

THE ARCHIVES PRIMARY SOURCE

NEWSLETTER OF THE UNIVERSITY ARCHIVES

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VISIT US AT HOMECOMING 2024!

Mark your calendars for October 5, 2024: The Archives will once again have a table at the UWSP Homecoming Hotspot! Alumni, students, faculty, and staff are all welcome to visit the table from 10:30 a.m. to 1:00 p.m. in the tent at Goerke Park.

Archives staff will be giving away free buttons, stickers, and pencils, and there will be opportunities to view historic UWSP mascot costumes from the Archives' memorabilia collection. Staff will also be available to answer any questions about the Archives such as how to access the Archives' digital collections, how to research university history, or how to donate materials to the Archives' collections.

IN THIS ISSUE:

Page 2:

- New Collection Spotlight
- All About Records Schedules

Page 3:

- What's the Deal with Archives Statistics?

Page 4:

- Explore the Area Research Center Network
- Archives Joke



Research Hours:

Monday - Friday
10 a.m. - Noon & 1 - 4:30 p.m.

Reading Room:

Trainer Natural Resources
Building, Room 110

Research Appointments:

The Archives is currently open
by appointment only.

Please email us at
archives@uwsp.edu
to schedule an appointment.

CONTACT INFORMATION

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New Collection Highlights UWSP's Unique Impact on Outdoors Education

The Becoming an Outdoors Woman (BOW) Program Records are one of the most recent additions to the Archives' collections. Pathways Intern Holly Gilchrist processed the records and created a finding aid for the collection during the 2024 spring semester. Her exemplary work arranging and describing the records has helped make them accessible for use in research and instruction.

Christine Thomas (former dean of the College of Natural Resources) created the BOW Program at UWSP in 1991 to create opportunities for women to learn about hunting, fishing, birdwatching, and other outdoor activities. The popularity of the program grew rapidly, and BOW soon inspired similar programs throughout the United States and Canada.

The BOW Program Records contain the administrative files of the program including planning documents, reports, literature, and newsletters. The collection also includes many photographs documenting BOW events and programs. This collection will be useful to any researcher studying the history of outdoors education and how programs like BOW have affected women's experiences in natural resources professions.



Program participants canoe on a tranquil lake in this September 2002 photograph from the Becoming an Outdoors Woman Program Records.

Records Management Corner: Records Schedules

The **UW System Records Management website** defines records schedules as “uniform guidelines for the retention and disposition of records common to a business function.” Each records schedule applies to a specific records series and is assigned a unique Records Disposition Authority (RDA) number. The records schedule includes a description of the types of records that are included in the series.

Each records schedule also has Retention Event, Retention Period, and Disposition information. These fields describe how the records should be managed. The Retention Event and Retention Period fields explain when disposition can occur, and the Disposition field describes how the records should be disposed. For example, some records series should be transferred to the Archives when they meet their retention date, while others can be destroyed by their office of origin.

For more information about records management, contact University Records Officer Brad Casselberry at bcasselb@uwsp.edu or visit the **UW System Records Schedules website**.

What's the Deal with Archives Statistics?

Archives staff track collection use and reference question statistics throughout the year. These statistics are tabulated each July at the end of the fiscal year so they can be included in the UWSP Library's annual report. Collecting and analyzing these statistics helps Archives staff learn how to better serve researchers. Statistics also provide a summary of the services the Archives provides and the amount of resources devoted to each service.

2,938

Reference Questions Answered
by Archives Staff in the Past Year

764

Total Visits to the Archives by
UWSP Students, Faculty,
and Staff in the Past Year

1,600

Unique Users Explored the Archives'
Digital Collections in the Past Year



One notable accession Archives staff received this year was this collection of football film from the UWSP Athletics Department. The collection consists of over 300 16 millimeter film reels and over 700 VHS tapes of UWSP football games.

Accessioning New Records

Archives staff continually accept donations of new materials to add to the Archives' collections. Donations come from students, faculty, staff, community members, and UWSP academic departments and administrative offices.

Donations are added to the collection through a process called accessioning where Archives staff take official custody of the records and prepare them for processing so they can be used for research and instruction.

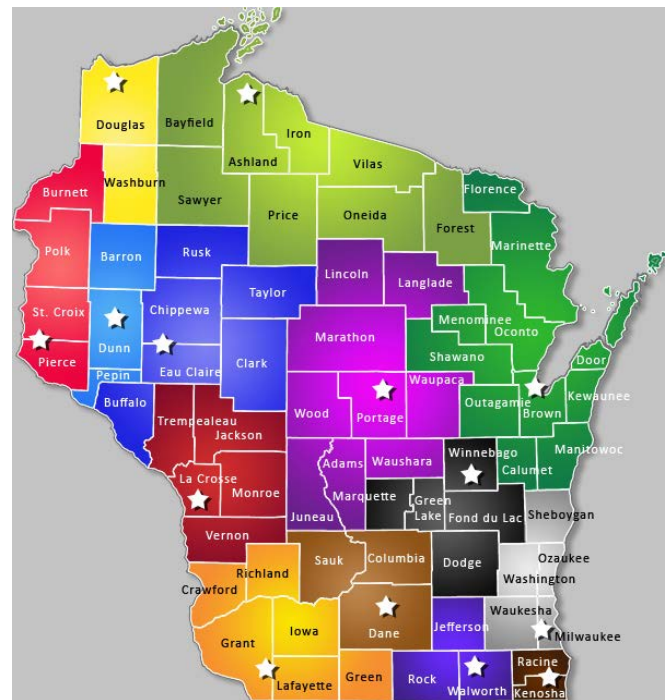
In total, Archives staff accessioned 420.31 linear feet of records in the past year. That's nearly the length of one and a half football fields!

Explore More Archival Resources Using the ARC Network

Archival research is often viewed as difficult and time-consuming because archival materials generally do not circulate. Researchers must travel to distant locations to view archival materials that may or may not be useful for their research.

Fortunately, the UWSP University Archives is part of the Wisconsin Historical Society's (WHS) Area Research Center (ARC) Network. With some exceptions, archival collections stored at WHS and any of the University Archives in the Universities of Wisconsin System can be transferred through a secure delivery service to any other ARC in the state. This means UWSP students, faculty, and staff can view collections from any corner of the state right here in Stevens Point.

If you are interested in learning more about the ARC Network or would like to request access to a collection stored at another ARC, contact Archives reference staff at archives@uwsp.edu.



The counties highlighted in purple on the map (Adams, Juneau, Langlade, Lincoln, Marathon, Portage, Waupaca, Waushara, and Wood) are part of the Stevens Point ARC. Archives staff preserve and provide access to WHS-owned collections that were created in these counties.

Archives Joke

Q: Why do archivists have trouble buying shoes?

A: They have cubic feet.

Archives generally measure the extent of their collections in cubic feet. Based on the most recent calculations, the UWSP Archives preserves and provides access to about 9294 cubic feet of collections.

NOTE: The Archives' collections are stored in new archives boxes that have not been worn by the archivist. The boxes that University Archivist Brad Casselberry is wearing as shoes are old and damaged boxes that are now only used as packing material for ARC Transfers.

