

Western Kentucky University

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WKU Archives Records

WKU Archives

Fall 2022

UA52/1 Out of the Box

WKU Archives

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WKU Archives

Anatomy of a KenCat Record, continued . . .

KenCat is our online search engine for WKU Archives as well as the Kentucky Museum and Special Collections Library. This example will use the [Kelly Thompson Subject / Correspondence File](#) entry.

Admin / Biog History – Administrative / Biographical History. This field is dual functioning. For a corporate creator such as President’s Office it gives the administrative history of the office. In the case of an individual creator it will contain biographical data about the person. In this instance it is a combination of the two giving a brief overview of the President’s Office up to the time that Kelly Thompson became president and a bit of biographical data about him personally.

Subjects – subject headings – we use [Library of Congress Subject Headings](#) in this field. These are the same heading used to create catalog records for books and other items housed in WKU Libraries. Subjects in this record include: Education, Graduation ceremonies, Integration and Civil rights. These terms are not hyperlinked, but can be used to find other items of interest by copying them back into the search box. Where there are two words in the subject heading add quotation marks when searching, e.g. “Civil rights”

People – subject headings regarding specific individuals. These headings are hyperlinked so you can easily click on one of them to see many records related to that person either as creator or subject across the holdings of WKU Archives as well as the Special Collections Library and Kentucky Museum.

Search Terms – specialized subject headings to fit local needs. These are created by the WKU archivist to highlight WKU departments, buildings and related topics. They are hyperlinked and can be used to look at everything connected throughout the database.

To be continued . . .

Rolled Out



[2022 Athletic Press Releases](#)

[College Heights Herald](#) 1968, 1995, 1998-1999, 2001, 2005

[UA12/2/69 Sigma Alpha Epsilon](#)

[UA12/2/73 Alpha Omicron Pi](#)

[UA12/2/74 Lambda Society](#)

[UA12/2/75 Sigma Phi Epsilon](#)

[UA37/30/2 Lowell Harrison WKU Research – H-L Topics](#)

[UA61/5 Social Work](#)

[UA62/7 Sociology / Anthropology & Social Welfare](#)

[UA62/8 Government](#)

In Process



[UA37/30/2 Lowell Harrison WKU Research – S Topics](#)

[UA12/2 College Heights Herald digitization](#)

Records Management

The Kentucky public university records managers met May 31 via Zoom. The next meeting will be held in March. [Revisions](#) were approved for the following:

Series reviewed and approved in May 31 meeting:

- U0413 Counseling Files
- U0479 Student Awards & Honors
- U0619 Performance Evaluations
- U0620 Personnel File
- U1603 Real Property Records/Files

*WKU Archives is dependent upon **each office & committee** to transfer permanent records when they have met their retention requirements to prevent gaps in the historical record of WKU.*

Records Schedule Section B

Continued from [Out of the Box, Summer 2022](#).

U0244 Ledgers/Journals – documentation of fund activity, annual receipts & disbursements. Retain official copy until no longer useful, transfer to WKU Archives for permanent retention.

U245 Federal Tax Forms – IRS forms for personnel, tax-exempt status & charitable activities. Retain official copy 4 years after date tax is due or paid, whichever is later, then destroy.

U0246 Invitation for Bid/Request for Proposal File – includes, but not limited to: original IFB, original RFP, addendums, vendor's response, insurance certificates if applicable, contracts,

purchase orders, confidentiality statements.

Retain successful bid/proposal for 3 years or until after audit, whichever is longer, then destroy.

Retain unsuccessful bids/proposals for 1 year or until after audit, whichever is longer.

U248 Surplus Property Sales File – documents sale of surplus property. Includes request to dispose of surplus property, justification, documentation of sale. Retain for 3 years or until after audit, whichever is longer.

U249 Vendor Lists – lists of current vendors with which university does business. Maintain current file, destroy non-current lists when obsolete.

U0250 Electronic Funds Transfer Supporting Data File – documents information to facilitate electronic transfers of funds. Includes university name, ID number, dates of entry & requests/debits settled, description of credit & debits in batch, destination of fund, recipient's name & account, dollar amount of payment, totals for batch & type of entry.

Audits – check with [Internal Audit](#) regarding schedule of office record audits.

Questions?

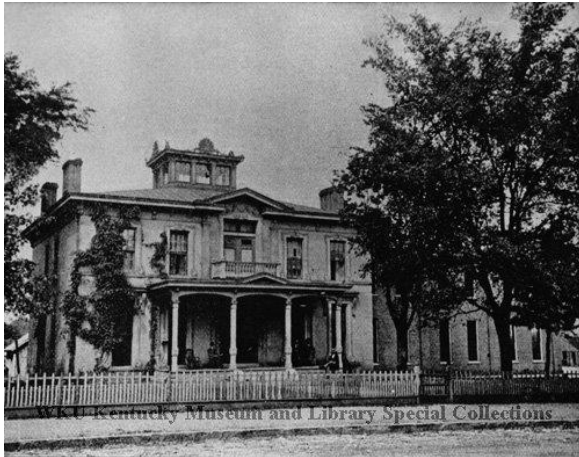
Submit any records management questions you have to archives@wku.edu

Destruction Report

Remember to file a [Request for Destruction form](#) before destroying university records. It is fast, easy and will help you in the event of an audit. During the summer & fall semester sixteen departments reported the destruction of over 150 cubic feet of records and 25 gb of electronic records.

Blast from the Past

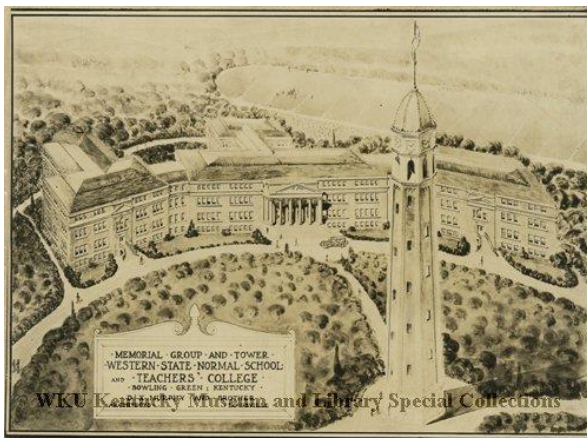
125 Years Ago – 1898



[Southern Normal School](#) Building

[Southern Educator, Vol. II, No. 2](#)

100 Years Ago – 1923



[Proposed memorial group & tower](#), never built.

More [1923 photographs](#).

[Evolution](#) taught at WKU

75 Years Ago – 1948

[Bowling Green Business University](#) History

[WKU Music Department](#) Pictorial



[McLean Hall](#) cornerstone laying.

50 Years Ago – 1973

[Alpha Tau Omega](#) in Greek tug-of-war.

[WKU Master Plan](#)

More [1973 photos](#)

25 Years Ago – 1998



Unidentified students in Egypt lot, April 1998.

[UCB Your Ticket to Entertainment](#)

[College Heights Herald](#), 1/27/1998