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/uwarichives.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)
ahcref@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

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.

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.

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/uwarhives.htm

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