American Heritage Center

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Laura Uglean Jackson - 307-766-6832
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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

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.
### 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.

### 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](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.”