

Western Kentucky University

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WKU Archives Records

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Summer 2021

## UA52/1 Out of the Box

WKU Archives

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## WKU Archives

### COVID-19 Corona Virus Update

As of May we are back on campus fulltime. WKU Archives is open to all researchers **by appointment only** through the summer. Online reference continues without interruption. Let us know if you have a question: 270-745-4793 or [archives@wku.edu](mailto:archives@wku.edu).

### User Survey

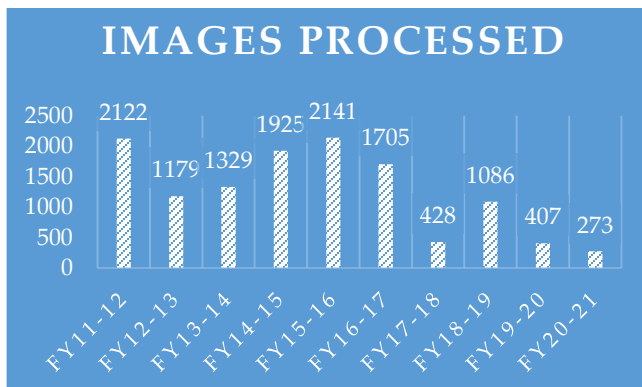
We'd like to thank the 151 people who participated in our user survey this summer. The survey was conducted in order to make us a more user driven archives, processing and making available the items you are most interested in first. Here are some of the results.

### 5 Items You Value Most

1. Access to expert staff – [in person by appointment](#), 270-745-4793 or [archives@wku.edu](mailto:archives@wku.edu)
2. [Collection Inventories](#)
3. [Digitization](#)
4. [KenCat](#)
5. [TopScholar](#)

### Resources You Want More Access To:

1. Photographs
2. WKU departmental records
3. Faculty / Staff organization records
4. Student organization records
5. WKU administration records & WKU Athletics records tied



### Upcoming



[TopScholar navigation renovation](#)

### Rolled Out



[UA3/2/1 Paul Garrett Correspondence / Subject File](#)

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

[WKU Research – C Topics](#)

[COVID-19 Collection](#)

### In Process



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

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

[UA42 Division of Extended Learning & Outreach](#)

[Donate COVID diaries](#)

## User Survey Results Continued

Since 2007 a total of 19,189 WKU Archives images have been digitized and cataloged in KenCat. Image processing has dropped off significantly during the COVID-19 lockdown. Now that we are back in the office that should begin to pick up again and more images will be made available through KenCat.

The goal in image processing is to scan unidentified photos so that our users can help in the identification of them. As researchers request images they are added to the database as well. We will never digitize every image in the collection. For those that are identified we are adding names, locations, subjects, etc. so they are retrievable using the search capabilities of KenCat and the creation of collection inventories.

### WKU Academic Departmental Records

Because WKU is a living organization continually creating records, processing of records will never be “complete.” Check our [Collection Inventories Page](#) to see the departments for which we hold records. All records housed in WKU Archives with the exception of those closed by statute (grades, personnel, health, etc.) are available for use regardless of the state of processing.

- Applied Arts & Health (UA60) 1969-1981 – processed
- Education & Behavioral Sciences (UA64) 1906-present, 9 units processed or partially processed
- Gordon Ford College of Business (UA62) 1964-present, 6 units processed or partially processed
- Graduate Studies & Research (UA58) 1964-present, 5 series processed or partially processed

- Health & Human Services (UA61) 2001-present, 7 units processed or partially processed
- Ogden College of Science & Engineering (UA66) 1928-present, 16 units processed or partially processed
- Potter College of Arts & Letters (UA68) 1964-present, 18 units processed or partially processed

The amount of records available is dependent upon how much has been transferred to WKU Archives from the department. Academic department records and data can also be found in the following record groups:

- UA2 WKU Board of Regents
- UA3 WKU President’s Office
- UA4 Academic Budgets & Administration
- UA11 Public Affairs
- UA25 Finance & Administration
- UA35 Provost’s Office
- UA37 Faculty / Staff Personal Papers
- UA45 Registrar
- UA56 Institutional Research

Less processing has been done on faculty/staff organization records. [Faculty Senate](#) and the [Staff Council](#) are available online.

Student club records are created by departments, Student Life, or independent clubs, fraternities and sororities. Honor societies’ records are processed with the academic departmental records. Student Life & independent clubs are processed as questions come in. Independent clubs are not required to turn over records.

WKU administration records are the most voluminous and are being processed now.

The majority of [WKU Athletics](#) (UA19) records have been processed. There is a backlog to be checked against the collection and be added to the processed collections.

## Records Management

The Kentucky public university records managers met March 2 and June 1 via Zoom.

Revisions were approved for the following:

- U0132 Surveillance & Access Security File
- U0133 Intellectual Property File

Series held for further review:

- U0655 Sexual Harassment Investigation File

Best practices in handling of faculty personnel files was also discussed.

An ad hoc University Schedule Committee was created. They are working to clean up the schedule by creating a table of contents, links within the document, editing titles, editing descriptions & retention wording for consistency and identification of permanent records.

Bills in the Kentucky Legislature that impact records management were reviewed:

- HB273 regarding acts of violence in images / videos was signed by the governor.
- HB312 amends several statutes by adding a residency requirement for open records requests and denying appeals of Legislative Research Commission verdicts. Passed.
- SB201 regarding emailed open records sent to Committee on Committees.

## Records Schedule Section A&B

Continued from [Out of the Box, Spring 2021](#).

Records found in most offices across campus & fiscal records.

**U0137 Training Course Materials** – memoranda, flyers, catalogues, registration forms, rosters, etc. relating to training courses run by various units across campus. Retain until superseded or obsolete, then destroy. Retain summary schedule

documenting training provided users until requirements are met, 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.*

**U0203 Budget – University Operating** – documents biennium budget. Retain official copy 2 years, then transfer to WKU Archives. Retain other copies until no longer useful, then destroy.

**U0208 Contracts, Leases & Agreements** (not donor agreements) – contracts, leases & agreements b/t WKU & public or private organizations or individuals. Includes amendments/addenda. Retain until 3 years after termination or expiration or 3 years after terms have been met, then destroy.

## Questions?

Submit any records management questions you have to [archives@wku.edu](mailto: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 semester you destroyed over 171 cubic feet & 3.18mb 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.

## Blast from the Past

100 Years Ago – 1921



Unidentified African American cooks. Can you help identify them?

### [Class of 1921 Photos](#)

75 Years Ago – 1946

Aerial view of campus by Ches Johnson showing the Agricultural Pavilion, Veterans Village & Western Area Vocational School in foreground.



### [Cafeteria Petition](#)

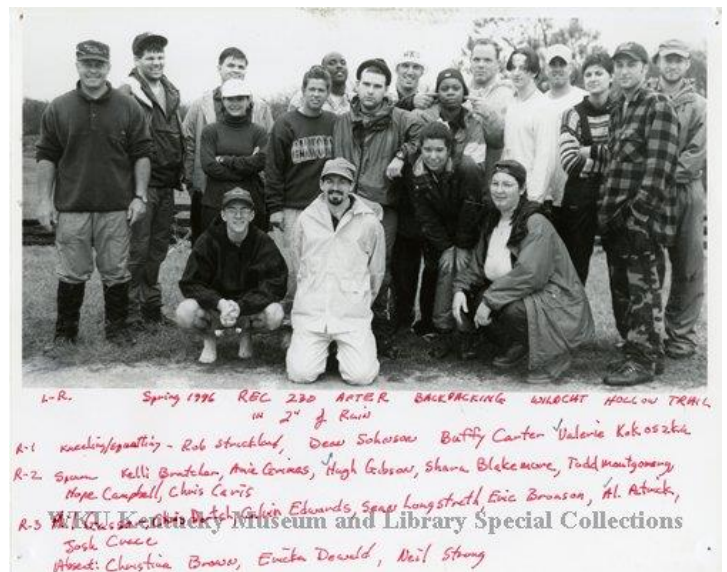
50 Years Ago – 1971

[1971 College Heights Herald, Freshman Issue](#)

Students buying books in the Downing University Center bookstore.



25 Years Ago – 1996



Members of Recreation 230. Front row l to r: Rob Strickland, Dean Johnson, Buff Carter, Valerie Kokoszka. 2<sup>nd</sup> row Steve Spencer, Kelli Bratcher, Amie Grimes, Hugh Gibson, Shara Blakemore, Todd Montgomery, Hope Campbell, Chris Caris. 3<sup>rd</sup> row Phil Gasser, Christ Dortch, Calvin Edwards, Sean Longstreth, Eric Bronson, Al Patrick, Josh Cuace.

[A View of the Hill](#) – Guide to WKU