

Western Kentucky University

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WKU Archives Records

WKU Archives

Summer 2022

UA52/1 Out of the Box

WKU Archives

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WKU Archives

Anatomy of a KenCat Record

KenCat is our online search engine for WKU Archives as well as the Kentucky Museum and Special Collections Library. This example will use the [Kelly Thompson Subject / Correspondence File](#) entry.

Title – name & number of the record group, series and subseries – UA3 President’s Office, Series 3 Kelly Thompson, Subseries 1 Subject/Correspondence File.

Creator – name of the office or individual who created the records – WKU President’s Office – Thompson. This field is a link and clicking it will bring up all entries created by this office or individual.

Description – a brief description of the records, in this case the subseries Subject/Correspondence File. Correspondence to and from Kelly Thompson regarding university administration and other issues, arranged alphabetically by subject and correspondent.

Collection – internal divisions within the Special Collections Library and Kentucky Museum collections. In this case it is [WKU Archives](#). There are 32 options for this field some of which include [Manuscripts](#), [Robert Penn Warren Library](#) and [Southern Kentucky Music Collection](#). You can use these Collection names in the [Advanced Search](#).

Object Name – type of item(s) being described in this entry. In this case the term Records appears. There are many individual items described in KenCat such as Invitation, Ledger, Letter, Ticket.

Year Range From & Year Range To – two fields that give the date of the earliest item and most recent item. The records may be continuous or there may be gaps between the first and last date. To be continued . . .

Upcoming



TopScholar navigation renovation

Rolled Out



[UA1C7 Theatre & Dance Images](#)

UA3/4/9 Dero Downing Presidential Scrapbooks

- [1969-1970](#)
- [1971-1972](#)
- [1976-1977](#)

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

[WKU Research – G Topics](#)

[UA77 Alumni Affairs Magazines, 1967-1984](#)

In Process



UA11/2 Public Affairs Press Releases

UA37/30/2 Lowell Harrison WKU Research – H Topics

UA12/2 *College Heights Herald* digitization

Faculty Correspondence 1930-1945

Records Management

The Kentucky public university records managers met March 1 via Zoom. The next meeting will be held May 31. [Revisions](#) were approved for the following:

- U0134 Investigation File

Series being reviewed for May 31 meeting:

- U1313 Body-Worn Camera Recordings
- Name, Image, Likeness Agreements

The ad hoc University Schedule Review Committee reported on release forms/liability waivers research. A recommendation was made regarding the wording for the description and retention of release forms/liability waivers.

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.

Records Schedule Section B

Continued from [Out of the Box, Spring 2022](#).

Records found in most offices across campus & fiscal records.

U0230 Annual or Summary Financial & Audit

Reports – documents university's annual accounting of fiscal status. Record copy to be transferred to WKU Archives for permanent retention. Retain all other copies until no longer useful, then destroy.

U0238 Budget & Audit Work Papers – compilations and drafts used to complete university operating budgets. Retain for 5 years, then destroy.

U0239 General Financial Records – includes, but not limited to: banking records, accounts receivable, accounts payable, bank statements, disbursements, reimbursements, reconciliation statements, purchase orders, etc. Each WKU department is responsible for their procard purchases. Retain record copy for 3 years or until audit is completed, whichever is longer, then destroy.

U242 Bond Documentation File – documents each bond issue and subsequent activity. Transfer to WKU Archives for permanent retention after all financial transactions are completed and after audit. Retain cancelled bonds and coupons until 3 years after maturity and audit, then destroy. Retain other material permanently.

U243 Capital Construction Disbursements & Receipts File – documents disbursement of funds for capital construction projects (any undertaking financed/funded by General Assembly appropriation, road fund, bond fund, trust & agency fund or federal funds & which costs over \$200,000). Retain permanently in the creating office.

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 ten departments reported the destruction of over 180 cubic feet of records and 2.82 gb of electronic records.

TopScholar

Beginning July 1, WKU Archives will be assuming the administration of [TopScholar](#), [Selected Works](#) and [Virtual Exhibits](#). This was formerly done by Todd Seguin who has taken a faculty position in WKU University Libraries.

We are here to assist in training staff to upload materials for individual departments. We will consult on capturing and presenting student capstone and other significant research projects, faculty research as well as the creation of new virtual exhibits.

Faculty working with students on significant research projects are encouraged to contact us early in the semester to ensure that final projects are brought into TopScholar with full permissions granted by the students.

We will provide assistance to faculty creating and maintaining a Selected Works page.

To Search [TopScholar](#)

Search boxes are provided in the upper left corner of every level within TopScholar. To search across all WKU colleges, departments, journals, conferences and author submitted items, use the search box at the home page: digitalcommons.wku.edu and choose *In This Repository* in the box directly below that.

You can narrow a search by choosing one of the bulleted items

- [Colleges, Departments, Units](#)
- [Faculty/Staff Selected Works Pages](#)
- [Expert Gallery](#)
- [Journals and Peer-Reviewed Series](#)
- [Conferences and Events](#)

Then repeat the search process described above. The box below the search box will now include *in this collection* option.

At each lower level you can open a section and search across just that section.

You can also search across all institutional repositories supported by Digital Commons by changing the second box to *across all repositories*.

Recent Additions

• • •

[Spring 2022 Theses](#)

[Spring 2022 Dissertations](#)

[30 Most Recent Additions](#)

Highlights

• • •

[Most Popular Papers](#)

In Process

• • •

[Kentucky Museum Print Collections Online Exhibit](#)

[Special Collections Library Broadside Collection Online Exhibit](#)

Contact

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TopScholar@wku.edu

Blast from the Past

100 Years Ago – 1922



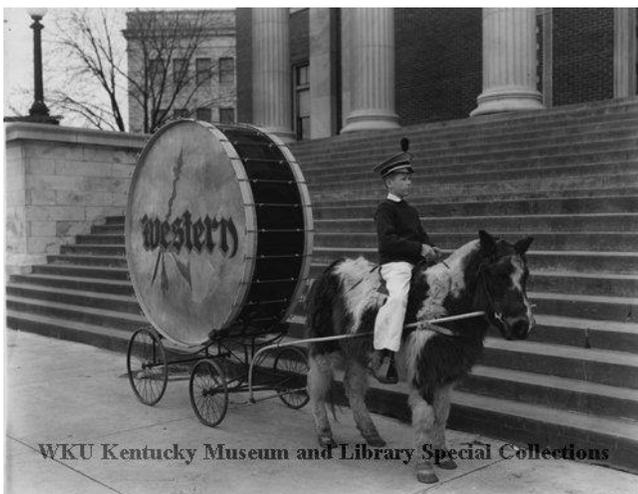
Ogden Class of 1922. Front row l to r: Joseph Schneider & William Lee. 2nd row: John Adsit, Lively Holland & Bernard Sigmier. 3rd row: Carrol James, Edward Stout, Jr., Presley Perkins & Foeman Rudd. 4th row: Ward Sumpter, Charles Renfrew & Conrad Tichenor.

More [1922 photographs](#).

[Normal Heights](#), Vol. 6, No. 1, newsletter

75 Years Ago – 1947

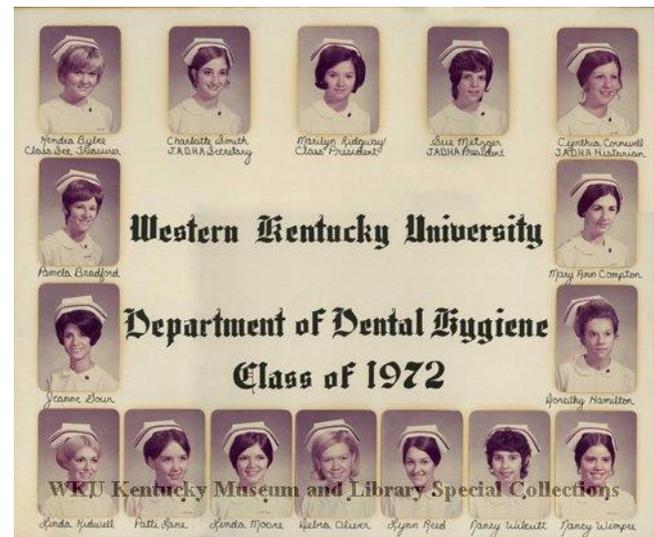
Unidentified band mascot with pony and bass drum. Can you identify the mascot?



[1947 Talisman](#)

[College Heights Herald](#), Vol. 24, No. 16, 5/30/1947

50 Years Ago – 1972



Members of the [1972 dental hygiene class](#):

[WKU Campus Tour Guide Map](#)

[Spread Eagle](#), underground newspaper, 2/1972

25 Years Ago – 1997



WKU swim team vs. Xavier University. Includes L. Richardson, ? Piloto, ? Gill. Can you identify anyone?

[On Campus](#), Vol. 7, No. 4

[President's Report, 1998-1997](#)

[WKU Agriculture Newsletter](#), Spring 1997