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WKU Archives

Fall 2020

UA52/1 Out of the Box

WKU Archives

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Out of the Box

WKU Archives & Records Management Program

Fall 2020

WKU Archives

COVID-19 Corona Virus

In March, WKU shut down in person classes and the WKU Archives put out a call for donations of COVID-19 / Corona Virus diaries and other items related to life during lockdown. Several individuals and classes have donated diaries, poetry and objects. The archivist has collected a variety of documentation regarding how WKU has been working through this unusual time in history.

These items can be viewed here: [COVID-19 Archives](#)

Items are still being collected and we [encourage you to participate](#).

We want to have a better record of how WKU responded to this pandemic than we have of what occurred during the [flu epidemic of 1918](#).

WKU Archives was physically closed from March through the end of August. It is open again [by appointment](#) only. Online reference continued without interruption. Let us know if you have a question: archives@wku.edu.

[College Heights Herald](#)

During the lockdown work continued on indexing and posting the *Herald* on TopScholar. The collection is nearly complete: 1925-1967, Fall 1968-2000, 2005-2016 & 2018. Work will continue to complete the digitization and indexing of the remaining issues.

Athletic Media Relations Press Releases – Born digital athletic press releases for athletics, baseball, basketball, football, golf, soccer, softball, swimming, tennis, track & field and volleyball for the period 2016 through 2019 were also processed during the lockdown. They have been posted in the [WKU Athletics section](#) of [TopScholar](#).

Due to Covid-19 there was no Summer 2020 issue of *Out of the Box*.

Upcoming

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October – Archives Month

Rolled Out

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[UA1F Regents Vertical File](#)

[UA3/9/7 Gary Ransdell
Correspondence File](#)

[UA12/2/1 College Heights
Herald](#) 1988-1995; 1996-
2000

[UA19/16 Athletic Press
Releases](#) – all sports, 2016-
2019

[UA97/1 Ogden College
Administration Records](#)

[UA99/3 Student Card File](#)

In Process

• • •

[UA11/2 Public Affairs Press
Releases](#)

[UA3/7/7 Kern Alexander –
Scrapbook File](#)

[COVID-19 Collection](#)

[Online Exhibit – Margie
Helm Library](#)

Records Management

The Kentucky public university records managers met September 1st via Zoom and reviewed U0107 Photographic File, U0119 Audio/Video Recording File, U0132 Surveillance Video/Audio, U2200 Donor/Endowment Records. These series are under review and we will be drafting some new language for them during the fall semester.

Records Schedule Section A

Continued from [Out of the Box, Spring 2020](#).

Records found in most offices across campus.

U0115 Research Projects (Non-Sponsored) – Final Report – final reports or publications regarding special research projects conducted by departmental faculty, staff and/or students. Transfer 1 copy to WKU Archives, retain 1 copy in the creating unit. Destroy duplicates when no longer useful.

U0122 Nonbusiness Related Correspondence – incoming & outgoing correspondence & email that is not related to WKU activities. While a certain amount of personal material may be acceptable, abuse of the system could lead to disciplinary action. Delete or destroy all nonbusiness related e-mail and correspondence immediately.

U0124 Policies & Procedures – documentation of departmental operations, policies and procedures. Policies of governing bodies of the university (regents, faculty senate, staff senate, etc.) should be transferred to WKU Archives when superseded. Retain 1 copy of all editions permanently in office of origin. Destroy duplicates when superseded or no longer necessary.

U0125 Itinerary File – travel plans for university personnel used to advise supervisors or co-workers. This series does not include documents used for reimbursement. Retain in office for 2 months, then destroy.

U0130 Minutes – University Faculty/Staff Meetings (Non-Policy-Setting Bodies) – minutes of departmental level faculty/staff meetings. Retain in department for 3 years, then destroy.

*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.*

Questions?

Submit any records management questions you have to archives@wku.edu

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 & summer semester you destroyed over 113.58 cubic feet of records.

Workshops

Records management workshops will be moving online this semester. More information will be forthcoming. Contact us for an office visit: 745-4793.

Thanks to everyone who took our [Alumni Survey!](#)

Restaurants:

1950s Western Lunch Room



1950s Manhattan Towers



1970s The Carafe & Crock

1970s Big Boy

1980s Mariah's



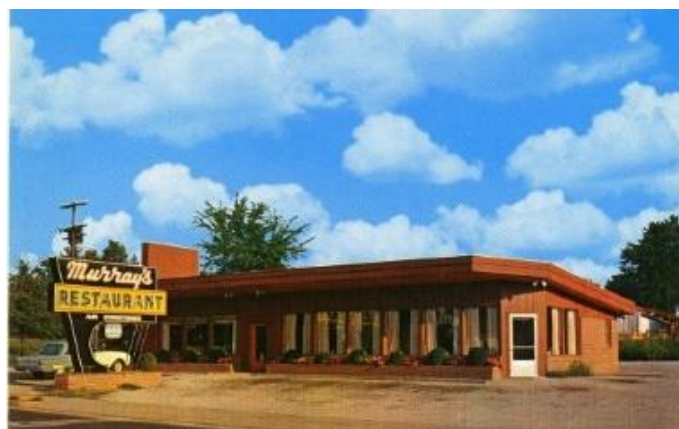
1980s [Mary's](#)

1980s Rafferty's

1980s O'Charley's

1980s Ponderosa

1990s Murray's



1990s Mariah's

1990s O'Charley's

1990s Red Lobster

2000s Buckhead

2000s [Happy Inn](#)

2000s El Mazatlan

2000s Zaxby's

Check out other [restaurants](#) in our collections.

Thanks to [Library Special Collections](#) for use of images:

Manhattan Towers image by unknown, ca. 1953, Library Special Collections #1982.60.3

Mariah's image by Herman Lowe, nd, Library Special Collections #1980.97.39

Murray's Restaurant postcard by unknown, nd, Library Special Collections #2011.20.370