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Spring 2021

UA52/1 Out of the Box

WKU Archives

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Out of the Box

WKU Archives & Records Management Program

Spring 2021

WKU Archives

COVID-19 Corona Virus Update

WKU Archives opened [by appointment only](#) in August. In November we closed to non-WKU users. We are working from home 2 to 3 days a week. Online reference continues without interruption. Let us know if you have a question: archives@wku.edu.

[College Heights Herald](#)

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.

[Orphan Theses](#)

All theses housed in WKU Archives with the exception of 5 have been uploaded to TopScholar. Because we have been unable to contact the authors for permissions, the theses are available to WKU faculty, staff and students only. Researchers are required to sign in with their WKU ID to access them. The five exceptions are illegible on the microfilm copy.

History Graduate Student

Grace Alexieff will be working with WKU Archives in conjunction with her work with WKU Historian Dr. David Lee. She will be studying the evolution of the Associated Student Government and Student Government Association organizations. Part of her research will focus on the lack of student government prior to 1966. Grace will also be processing some WKU President's Office files related to SGA and create an online exhibit related to her findings.

Videos

WKU IT Services is in the process of digitizing vhs and svhs tapes for WKU Archives. These will be uploaded to our [You Tube channel](#) during spring semester. Thanks to Josh Marble and his student workers for doing the heavy lifting on this project!

Upcoming



April – Records Management Month

Rolled Out



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

[UA19/16/2 Athletic Media Relations Press Releases](#)

[UA37/30/2 Lowell Harrison WKU Research – A Topics](#)

[COVID-19 Collection](#)

[Online Exhibit – Helm Library: More Than You'd Imagine](#)

In Process



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

[UA37/30/2 Lowell Harrison WKU Research – B Topics](#)

[UA37/30/2 Lowell Harrison WKU Research – C Topics](#)

[Donate COVID diaries](#)

Records Management

The Kentucky public university records managers met December 10th via Zoom and reviewed U0107 Photographic File, U0119 Audio/Video Recording File, 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, Fall 2020](#). Records found in most offices across campus.

U0131 Maps – official campus maps intended for public distribution. WKU Archives collects the parking map distributed by WKU Parking & Transportation Services each year, but we are also interested in other maps created by the university and used for public relations.

U0133 Patent Application File – documentation of patent applications filed by or on behalf of faculty, staff or students as a result of scholarly or other activity. If patent is issued, retain until 1 year after patent expiration, then destroy. If patent is rejected, destroy 1 year after rejection notice received.

U0134 Investigation File – files created during risk assessments or other investigations. Series may contain correspondence, interview notes, evidentiary or explanatory materials. Retain record copy 6 years after termination or expiration of settlement or 6 years after investigation is concluded, whichever is longer, then destroy. Retain other copies until no longer useful, then destroy.

U0136 Friends Organization Records – documents efforts of groups formed to provide support to a university unit, such as the library

or athletics department. Series may include bylaws, meeting agendas, minutes, reports, newsletters, membership lists. Retain permanently in creating unit or transfer to WKU Archives for permanent retention when no longer useful.

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 fall semester you destroyed over 80 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.

Land Shark Shredding

Land Shark was bought out by Underground Vaults & Storage.

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

Things we brought from home:

Clarinet

Top Coat



^ca. 1911

Refrigerator

VW Bug



^1974 Denise Donaldson & Unidentified Friend

Camera

Car

Checkbook



^Janice Persley, 1980

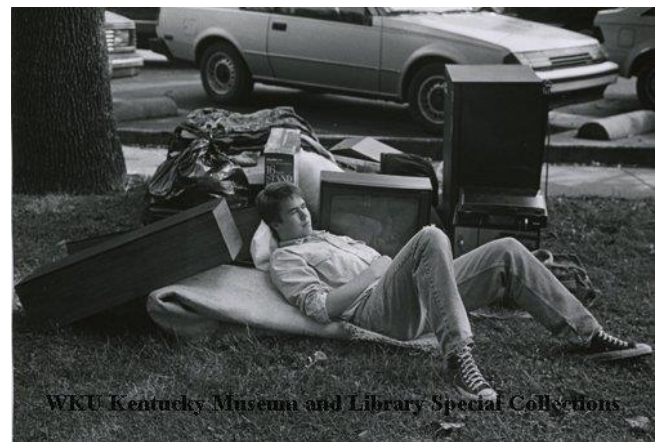
Stereo

Shotgun & pistol

Money!

Cat

Family photos



^1992 Unidentified student