University Archives Committee

I. Function

The function of the University Archives Committee is to determine policies governing the control and use of the University Archives and Records Management.

The University Archives houses approximately:
- 26,000 linear feet of paper materials
- 2.5 million photos
- 1,800 oral histories
- 5,000+ films and videos
- 8,500 audio recordings, memorabilia campus publications, and other university records

Archives Staff:
One of the most striking changes for Archives in this time span, five of the six staff members are new: Alex Krensky (Processing Archivist), Sarah Grimm (University Records Officer), Cat Phan (Digital and Media Archivist), Katie Nash (University Archivist), and Kalani Adolpho, a processing archivist resident, who is serving a 2-year appointment. Troy Reeves continues as the Oral History Program Head. The reference desk is being staffed about 40 hours per week by iSchool graduate students and this is working out well.

II. Activities

The University Archives Committee meets once each semester.

The Archives has been successful in securing grants to process specific collections, including
- Recording oral histories to record women philanthropists;
- Digitize about 650 videotapes from the LGTBQ community project Nothing to Hide (a television show aired in Madison for 20 years);
- Digitize a small section of the Daily Cardinal, beginning with the most fragile originals from the 1920s;
- The General Library System provided $5000 for a “student campus historian in residence;” Rena Newman is in the position this year.

Other activities:
- Collections survey to inventory and preservation triage, and to identify items for de-accession. A happy result has been the discovery of really interesting things, like records of the YWCA from the 1920s-1960s, and a handful of films of Duke Ellington when he visited campus in 1972.
- Implementing two new collection management tools, Aeon for public and staff access, and ArchivesSpace for staff use;
- Katie Nash has introduced the collections to students and TAs each semester, primarily in the English department;
- Various exhibits/open houses, such as the 50th anniversary of the Black Student Strike.
- Oral History projects cover a lot of ground, though the queue is well over 375 potential subjects
  - Dow 50 with Madison Public Library
  - Madison Reunion (June 14-15) to commemorate the 1968 events on campus included booths to record participant stories
  - Book Arts preserved the memories of those who contributed to the history of book arts since the 1970s
  - African-American athletes
  - In the near future:
    - Art Department’s 100th anniversary
    - Wisconsin General Hospital School of Nursing Alumna/i

**III. Current and Future Issues or Concerns**

Sarah Grimm is working with the UW-Extension faculty and staff to align their records management into campus policy and practices.

Sarah also advised departments affected by the flooding of Vilas Hall and the Chemistry building in January 2019 on what should be salvaged and what could be discarded.

Archives has received funding from Kemper-Knapp to continue the Student Historian position another year.

Goals for 2019 are built around the main points of the Libraries’ Division of Special Collections strategic plan:

1. **Foster diversity and inclusion**
   - Create a collection development policy: where to grow, identify unheard voices
   - Have a collection theme every year: 2019 will be LGBTQ
2. **Improve visibility of collections**
   - Make sure webpages are current and accurate
   - Partner events with Foundation and Alumni Association
3. **Improve access to collections**
   - Launching Aeon, an automated request and workflow management software to track items, improve security, and provide better statistics. Launching ArchivesSpace in January, an internal information management system that will, among other things, help create finding aids
4. **Develop creative partnerships on campus and in the community**
   - Foundation/WAA primarily and find others
## VI. University Archives Committee Membership

### 2018-2019

**Faculty [term ends]**
- Joseph Kemnitz, Cell & Regenerative Biology [2019], Chair
- Junko Mori, Asian Languages & Cultures [2020]
- Tom Purnell, English [2021]

**Academic Staff [term ends]**
- Daniel Einstein, Facilities Planning & Management [2021]

**Ex officio**
- Heather Daniels, Secretary of the Academic Staff
- Laurie Mayberry, designee Provost
- Katie Nash, University Archivist
- Jane Richard, designee, Secretary of the Faculty

**Named Members**
- Matthew Blessing, Wisconsin Historical Society/State Archivist
- Sabine Gross, University Library Committee
- David Pavelich, designee, General Library System Director

### 2017-2018, continued

**Ex officio**
- Heather Daniels, Secretary of the Academic Staff
- Laurie Mayberry, Provost's Designee
- David Null, University Archivist
- Jane Richard, Secretary of the Faculty’s designee

**Named Members**
- Matthew Blessing, Wisconsin Historical Society/State Archivist
- Sabine Gross, University Library Committee

### 2016-2017

**Faculty [term end]**
- Matthew Bakkom, Art [2018]
- Joseph Kemnitz, Cell & Regenerative Biology [2016], Chair
- Junko Mori, Asian Languages & Cultures [2017]

**Academic Staff [term ends]**
- Daniel Einstein, Campus Planning & Landscape Architecture [2018]

**Ex officio**
- David Null, University Archivist
- Laurie Mayberry, designee, Provost
- Heather Daniels, Secretary of the Academic Staff
- Jane Richard, designee, Secretary of the Faculty

**Named Members**
- Matthew Blessing, Wisconsin Historical Society/State Archivist
- Doug Way, designee, General Library System Director
- Dan Klingenberg, University Library Committee
UW-Madison University Archives and Records Management

University Records Management Program:

The University’s teaching, research, and outreach mission and its successful implementation of the Wisconsin Idea depend upon the effective and efficient management of information assets and resources. Although University records can and do exist in a variety of formats, state and federal laws apply to how to manage the information contained in them.

The University of Wisconsin-Madison Records Management is governed by the University of Wisconsin Board of Regents under Policy 3-2, University of Wisconsin System Public Records Management and Wisconsin Records Laws.

Records Management Services:

The University Records Officer consults with all office levels campus-wide in managing information assets, regardless of format or medium in accordance with Records Management Best Practices and assists the University community with:

- Consultation on enterprise-wide records management issues
- Consultation on management of electronic records
- Consultation with digitization projects and ongoing management of digitized records
- Consultation with classification & file management
- Consultation and development of general and departmental records retention policies
- Records and information management training for departments and campus
- Consultation on research records and data management issues
- Consultation with office moves and departmental consolidations
- Consultation regarding the records of departed Faculty
- Preparing records for transfer to the University Archives
- Appropriate destruction of University records as dictated by the records schedules

In addition, the University Records Officer has the responsibility for the creation and submittal of University Records Retention Schedules to the Public Records Board for approval. The Records Officer is also the primary campus liaison with the State Records Center (SRC) and helps departments and divisions with the process of storing their inactive records with the SRC.

University departments are urged, and welcome, to contact the University Records Officer with their specific comments and concerns.

Contact:

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