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WKU Archives Records

WKU Archives

Spring 2022

UA52/1 Out of the Box

WKU Archives

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Out of the Box

WKU Archives & Records Management Program

Spring 2022

WKU Archives

Collection Inventories Updated

During November all record groups were reviewed for additions. Collection inventories reports were generated and all collection inventories are up to date. As processing continues and more records arrive in WKU Archives collection inventories can be a bit behind. Our online database [KenCat](#) is the most up to date inventory of the WKU Archives collections.

Online Exhibits

WKU Archives with the help of Todd Seguin have created a new online exhibits space in [Digital Commons](#). [WKU Exhibits](#) focus on topics in WKU history such as Helm Library, parking, homecoming queens, Miss Black Western, civil rights and the Gemin Jazz Band. These exhibits are still part of [TopScholar](#)[®] and individual items can be found by searching in either portal.

Student Worker

Justin Harris has been digitizing scrapbooks from the WKU President's Office, Gamma Sigma Sigma sorority and the Southern Normal School. He has written a [blog entry](#) about his experiences in WKU Archives.

User Survey Results Continued

We'd like to thank the 151 people who participated in our user survey last summer. We asked a question regarding online exhibits you would like to see developed. Since that time, Digital Commons has developed a [new online exhibit platform](#) and the majority of our exhibits have been transferred to it. It is full text searchable at every level.

You requested the following:

Art – works of art are held by the [Kentucky Museum](#)

Upcoming



[TopScholar navigation renovation](#)

Rolled Out



[UA12/2/36 Gamma Sigma Sigma Scrapbooks](#)

[UA19/16 Athletic Media Relations 2021 Sports Press Releases](#)

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

[WKU Research – E Topics](#)

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

In Process



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

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

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

[Faculty Correspondence 1930-1945](#)

[Donate COVID diaries](#)

User Survey Results Continued

Genealogy – biographical data is included in some aspects of our exhibits as it is appropriate. Some [genealogical sources](#) are available online.

Historical Photographs – are included in all our online exhibits. There is also a [random images feature](#) in KenCat.

History

- Bowling Green / Warren County – A multi-level exhibit about [Bowling Green](#) is available as well as a [Warren County history exhibit](#).
- Civil Rights – [Get on the Bus](#) & [Timeline](#) explores the local civil rights movement.
- [College High](#)
- Kentucky / Southern Kentucky – [Uncommon Wealth of Kentucky](#)
- Ogden College
- [WKU History Topics](#) – parking, beauty queens, Helm Library, etc. A [WKU Timeline](#) is also available which includes building histories.
- Women's History – women are represented in most online exhibits

Literature focused – [Little Colonel](#)

Local Music – [Playing Our Song](#) multi-level exhibit

Veterans – [Spanish American War](#) exhibit

Improvements to WKU Archives

You requested the following improvements to be made in our services.

A way to obtain larger digital files. WKU Archives uses Dropbox to deliver large digital files for students free of charge. Images purchased for non-educational purposes are also delivered via Dropbox. We use the WKU servers to deliver digital files to faculty & staff users.

Have public access to the facility. WKU Archives is now open to the public Tuesday through Thursday 9am to 4pm.

Expand reference librarians service.

Unfortunately, due to retirements and budget cuts we are very shorthanded in Library Special Collections. There are no plans to hire more staff.

Integrating finding aids with online resources.

Links are available in both [KenCat](#) and the [collection inventories](#) to items that have been digitized. KenCat records have links up and down through record group, series, subseries and item level records marked as Child Records and Parent ID.

The collection inventories are updated at least once a year to reflect the addition of newly digitized records. Digitized items carry the Record Group number that can be entered into KenCat to see more information about records from that source.

More genealogical records online. WKU Archives holds limited biographical data on faculty & staff. [Library Special Collections](#) has added several types of genealogical resources online.

Easier way to access film holdings. In [KenCat](#) you can search using the word *film* AND *subject term*. On [TopScholar](#) you can search the collection inventories using the word film. See also [Searching for Videos & Audios](#).

Provide more digital access. We currently scan on demand and make those items available in TopScholar. We also target items that are at risk such as scrapbooks or high use potential such as the *College Heights Herald* and yearbooks.

Council of Academic Deans Minutes. Are added annually to TopScholar. There is an entire section re: [WKU Governance](#).

Records Management

The Kentucky public university records managers met August 31 and November 30 via Zoom. [Revisions](#) were approved for the following:

- U0103 Manuals, Operating
- U0113 Reports – Periodic Activity
- U0124 Policies and Procedures
- U0126 Records Transmittal File – Permanent Records
- U0128 Microfilm Quality Evaluation Form
- U0133 Intellectual Property File
- U0217 Inventory Records
- U0422 Disciplinary Warning / Action File
- U0921 Game Statistics File

Series held for further review:

- U0134 Investigation File
- U0655 Sexual Harassment Investigation File

The ad hoc University Schedule Review Committee reported on the changes they want to make in the front matter to clarifying official records and copies of records:

“College and university personnel often make copies of records for internal use or reference purposes. Colleges and universities should designate one copy as the official copy and make sure it is retained according to the records retention schedule. Agencies can destroy all other copies when no longer useful. Please note that unless otherwise specified by a designated retention period, agencies may dispose of copies when no longer useful without submitting a Certificate of Destruction.”

The committee is continuing work on revising confusing retention & disposition instructions as well as standardization of terms such as documents, records and papers.

Records Schedule Section B

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

Records found in most offices across campus & fiscal records.

U0217 Inventory Records – documents university’s property assets in form of equipment, furnishings, vehicles, land, buildings, space, etc. Record copy permanent for all forms of property except vehicles, retain until disposal of asset. For vehicles, retain until lifetime of equipment plus 3 years.

U0222 Orders – Work – Departmental Copy - used as request for repairs needed on campus buildings. Destroy when maintenance is approved and completed. USE U0710 for Maintenance Department record copy.

*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 semester twelve departments reported the destruction of over 115 cubic feet of records.

Blast from the Past

100 Years Ago – 1922



Franklin Studio photo of campus showing Ft. Albert Sidney Johnston, the back of [Recitation Hall](#) and the [Red Barn](#) gymnasium.

More [1922 photographs](#).

[January 1922 Normal Heights](#) newspaper

75 Years Ago – 1947

Unidentified music students making a record in a sound booth. Can you identify the singer?

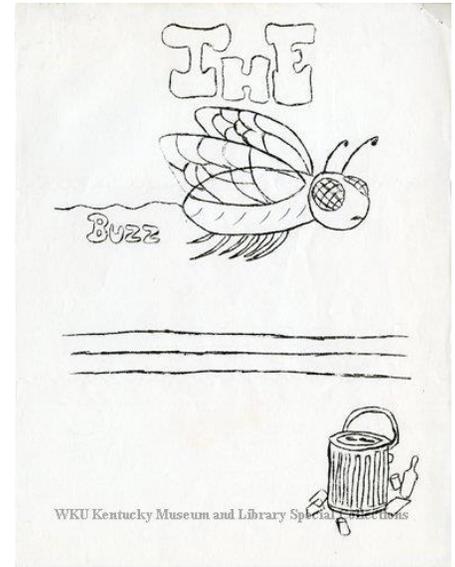


February 7, 1947 [College Heights Herald](#)

[War Memorial Committee Report](#), 4/1947

50 Years Ago – 1972

The Fly Buzz cartoon created by Associated Student Government during the censorship lawsuit over the film *The Fly*.



[Read more](#) about *The Fly*.

[Black Awareness Week Memorial Service](#), 1972

25 Years Ago – 1997



Unidentified members of [Delta Sigma Theta](#) taken by Mark Gordon. Can you identify anyone in this photo?

[Parking & Traffic Committee Meeting Minutes](#)

[Information Technology Summary Report](#)