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Michigan Technological University Film Board Records MTU-255

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Describing Archives: A Content Standard

Michigan Technological University Archives and Copper Country
Historical Collections

1400 Townsend Drive
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Summary Information

Repository:	Michigan Technological University Archives and Copper Country Historical Collections
Title:	Michigan Technological University Film Board Records
ID:	MTU-255
Date [inclusive]:	1974-2016
Physical Description:	3.01 cubic feet (3 Paige boxes and 1 oversize folder)
Language of the Material:	English .
Mixed Materials [box]:	1-3
Mixed Materials [folder]:	1
Abstract:	Collection, 1974-2016, of administrative records, financial records, and operational records documenting the Michigan Technological University Film Board, a student-run theater.

Preferred Citation

MTU-255, Michigan Technological University Film Board Records, Michigan Technological University Archives and Copper Country Historical Collections, Houghton, MI.

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Historical Note

The Michigan Technological University Film Board is a student organization that hosts weekly film screenings in Fisher 135, Tech's largest lecture hall. The Film Board began in the 1970s as the Student Film Co-op. It registered as a student organization in 1986 as the Michigan Technological University Film Board. The Film Board is currently a second-run theater, showing movies that have left theaters but are not yet available on DVD/Blu-ray and streaming services. The Film Board licenses film rights from companies such as Swank and Criterion and generates revenue from ticket sales, concession sales, and advertising. Outside of its routine

operations, the Film Board holds screenings for other student organizations on a contractual basis. Film Board members select films, work at shows, advertise screenings, and guide the organization.

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Scope and Contents

Collection, 1976-2016, of administrative records, financial records, and operational records documenting the Michigan Technological University Film Board, a student-run theater. Contents include invoices, receipts, account statements, checks, cash box and concessions records, contracts, financial statements, account books, loan information, bank records, insurance records, license agreements, organizational documents, officer records, meeting minutes and agendas, membership records, personnel records, film screening information, equipment information, guidelines and compliance information, photographs, slides, correspondence, and ephemera.

Series I, Financial Records, contains an assortment of financial records. These include budget information, purchasing records (packing slips, invoices, receipts, bills, account statements, and purchase receipt forms), checks, cash box records [ticket and concessions sales], sales contracts with other student organizations, financial statements, account books, loan information, bank records, receipts issued, and insurance information.

Series II, Legal Records, contains license agreements between the Film Board and film and TV distributors, a contract allowing the MTU Air Force Reserve Officers Training Corps (ROTC) to sell concessions at shows, and one tax form.

Series III, Administrative Records, contains organizational documents (e.g., the Film Board Constitution), officer records, and meeting minutes and agendas.

Series IV, Membership Records, contains membership applications, membership lists, and movie ballots. Access to membership applications is currently restricted.

Series V, Personnel Records, contains projectionist applications. Access to these records is currently restricted.

Series VI, Operations, includes records of film screenings, equipment and supplies information, and guidelines, forms, and compliance information related to the organization's operations.

Series VII, Correspondence, includes assorted correspondence, primarily thank-you notes from other student and community organizations.

Series VIII, Ephemera, contains ephemera related to the Film Board and film screenings.

Series IX, Photographs and Slides, includes a small number of photographs and slides. Photographs depict club members in the 1980s, while slides are from a trivia night in 2000.

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Arrangement

The contents of this collection are arranged into eight series: Financial Records, Legal Records, Administrative Records, Membership Records, Personnel Records, Operations, Photographs and Slides, Correspondence, and Ephemera. The series are further arranged in subseries by material type. Materials are typically arranged chronologically.

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Administrative Information

Publication Statement

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Conditions Governing Access

Available for use in the Michigan Technological University Archives and Copper Country Historical Collections.

Conditions Governing Use

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Controlled Access Headings

- Motion picture theaters
- Student activities -- Michigan -- Upper Peninsula
- Houghton (Mich.)
- Correspondence
- Financial records
- Invoices
- Personnel records
- Receipts (Financial records)
- Records (Documents)
- Michigan Technological University

Collection Inventory

Financial records, 1987-2014

University Student Government budget, 1993-2009

Title/Description	Instances	
Purchase requisition, 1993	box 1	folder 1
Budget proposal, 2006	box 1	folder 2
University Student Government (USG) account statements, 2007-2014	box 1	folder 3-4

Purchases, 1988-2014

Title/Description	Instances	
Supplies receipts, 1988-1992	box 1	folder 5
Equipment receipts, 1989-1992	box 1	folder 6
Packing slips, 1991-1993	box 1	folder 7
Swank publicity request, 1993	box 1	folder 8
Invoices, 1994-1998	box 1	folder 9-11
Film invoices, 1996-1999	box 1	folder 12
Films licensed, 1997-1999	box 1	folder 13-14
Invoices, 1998-2000	box 1	folder 15
35mm projector purchases, 1999-2001	box 1	folder 16

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Invoices, 1999	box 1	folder 17
Receipts, 1999-2000	box 1	folder 18
Equipment purchases, 2000-2007	box 1	folder 19
Film invoices, 2004-2007	box 1	folder 20
Film invoices, Swank, 2004-2005	box 1	folder 21
Tech account, University Student Government purchases, 2004-2009	box 1	folder 22
Invoices and receipts, 2004-2007	box 1	folder 23
Concessions invoices, 2004-2005	box 1	folder 24
Shipping invoices, 2004-2008	box 1	folder 25-26
Concessions invoices and receipts, 2005-2007	box 1	folder 27
"Stolen stuff", 2006-2007	box 1	folder 28
Other purchase receipts and invoices, 2007-2008	box 1	folder 29
Shipping invoices, 2007-2010	box 1	folder 30
Invoices, Gitzen, concessions, 2007-2009	box 1	folder 31
Film invoices, Swank, 2007-2008	box 1	folder 32
Film invoices, Swank and Criterion, 2007-2008	box 1	folder 33
Purchase receipt forms, 2007-2008	box 1	folder 34
Receipts, social, 2007-2008	box 1	folder 35
Equipment purchase receipts, 2007-2008	box 1	folder 36
Film invoices, 2008-2009	box 1	folder 37
Concessions/equipment card purchases, 2008-2009	box 1	folder 38
Purchase receipts paid, 2008-2009	box 1	case 39
Film invoices, Universal, 2009	box 1	folder 40
Film invoices, Criterion, 2009-2010	box 1	folder 41
Film invoices, Swank, 2009-2010	box 1	folder 42
Invoices and purchase receipt forms, 2009-2011	box 1	folder 43
Purchase receipts, concessions card, 2009-2010	box 1	folder 44-45
Purchase receipts, member paid, 2009-2010	box 1	folder 46
Film invoices, 2010-2011	box 1	folder 47
Invoices and purchase receipt forms, 2010-2011	box 1	folder 48
Invoices, cable, 2010-2011	box 2	folder 1
Film invoices, 2011-2012		

	box 2	folder 2
Invoices and receipts, concessions, 2011-2012	box 2	folder 3
Shipping invoices, 2011-2012	box 2	folder 4
Receipts, office supplies and social, 2011-2012	box 2	folder 5
Packing slips, 2014	box 2	folder 6

Checks, 1990-2005

Title/Description	Instances	
Check books, 1990-2004	box 2	folder 7
Check stubs, 2004-2005	box 2	folder 8

Cash box records, 1994-2012

Title/Description	Instances	
Cash box records, tickets and concessions, 1994-2012	box 2	folder 9-26
Ticket sales, undated	box 2	folder 27

Contracts, 1989-2012

Title/Description	Instances	
Bills, service contracts, to other organizations, 1989-1991	box 2	folder 28
Movie contracts, 1994	box 2	folder 29
Advertising contract, 2003	box 2	folder 30
Movie contracts, 2007-2014	box 2	folder 31
Advertising and movie pass contracts, 2008	box 2	folder 32
Movie contracts, 2008	box 2	folder 33
Advertising contracts, 2008-2009	box 2	folder 34
Movie contracts, 2009	box 2	folder 35
Advertising contracts, 2009	box 2	folder 36
Movie contracts, 2009-2010	box 2	folder 37
Advertising contracts, 2009-2011	box 2	folder 38
Movie contracts, 2010-2012	box 2	folder 39-40

Accounting, 1987-2006

Title/Description	Instances	
Account books, 1987-2003	box 2	folder 41
Financial statement, 1990	box 2	folder 42

Income statement, 1990	box 2	folder 43
Treasurer's report, 1992	box 2	folder 44
Balance sheet, 2005-2006	box 2	folder 45

Loans, 1988-2001

Title/Description	Instances	
University Student Government (USG) loan, 1988-2001	box 2	folder 46

Bank records, 1994-2012

Title/Description	Instances	
Houghton National Bank, 1994	box 2	folder 47
First National Bank, 1994-2000	box 2	folder 48-50
Wells Fargo, 2004-2010	box 2	folder 51-52
Ticket deposits, 2007-2008	box 2	folder 53
Wells Fargo, 2009-2012	box 2	folder 54-57

Receipts issued, 2007-2013

Title/Description	Instances	
Receipts issued, 2007-2013	box 2	folder 58

Insurance, 1989-1997

Title/Description	Instances	
Insurance, 1989-1997	box 2	folder 59

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Legal records, 1997-2016

Title/Description	Instances	
Contract for solicitation, 1997	box 2	folder 60
W-9 request for taxpayer identification number and certification, 2007	box 2	folder 61
License agreements, 2009	box 2	folder 62
FIFA World Cup viewing contract, 2010	box 2	folder 63
License agreement, Autism is Love, 2016	box 2	folder 64

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Administrative records, 1986-2014

Organizational documents, 1998-2010

Title/Description	Instances	
Film Board constitution, 1988-2007	box 2	folder 65-67
Function and guidelines, 1988	box 2	folder 68
Officer overview and rules of order, 2010	box 2	folder 69

Officer and committee records, 1990-2012

Title/Description	Instances	
Film Board, multi plan, and backup floppy disks, undated	box 3	folder 1
Past secretary reports, 1990	box 3	folder 2
Vice President files, CDs, 2005-2007	box 3	folder 3
FB Live Committee report and receipts from Vegas trip, 2009	box 3	folder 4
CAB notes, 2012	box 3	folder 5

Meeting minutes and agendas, 1986-2014

Title/Description	Instances	
Minutes, 1986-2011	box 3	folder 6-10
Agendas, 2011-2014	box 3	folder 11
Film Board speech, undated	box 3	folder 12

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Membership records, 1986-2014

Title/Description	Instances	
Membership applications, 1986-2001	box 3	folder 55-56
Membership lists, 1987-2013	box 3	folder 13-14
Movie ballots, 2012-2014	box 3	folder 15
Guidelines for active members, undated	box 3	folder 16

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Personnel records, 1992-2009

Title/Description	Instances	
Projectionist applications, 1992-2009	box 3	folder 57-60

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Operations, 1974-2015

Film screening records, 1976-1998

Title/Description	Instances	
Film screening record book, 1976-1998	box 3	folder 17
Film coop billing and screenings records, 1982-1986	box 3	folder 18
Movie lists, 1987-1997	box 3	folder 19
Movies shown, 1990-1992	box 3	folder 20
Weekly movie log sheets, 1987-1994	box 3	folder 21-23
Film shipping receipts, 1991-1992	box 3	folder 24

Equipment and supplies information, 1974-2014

Title/Description	Instances	
Singer 16mm projector manual, 1974-1975	box 3	folder 25-26
Equipment notes, 1991-1992	box 3	folder 27
SPE/SPR/SPI approved equipment, 2009	box 3	folder 28
Equipment supervisor binder, 1992-2002	box 3	folder 29
Speco platter system LP280, 1999	box 3	folder 30
Screen, 2011	box 3	folder 31
Miscellaneous supplies, 2014	box 3	folder 32
ME 15 and ME 30 operating and service manual, undated	box 3	folder 33
Equipment information, undated	box 3	folder 34
Automation system notes, undated	box 3	folder 35

Guidelines, forms, and compliance, 1988-2015

Title/Description	Instances	
Film guidelines, 1988	box 3	folder 36
Guidelines and forms, 1990	box 3	folder 37
Room reservations, 1997	box 3	folder 38
Ad rates, 2001	box 3	folder 39

Guidelines, 2007-2013	box 3	folder 40
Room reservations and activity permits, 2010	box 3	folder 41
Room reservations, 2015	box 3	folder 42
Projectionists' slips, undated	box 3	folder 43
Sending Films Inc. movies, undated	box 3	folder 44
Contract terms, undated	box 3	folder 45
Office hours, undated	box 3	folder 46

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Correspondence, 1993-2016

Title/Description	Instances	
Letters thanking Film Board, 1993-1994	box 3	folder 47
Winter Festival correspondence, 2009	box 3	folder 48
Letters thanking Film Board, 2013-2016	box 3	folder 49

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Ephemera, 1995-2017

Title/Description	Instances	
Screening advertisements, Michigan Tech Lode, 1995	box 3	folder 50
History article, Michigan Tech Lode, undated	box 3	folder 51
Happy Death Day screening invitation, 2017	box 3	folder 52
Quentin Tarantino movie week poster, Undated	folder 1	

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Photographs and slides, 1990-2000

Title/Description	Instances	
Member photographs, 1990-1991	box 3	folder 53
Trivia slides, 2000	box 3	folder 54

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