



CENTER of
SOUTHWEST
STUDIES
FORT LEWIS COLLEGE

FLC Archives, Records Management and You!

When you are creating, storing, and parting with Fort Lewis College records (including publications, photos, reports, meeting minutes, committee records, course syllabi, case files, correspondence of a chair or director, etc.), the staff of the College Archives is here to help you. We are located in the Delaney Library at the Center of Southwest Studies.

Personal papers vs. College records. Which documents are your property and which belong to the state of Colorado? College records include all documentary materials, regardless of physical form, that are made or received by a College employee in connection with the transaction of College business, and that are preserved (or are appropriate for preservation) as evidence of College activities because of the value of the information they contain. For more on this, please use the [Is It a Record?](#) worksheet.

Archives. The College Archives is the home for all historically significant records of the College. For an overview, please visit the finding aid for [M001 FLC Archives](#).

Highlights of this collection include:

- [Indexes to press releases](#) in the Archives dating from July 1971 to last month.
- [An administrative history of the College, 1947-1973](#).
- [List of employee personnel files](#) (1892 to recent) housed in the Archives.
- [A description of the records of YOUR department](#) – to find it, use the index!

Records scheduling. The Center's archival staff can set up clear retention schedules for different offices on campus. To do this we utilize the [College Records Management Manual](#), follow the mandates established by the state archivist, and incorporate any unique needs of individual departments. Contact us to schedule a records management consultation.

Sending records to the Center. Follow the [simple 7-step procedure](#) for sending us FLC records. We provide temporary storage for inactive records of the College that do not merit long-term retention. **This frees up office space for you!**

Secure destruction of non-permanent records. At the end of each fiscal year in June, we send your department head a list of records that are ready for destruction. Following approval by that person, we securely dispose of the records.

FOR FUN! As part of your grounding and orientation we invite you to look at the [online tour of campus historical markers](#), print it out and find a day to walk it.

CONTACT US.

For archives policies and general info
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Access to College Archives and to send records
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Delaney Library hours (during school year): Monday thru Friday, 10am – 4pm; open until 7pm on Thursday