; press clippings.	1 cm	1989-1990, n.d.
96	Concert (May 28, 1990): correspondence; contracts; concert programme; pamphlet; resume; press clipping; 1 photograph.	0.5 cm	1989-1990
97	Concert (Novembre 12, 1990): correspondence; contract; concert programme; press clipping.	0.5 cm	1989-1990
98	Concert (December 3, 1990) – Iacon Harea: letter; contract; concert programme; press kit.	1 cm	1989-1990, n.d.
99	Concert (February 4, 1991) – Valdine Anderson, Mariane Bell, Benjamin Butterfield, Gerald Finley): correspondence; contract; concert programme; pamphlet; press clipping.	0.5 cm	1988-1991
100	Concert (March 11, 1991) – Shauna Rolston: correspondence; contracts; concert programme; press kit; press clippings; 1 photograph.	1 cm	1989-1991, n.d.
101	Concert (May 6, 1991) – Harry Elton: correspondence; contract; press clipping.	7 items	1990-1991
102	Concert (October 4, 1991): correspondence; contract; press clippings.	5 items	1991
103	Concert (November 18, 1991): correspondence; contract; financial documents; concert programme; press clippings.	0.5 cm	1987-1991
104	Concert (January 13, 1992) – Stewart Goodyear: correspondence; contracts; concert programme; biographical notes; press clippings; 1 photograph.	0.5 cm	1991-1992
105	Concert (February 24, 1992) – Kimberly Enns-Hildebrand: correspondence; contracts; concert programme; biographical note; press release; press clippings; 1 photograph.	0.5 cm	1991-1992, n.d.
106	Concert (October 14, 1992) – John Avey: correspondence; contracts; concert programme; biographical notes; press clippings; 2 photographs.	1 cm	1992-1993, n.d.
107	Concert (November 30, 1992): letter; contract; concert programme; pamphlet; press clippings.	0.5 cm	1992



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Date of/de description Sept. 24, 2003	Signature	Page 2 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
108	Concert (January 18, 1993) – Satoko Hojo, Miguel Sosa: correspondence; contracts; concert programme; biographical notes; press clippings; 3 photographs.	0.5 cm	1992-1993, n.d.
109	Concert (March 29, 1993) – Jean-Paul Sevilla: correspondence; contracts; concert programme; biographical note; press clippings; 1 photograph.	1 cm	1992-1993, n.d.
110	Concert (May 3, 1993) – Christina Petrowska: correspondence; contracts; concert programme; biographical note; press clippings.	1 cm	1992-1994, n.d.
111	Concerts – Lac des fées (July 2 and 3, 1993): correspondence.	7 items	1993
112	Concert (October 18, 1993) – Nicholas Atkinson: correspondence; contracts; concert programme; pamphlet; biographical note; financial documents; press clippings.	1 cm	1993, n.d.
113	Concert (November 19, 1993) – Andrew Tunis: correspondence; contracts; concert programme; biographical note; financial documents; press clippings; 2 photographs.	0.5 cm	1993, n.d.
114	Concert (February 5, 1994): correspondence; concert programme; contracts; financial documents; press clippings.	1 cm	1993-1994
115	Concert (March 21, 1994) – Donna Klimoska: correspondence; concert programmes; contracts; biographical note; press clippings; 3 photographs.	1 cm	1993-1994
116	Concert (May 16, 1994): correspondence; concert programmes; financial documents; press clippings; etc.	2 cm	1993-1994, n.d.
117	Concert (October 19, 1994) – Louis Quilico: correspondence; concert programme; contract; biographical note; financial documents; press clippings; 19 photographs.	1 cm	1993-1994, n.d.
118	Concert (November 18, 1994) – Robert Cram: correspondence; concert programme; contracts; biographical note; financial documents; press clippings.	1 cm	1994



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Date of/de description Sept. 25, 2003	Signature	Page 1 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
119	Concert (December 18, 1994): correspondence; concert programmes; lists of musicians; financial documents; press clipping.	0.5 cm	1993-1995, n.d.
120	Concert (January 27, 1995): correspondence; concert programme; contracts; financial documents; press clippings; 2 photographs.	1 cm	1994-1995, n.d.
121	Concert (March 6, 1995): correspondence; concert programme; contracts; biographical notes; financial documents; press clippings.	1 cm	1994-1995
122	Concert (May 29, 1995) – Joanne Hounsell, Blaine Hendsbee, John Avey, Ottawa Choral Society, Central Chamber Choir: correspondence; concert programmes; contracts; biographical notes; financial documents; promotional material; press clippings; 3 photographs.	2 cm	1982-1995, n.d.
123	Concert (October 16, 1995) – Shirley Hsiao-Ni Pan: correspondence; concert programme; contracts; biographical note; promotional material; financial documents; press clippings.	1 cm	1995
124	Concert (November 13, 1995): correspondence; concert programme; contract; list of musicians; financial documents; promotional material; press clippings.	0.5 cm	1995
125	Concert (November 18, 1995): correspondence; concert programme; lists of musicians; financial documents; pamphlets; brochures; press clippings.	1 cm	1994-1997, n.d.
126	Concert (January 22, 1996): correspondence; concert programme; contracts; financial documents; promotional material; biographical notes; press clippings.	1 cm	1995-1996
127	Concert (February 26, 1996): correspondence; concert programmes; contracts; financial documents; promotional material; biographical notes; press clippings; 1 photograph.	2 cm	1994-1996, n.d.
128	Concerts (March 30 and April 1, 1996): correspondence; concert programmes; lists of musicians; financial documents; promotional material; press clippings.	1 cm	1995-1996, n.d.
129	Concert (April 29, 1996): correspondence; concert programme; contracts; financial documents; promotional material; press clippings.	0.5 cm	1995-1996, n.d.
130	Beat Beethoven: correspondence; financial documents; forms; press release; press clippings.	1 cm	1991-1995, n.d.

