



Photo club. American Heritage Center collections.

University Archives

- Collections within the University Archives document the university's administration, history, research, teaching, culture, and community. Records date back to the university's founding in 1886.
- Catalog records and other descriptions of University Archives collections can be accessed online through the UW library catalog or through the Rocky Mountain Online Archive (<http://rmoa.unm.edu/>)
- The University Archives also oversees collections that are not considered university records. These include collections created by faculty, students, and recognized student organizations.
- Records from faculty and students are donated to the AHC following our standard donation procedures.
- For more information please go to our website: <http://ahc.uwyo.edu/about/departments/uwarchives.htm>

American Heritage Center

Mailing Address

Dept. 3924, 1000 E. University Avenue
Laramie, WY 82071

Location / Contact

2111 Willett Drive (Centennial Complex)
307-766-4114 / 307-766-5511 (FAX)
ahc@uwyo.edu (General)
ahc@uwyo.edu (Reference Dept.)
Web: <http://ahc.uwyo.edu>
Blog: <http://ahc.uwyo.edu/blog>
Twitter: <http://www.twitter.com/AHCnews>

AHC Director

Mark Greene - 307-766-2474

AHC Associate Director

Rick Ewig - 307-766-6385

University Archivist

Laura Uglean Jackson - 307-766-6832
e-mail: luglean@uwyo.edu

Business Hours

M-F: 8:00 a.m. - 5:00 p.m.

For questions not relating to donations of
collections, contact our Reference Department
307-766-3756



University Archives and Records Management Program

The University Archives and Records Management Program is responsible for preserving the University of Wyoming's (UW) history. A part of the American Heritage Center (AHC), it is the designated repository for records created by the University's offices, departments, and colleges having long-term historical value.

The university archivist is available to work with any office on all of its records management needs.

UW buildings depicted on a postcard. American Heritage Center collections.





Board of Trustees, 1896. American Heritage Center collections.



First women's dormitory. American Heritage Center collections.



Dr. Eldridge and grad student. American Heritage Center collections.

Available Services

- Free records management consultations and workshops to improve filing systems and procedures.
- Free consultation to better manage all types of records (paper, audio-visual, and electronic).
- Creation of a records retention schedule to determine how long records should be kept
- Transfer records of permanent value to the AHC.

Benefits of Using the University Archives and Records Management Program

- Help control the amount of storage and length of time records are kept.
- Provide orderly and systematic destruction of records consistent with administrative, legal, fiscal, and historical requirements.
- Reduce costs associated with the storage of active and inactive records.
- Improve efficiency of retrieval.

- Identify and preserve records of permanent value, saving UW's institutional memory.
- Ensure protection of valuable records against deterioration or destruction.

Transferring University Records to the Archives

- Each unit's records are different and identifying material of permanent value requires consulting with the university archivist and creating a records retention schedule.
- Records of all formats are collected, including paper, video, microfilm, and electronic.
- Once at the AHC, records can be briefly retrieved for administrative use.
- Once at the AHC, the materials are inventoried and cataloged online for use by researchers.
- For exact procedures and forms, please go to our website: <http://ahc.uwyo.edu/about/departments/uwarchives.htm>

Records Retention Schedules

- A retention schedule is simply a list of the records that a unit creates and the length of time each record type (also called a series) needs to be kept.
- Retention schedules also state if a record has short term value, and when it should be destroyed, or if a record has permanent value, and should be sent to the AHC.
- Retention schedules are created in collaboration between the campus unit and the University Archives.
- The length of time a record is kept in the office is based on several factors including legal requirements and administrative needs.
- Because UW is a public university, and its records subject to state public records laws, all schedules are approved by the State of Wyoming.

"Thanks to the records management program, our office is more organized and our historical records are being preserved."