


Spring 2019

UA52/1 Out of the Box

WKU Archives

Follow this and additional works at: https://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](#)

WKU Archives

Interns Jordan Mansfield, Jennifer Roberts and Beth Sutherland, worked through fall semester researching and choosing objects for a new exhibit called [Bowling Green](#) in the Kentucky Building's Jackson Gallery. This exhibit highlights several aspects of Bowling Green's history and community spirit. Each student was assigned two topics and cases to fill and collaborated on a large case. They've also created an online exhibit of items that are not included in the physical exhibit. The exhibit will be up through June 30th.



Student worker Pom Tintukasiri have continued the digitization of [College Heights Herald](#) from 1985-1993. Student worker Lauren Bond has completed indexing individual issues from 1985-1987 which are now available on TopScholar. WKU Archivist Suellyn Lathrop processed born digital issues of the *Herald* for the years 2005-2016 & 2018.

Check [YouTube](#) for new videos.

In January, Don Eastman of WKYU-TV and his crew of students brought a truck and a half of video in various formats to WKU Archives. These include WKU original programming such as *Outlook*, as well as athletic films.



Upcoming



April – Records Management Month

Rolled Out



UA1B3/4 Wellness Committee

UA1B3/6 Parking & Traffic Committee

UA1B4 University Awards

UA1C11/100 College Heights Herald Photo Collection

UA1C11/65 Helen Turner Photo Collection

UA19/2/3 Tony Cochran Fan Interviews

In Process



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

UA12/2/1 *College Heights Herald* digitization 1989+

UA3/8 Tom Meredith's Papers

Records Management

The Kentucky public university records managers met in Frankfort in September to discuss Early Childhood Center records.

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 fall you destroyed over 160 cubic feet of records.

*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.*

Faculty Records Management

As the semester begins, do you find yourself swamped with paperwork of semesters past? We are here to help.

While the Registrar is the official keeper of students' permanent academic record, grades / credit once submitted to the Registrar's Office, should be maintained in the academic department one year from the date the grades are distributed in case of appeals. This applies to exams, quizzes and homework not picked up by the students during the semester as well.

Student and course records are found in the U0400 section of the [general schedule](#). This section includes (with notated retention times):

- Class rosters, add/drop records, tests, quizzes, projects, portfolios, homework and research papers (destroy after one year or transfer to WKU Archives – see below).

- Internship records (destroy five years after completion of internship)
- Advising records (maintain 5 years after student graduates or leaves the university)
- Curriculum and instruction files which outline course content, final exams, syllabi, lists of textbooks, class schedules for faculty (destroy when obsolete)
- General correspondence (retain no longer than two years)

While projects, videos, journals and other homework can be destroyed after one year, it may be that student research projects are deserving of permanence. Excellence can be rewarded by posting final projects of note on [TopSCHOLAR®](#) with the students' permission. Student projects may be returned to the student at the professor's discretion or transferred to WKU Archives.

Grant research records are found in the Sponsored Programs section of the schedule, U1800. Records for funded grants have a retention of three years after completion of research unless otherwise stated in the contract. Whenever there are two or more stated retention periods for a records series it is best to use the one with the longest term.

Records of non-funded grant proposals may be destroyed when their administrative value ends.

For additional information read the full article: [Faculty Records Management 101](#) or contact us at archives@wku.edu or 745-4793.

Workshops

Spring Break Records Management workshop, watch your email for more details.

What's New Collections added or added to in 2018, * indicates new collection:

UA1A Reference Books
 UA1B1/7 University Events / Ceremonies, Dedications, Groundbreakings
 UA1B3/6 Parking & Traffic Committee*
 UA1B5 WKU Committees / Publications
 UA1C3 WKU Portraits Collection – includes faculty, staff, students and alumni
 UA1C4/7 WKU Student Groups & Associations
 UA1C7 WKU Departmental Collection
 UA1C11/61 Gary Ransdell Collection
 UA1C11/94 Thelma Glasscock Collection
 UA1C11/97 L.Y. Lancaster Collection*
 UA1C11/98 Nina Hammer Collection*
 UA1C11/99 John Perkins Collection*
 UA1C11/100 College Heights Herald Collection*
 UA1C11/101 Spirit Masters Collection*
 UA1C11/102 WKU Planning, Design & Construction Collection*
 UA1E WKU Memorabilia Collection
 UA3/3/7 Kelly Thompson Scrapbook Collection*
 UA3/4/4 Dero Downing Regents File*
 UA3/6/1 Donald Zacharias Calendar File*
 UA3/6/2 Donald Zacharias Correspondence File*
 UA3/7/2 Kern Alexander Departmental File*
 UA3/9/2 Gary Ransdell Subject File
 UA3/10/1 Timothy Caboni Installation File*
 UA9/4 College Heights Foundation
 UA10/1 Suzanne Vitale Clinical Education Complex Collection*
 UA10/2 Forensics Team Collection*
 UA11/1 Public Affairs Publications
 UA12/2/13 Alpha Phi Alpha
 UA12/2/16 Spirit Masters
 UA12/8 WKU Police
 UA19/18 Athletics Marketing
 UA35/7/1 Gatton Academy of Mathematics & Science in Kentucky Publications
 UA35/7/2 Gatton Academy of Mathematics & Science in Kentucky Administration
 UA35/7/3 Gatton Academy of Mathematics & Science in Kentucky Oral History*

UA37/32 J. Lewie Harman Faculty Personal Papers
 UA42/4/3 WKU Owensboro Collection*
 UA68/1/3 PCAL Publications
 UA68/8/1 History Publications
 UA77/3 Alumni Relations Administrative File
 UA80 W Club
 UA94/5/1 Bowling Green Business University Student/Alumni Personal Papers
 UA94/6/2/1 Hilltoppers Quartet Papers
 UA94/6/2/15 Ross Munro Papers*
 UA94/7/2 Training School Student Alumni Personal Papers
 UA96/3 Southern Normal School Registrar
 UA99/3 Bowling Green Business University Registrar
 UA101 Society for Values in Higher Education*

Digitized / Indexed Items:

UA1C Photo Collections 367 individual images digitized
 UA8/3/3/9 Mr. Thomas re: Integration 1966
 UA8/3/3/10 Willard Goslin Speech, 1966
 UA11/1/9 Hilltoppers in the News program featuring Richard Roberts, David Livingston, Jerry Bean & Jimmy Feix
 UA12/2/1 *College Heights Herald* individual issues 1925, 1977-1981, 1983-1991, 2008
 UA12/2/2 *Talisman* individual items indexed, 1992-1996, 2003-2008
 UA19/17/1 Athletic Media Guides Track & Field 1972-1975
 UA19/17/5 Athletic Films – Football 1986, 1997-1998
 UA19/17/5/134 Tangerine Bowl Chapel Celebration 1964
 UA37/2/4 Kenneth & Mary Clarke Interview 1970
 UA42/4/3 WKU Owensboro Commencement Program 2017
 UA45/6 WKU Commencement Program 2018
 UA68/1/3 Arts & Letters
 UA68/17/2 Theatre Posters & Broadsides 1936-1969
 UA99/3 Bowling Green Business University Commencement Programs 1962-1963