

Summer 2018

## UA52/1 Out of the Box

WKU Archives

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## WKU Archives

WKU Archives received an internal grant to digitize the remaining microfilmed WKU theses from 1932 to 1993. Approximately 85,250 pages have been scanned and uploaded to [TopSCHOLAR®](#). We have also posted [a form](#) to obtain permission from [alumni who restricted access](#) to their theses. We hope to be able to have 100% of WKU theses available online by the end of the year. Please spread the word to the graduate alumni to check the list and grant permission to post thesis.

*College Heights Herald* update: student worker Pom Tintukasiri has completed digitization of newspapers from 1976 through 1988. They are searchable through [KenCat](#) with links to the individual papers on [TopSCHOLAR®](#).



Junior Anthropology major [Beth Sutherland](#) interned in WKU Archives this spring. During the first half of the semester, she created an exhibit: [Parking: Past & Present at WKU](#), which has been featured on [View from the Hill](#). In the last half of the semester, Beth processed [Theatre & Dance programs](#) and photographs.

Intern Sean Feole created and revised building histories for – [Augenstein Alumni Center](#), [Ivan Wilson Fine Arts Center](#), [Jody Richards Hall](#), [Mahurin](#)

[Honors College / International Center](#), [Ogden College Hall](#), [Preston Health & Activities Center](#) and [Ransdell Hall](#). These entries are now part of KenCat and are available to all researchers.

Library Special Collections, of which WKU Archives is a part, has launched a [Facebook](#) page and a [Twitter](#) feed. #WKUArchives

## Upcoming

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**Summer Records Management Workshops**  
Records Management workshops will be offered. Watch your email for more information.

## In Process

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UA3/9 President Gary Ransdell records

UA19/17/1 – Athletic Media Relations – Media Guides – digitization project

UA101 – [Society for Values in Higher Education](#) – electronic documents

Website revision

## Accessions

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UA12/8 WKU Police Subject Files – 14 cu. ft.

UA18 Faculty Center for Excellence in Teaching (FaCET) – 10 cu. Ft.

UA61/1 Nursing electronic records

## Records Management

The Kentucky public university records managers met in Frankfort in March and were introduced to the new records analyst for universities, Joe Isaacs.

## 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 spring semester you destroyed over 300 cubic feet of records while cleaning out offices.

*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.*

## Records Retention Schedule

The [Kentucky State University Model Schedule](#) is a list of records series created by the majority of universities in Kentucky. It describes the types of papers included in the series (correspondence, budget, reports, etc.); how long the series is to be maintained within the office; if and when the series is to be transferred to WKU Archives for permanent return; or destruction instructions. It is also full text searchable. Please let us know if you need a records series added to the schedule or feel that a series needs to be revised in some way.

## Anatomy of Records Series

*Title always has a U# - U0100 Correspondence – Official U# stands for University records schedule.*

*Description tells you the purpose of the series: **This series documents the major functions of an***

**office and important events in its history. It documents major changes in policy and/or procedures, and admission requirements, standards in curriculum, proposals, etc.**

*Access Restrictions – Universities should consult legal counsel regarding open records matters.*

*Some series will have a list of statutes defining access conditions/restrictions.*

*Contents – Series contains memoranda, letters, reports, activities, event announcements generally a list of the types of documents in the series.*

*Retention & Disposition – Retain until no longer useful, then transfer to the University Archives for permanent retention. Some retentions state a specific number of years and/or conditions that must be met prior to disposition. Other disposition options include destroy in office or transfer to another file.*

## Records Management Month

April was records management month. This year an [E-Records Flowchart](#) was distributed to faculty and staff.



Can't wait for a workshop? Set up an appointment for the records officer to meet with your office, department or college records managers.

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

Tell us what you think – [archives@wku.edu](mailto:archives@wku.edu).

## Blast from the Past

**100 Years Ago:** Barracks constructed to house [Students' Army Training Corps](#)



War Emergency Courses offered conversational French & War Service

Henry Cherry resigns to run for Governor

**75 Years Ago:** WKU opens dorms and classes to the 321<sup>st</sup> College Training Detachment, they create the [Open Post](#) newsletter.



**50 Years Ago:** William Menser named first student regent

[Douglas Keen Hall](#) opens



Women's Tennis Club organized, coached by Betty Langley

**25 Years Ago:** Center Street renamed Big Red Way

Thomas Meredith promises a computer on every faculty desk.



Library pipes break and water damages books on two floors of Helm Library.

Preston Health & Activities Center dedicated

*Need photos for social media? Use [KenCat](#) to request them.*