

Fall 2019

UA52/1 Out of the Box

WKU Archives

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WKU Archives



Student volunteer Beth Sutherland created a one case exhibit entitled [Haunting Beauty](#). Beth said, “Cemeteries are often thought to be dark, morbid, and most would not think of them as beautiful. This exhibit is meant to show the artistry that is found in cemeteries. The beautiful marble works of art should be seen, and I hope after you take a glimpse in this exhibit you will leave with a new found appreciation

for the haunting beauty that can be found even in the most unusual and ominous places.” It is currently on display in the Kentucky Library.

Several oral histories relating to WKU history were digitized over the summer:

- E.H. Canon, WKU Registrar
- Finley Grise, WKU Dean of Students
- Lee Jones, head of the College of Education
- W.L. Matthews, Training School director
- Etta Runner, secretary to the Board of Regents
- Florence Schneider, WKU Registrar
- Arndt Stickles, History professor
- Gordon Wilson, English professor
- Ivan Wilson, Art professor

WKU Archives is collecting information regarding the student experience at WKU. Take our short [alumni survey](#).

Upcoming



October – Archives Month
Exhibit – The Spirits of
Prohibition

Rolled Out



[UA3/8/2 Thomas Meredith –
Athletics](#)

[UA3/8/3 Thomas Meredith -
Special Audit](#)

[UA3/8/4 Thomas Meredith –
Board of Regents](#)

[UA37/30 Lowell Harrison
Personal Papers](#)

[UA37/35 O.J. Wilson
Personal Papers](#)

In Process



[UA12/2/1 College Heights
Herald digitization 1989+](#)

[UA3/8 Tom Meredith –
Colleges/Departments](#)

Accessions



[Ada Gahagen White
Student/Alumni Papers](#)

Records Management

The Kentucky public university records managers met in Frankfort in September. The following series will be added to the records schedule:

U0142 Child Care Facility & License File – This series documents the operation of and services provided by a child care facility by the university. Retention/Disposition: Retain for 5 years from date of creation, then destroy.

U1315 Non-Felony Investigation Case File – This series documents all information collected and procedures followed, after an incident/offense report has been filed relating to a case other than a felony. Retention/Disposition: Retain for 7 years or 5 years after close of case, whichever is longer, then destroy.

U1316 Felony Investigative Case File – This series documents all information collected and procedures followed when a felony has been committed. Retention/Disposition: Retain for 80 years, then destroy.

U1317 Juvenile Investigation Case File – This series documents all the information collected during an investigation of a juvenile arrest. Retention/Disposition: Destroy when the order to expunge is issued or at age 23 whichever comes first.

U1710 Prescription Dispensing Folder

U1711 Prescription Audit Documentation

U1712 Controlled Substance Inventory

The following records series are being deleted from the records schedule:

U1301 Investigation File – replaced by U1315, U1316 & U1317

See [WKU Records Management – Quarterly Updates](#) for full description of the records series.

*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.*

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 you destroyed over 147.7 cubic feet of records.

Questions

An interesting question came up during a records management workshop. **What do we do with records left by a retiring employee?**

The answer: Go through the files and use the [Kentucky State University Model Schedule](#) to determine the retention of the records left behind. Then label the folders with the destruction dates. Records may be destroyed on either the fiscal year or calendar year.

If the files are duplicates of records kept elsewhere in the department, they can be destroyed immediately.

[Submit a question.](#)

Workshops

Four records management workshops were conducted during the summer. Contact us for an office visit: 745-4793.