

Summer 2019

UA52/1 Out of the Box

WKU Archives

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WKU Archives

Pom Tintukasiri has been hard at work on the continued digitization of the *College Heights Herald*. To date 1994-1995 and 1997-2000 have been digitized (1996 is already online). Lauren Bond has been indexing individual issues. These will be coming online soon.

The WKYU-TV video collection received in January has been inventoried and the list is available in [KenCat](#). WKU Archives received 1,979 videos [108 cu. ft.] in formats: 1 inch reels, ¾ inch, betacam, dvd and vhs. Most dvd's have been processed and uploaded to [YouTube](#). Some betacam videos were sent back to WKYU-TV for digitization and will go online as they are returned. [Funds are being sought](#) to digitize the 1 inch reels that have to be outsourced. WKU Archives has been working with the WKU Audiovisual Technical Support Center to digitize vhs tapes from this and other collections. Since January 142 videos have been added to the WKU Archives YouTube channel. These include commencements, presidential speeches, convocations, promotional videos and the majority of the Hall of Distinguished Alumni videos.

The major project for WKU Archives this year is to review and clean up database entries for record group and series level records. This involves checking subject and search terms, adding [TopSCHOLAR® classifications](#) and updating internet links. New collection inventories are generated and posted on [TopSCHOLAR®](#). To date 350 entries have been reviewed. 150 new collection inventories have been posted and 10 series merged for better collection management and enhanced usability.

[WKU Alumni Survey](#) – take a few minutes to answer some questions about your WKU experience. Responses will be added to the collection for future generations to know a little more about the student experience. **WKU Archives is also looking for photos of weddings which took place on campus, [contact us](#) to share your story.**

Upcoming



May 29th– WKU Archives:
What's In It for Me
Workshops, 9am or 1pm
session – [Register here](#)

Rolled Out



[UA1C6/2 Commencement
Photos](#)

[UA3/2/3 President's Office -
Garrett Building File](#)

[UA3/3/8 Kelly Thompson
Assistant to the President](#)

[UA3/6/9 Back Zack
Scrapbook](#)

In Process



[UA12/2/1 College Heights
Herald indexing 1994+](#)

[UA3/8 President's Office-
Meredith Papers](#)

Accessions



[John Minton Personal
Papers](#)

[Spirit Masters Records](#)

Records Management

The Kentucky public university records managers did not meet in March. We are currently discussing student counseling 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 spring semester you destroyed over 190 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.*

Transferring Records

Step 1. Check the retention instructions for each series on the [Kentucky State University Model Schedule](#). Send only records with a [permanent retention](#). Do not send records to be destroyed to WKU Archives.

Step 2. Box up your records using cubic foot boxes – measures 10”H x 12”W & 15”D, *please* do not use the longer bankers boxes.

Step 3. Place letter and legal size folders in boxes so they fit naturally maintaining the original filing order. **Keep your hanging folders and reuse them.**

Step 4. Put a sheet of paper upright between series. Write the series title from the records schedule at the top of the paper.

Step 5. Use WKU Records Management [box labels](#).

Step 6. Make arrangements to deliver boxes to WKU Archives, Kentucky Building, 5-793 Monday – Thursday between 9 am and 4 pm.

Workshops

WKU Records Management will be offering workshops in June. Watch your email for dates and registration information. In the meantime [WKU Records Management 101](#), [Faculty Records Management](#) & [Notes](#) are available. Can't wait for a workshop? Set up an appointment for the records officer to meet with your office, department or college records managers, 5-4793.

Records Schedule Section A

Section A of the Kentucky State University Model Schedule lists General Records that are found in most offices across campus. These include U0100 & U0101 Correspondence official and general. The former is permanent and the latter can be destroyed before 2 years.

U0103 Operating Manuals are office/departmental procedural manuals outlining routines for the day to day business of the office. Maintain an up-to-date copy of the manual permanently in office.

U104 Meeting Minutes of decision making bodies are permanent records and should be transferred to WKU Archives when the creating body is no longer using them. Recordings of meetings (U0105) used to create meeting minutes should be destroyed upon the approval of the minutes. In case of dispute, retain recordings until the issue is resolved.

U109 Publications include annual reports or brochures documenting the activities of an office or department. Transfer one copy of each to WKU Archives, maintain one copy in office.

Blast from the Past

100 Years Ago



Unidentified members of the [Class of 1919](#)

See their [Commencement Program](#).

Read the [Normal Heights](#), Vol. 3, No. 3

Henry Cherry resigns to run for governor.

75 Years Ago



Members of "A Flight" at Bowling Green airport. Front row Petrizzo, Moody, Sanders, Rickerson. 2nd row unidentified, Plouse, Robins, Powell. Standing Peters, Mackentosh, Parker, Pain, Richael, Read, Doyster, Ritter, Tichach, Russ, Riley.

The Cook Twins, Anna & Betty recruited to be cheerleaders by E.A. Diddle.

Read [College Heights Herald](#), 5/19/1944 issue

50 Years Ago

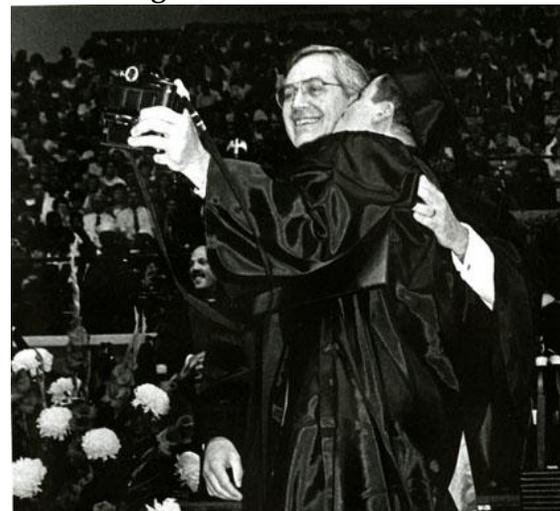


[Kelly Thompson](#), WKU third's president resigns on May 21, 1969.

[Gordon Wilson Hall](#) formally dedicated

[Academic Complex](#) construction

25 Years Ago



Unidentified member of the Class of 1994 taking a selfie with President Thomas Meredith.

Baseball [Media Guide](#)

Geography/Geology [Annual Report](#)