

Fall 2017

## UA52/1 Out of the Box

WKU Archives

Follow this and additional works at: [http://digitalcommons.wku.edu/dlsc\\_ua\\_records](http://digitalcommons.wku.edu/dlsc_ua_records)



Part of the [Archival Science Commons](#), [Higher Education Administration Commons](#), [Mass Communication Commons](#), and the [Public Relations and Advertising Commons](#)

---

### Recommended Citation

WKU Archives, "UA52/1 Out of the Box" (2017). *WKU Archives Records*. Paper 5298.  
[http://digitalcommons.wku.edu/dlsc\\_ua\\_records/5298](http://digitalcommons.wku.edu/dlsc_ua_records/5298)

This Newsletter is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact [topscholar@wku.edu](mailto:topscholar@wku.edu).

## *WKU Archives*

At the beginning of the summer, WKU Archives received an internal grant to purchase supplies to properly house thousands of WKU Public Affairs images that had been stored in the basement. Thank you to WKU Libraries administration for supporting this project! To date the project is 80% complete.

This fall student worker Kantapop “Pom” Tintukasiri will continue digitization of the *College Heights Herald*. He will work to fill in the gaps from 1977 to 2008. Individual issues will be cataloged in [KenCat](#) with a link to the downloadable file on [TopSCHOLAR®](#).

Katherine Manning spent part of her summer interning in WKU Archives. Her project involved indexing J. Lewie Harman’s 1924 diary. Harman was president of the Bowling Green Business University 1907-1945. He knew everyone in Bowling Green worth knowing and wrote about them frequently. Katherine was able to match entries in the diary with census and city directories to create an interesting look at life in Bowling Green in 1924.

Check out other [intern opportunities](#) and [volunteer opportunities](#) and pass them along to your students.

During 2016-2017 WKU Archives answered 625 questions. We have provided everything from athletic film clips to information regarding campus ghosts to images for social media to our researchers. Since the spring newsletter over 200 entries in [KenCat](#) have been updated and expanded and 29 new entries have been created. Remember KenCat is updated weekly.

Summer is over and we’re gearing up for fall. Hope to see you and your students in the Kentucky Building! We’re here M-F, 9-4 and by appointment on Saturdays and can provide content for University Experience classes – [archives@wku.edu](mailto:archives@wku.edu)

## Upcoming



### *October – Archives Month*

This year’s theme is education. An exhibit will be available in the Western Room in the Kentucky Building.

### *January 2018 – WKU Archives: What’s In It for You Workshop*

Weather permitting we will be offering an overview of our collections, tips on the use of KenCat and TopSCHOLAR®, research ideas for students and other information. Watch e-mail for details!

## Acquisitions



President’s Office – Gary Ransdell Papers, 12 cu. ft.

Digital Council of Academic Deans records, 1966-2017

Digital [University Senate](#) records

Thelma Glasscock Photograph Collection

## Records Management

The Kentucky public university records managers met in Frankfort on May 30<sup>th</sup> and September 5<sup>th</sup>. In May we reviewed two new series and made the following additions to the schedule:

U0140 University Organization Membership Application.

U1709 Specimen Report File (Laboratory Copy)

The series currently under review are available on the [Quarterly Updates](#) page.

## 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. Over the summer months you destroyed over 200 cubic feet of records while cleaning out offices.

## Transferring Records

WKU Archives wants your permanent records when you are *finished* with them. Do not send any active records to WKU Archives.

*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.*

The list of permanent records includes capstone projects, minutes of committees and policy making bodies, photographs, press releases, publications, annual reports and items unique to your office/department such as event posters and programs. For a more complete list see our [Permanent Records](#) page.

Once you have identified records for transfer, box them up, placing records in upright position in the same order as they were arranged in the file drawer. Leave records in their file folders, but keep your hanging files. [Label your boxes](#): office / department, series title, series number and dates of records. Make arrangements to deliver boxes to the Kentucky Building by calling 5-4793 or emailing [archives@wku.edu](mailto:archives@wku.edu).

## Electronic Records Day

October 10<sup>th</sup> is Electronic Records Day. A good day to take stock of your electronic records and filing system. In general, your electronic filing system should mirror your paper filing system. Create a hierarchy of folders, as in this example:

### 2017-18

- Permanent
  - U0100 Corr. Official
  - U0104 Meeting Minutes
    - Committee Name
    - Committee Name
- Non-Permanent
  - U0239 General Financial
    - Account #
    - ProCard
  - U1800 Grant Proposals
    - Grant 1
    - Grant 2

Secure confidential records using password-protected drives.

Always remember to include electronic records when destroying and transferring records to WKU Archives. Contact us and we will make a space available on the Records Management drive for your records.

**Need help?** We make office calls by request – [archives@wku.edu](mailto:archives@wku.edu)

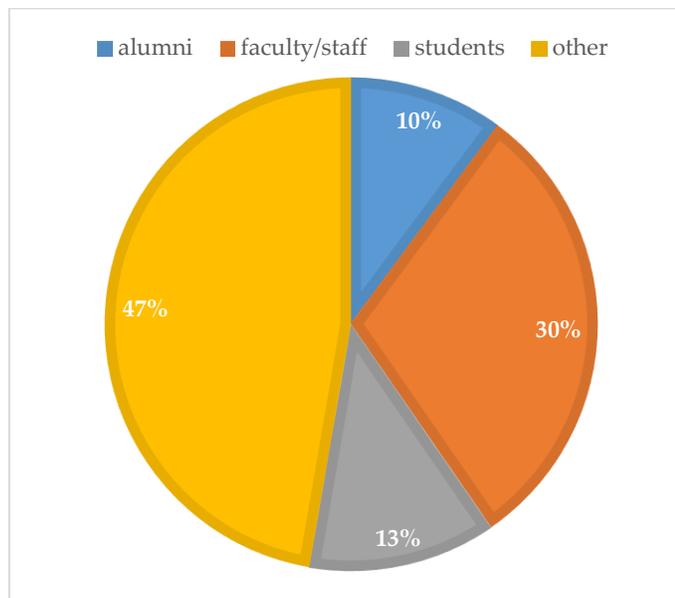
## Survey Results

We'd like to thank the 132 people who participated in our user survey in March. The survey was conducted in order to make us a more user driven archives, processing and making available the items you are most interested in first. Here are some of the results.

### Where Our Users Live

1. **Kentucky** – Bowling Green, Bardstown, Louisville, Georgetown just to name a few
2. **37 other states** – AL, AR, AZ, CA, CO, FL, GA, HI, IA, IL, IN, KS, LA, MA, MD, MI, MN, MO, NC, NE, NJ, NM, NV, NY, OH, OK, PA, RI, SC, TN, TX, UT, VA, WA, WI, WV, WY
3. **Other countries** – Canada, Germany, South Africa, Netherlands, Taiwan, India, Great Britain, Australia

### User Affiliations



### 5 Things You've Learned About WKU Archives

1. Workshops – we offer WKU Archives orientations, KenCat searching and Records Management Workshop on demand

2. [YouTube Channel](#) – subscribe to get alerts of new materials
3. Evening / Weekend Hours – groups can schedule class time during evening or weekends. Contact us to set up appointments: [archives@wku.edu](mailto:archives@wku.edu)
4. [TopSCOLAR®](#) – digitized records spanning 1875 to present created by and related to WKU
5. [Internships / Volunteer Opportunities](#)

### Concerns Expressed:

Additional University Senate Records were located early in the summer in the basement. They were in boxes mislabeled Curriculum Committee. The records have been described and integrated into record group [UA36](#). Digital records have been added to [TopSCHOLAR®](#).

In addition the digitized [Council of Academic Deans](#) meeting minutes 1966-2017 have been transferred to WKU Archives. The remaining records will be posted this semester.

### You want improved services!

**Website navigation improvements** – we've revised several pages in the Hilltopper Heritage section of our website by removing the dropdown boxes. This allows search engines to find all the materials listed on our pages. We've created a new [Collection Inventories](#) page which is arranged alphabetically by department

**Newsletters** - here is the second newsletters. We hope to publish three per year, spring semester, summer session and fall semester to keep you up to date on what's happening.

**Feedback** – We want to hear from you. Use [archives@wku.edu](mailto:archives@wku.edu) to stay in touch.