

## Archives Templates

### Template 1: Biographical Notes

*[Person's name] was born in [birthplace] and attended [undergraduate college or university]. He/she earned his/her [degree] from [graduate school]. He/she was a [previous position(s)] for [previous employment]. He/she served as [position(s)] at Barton Community College since/from [starting date] to [the present, end date]. [A note on the individual's death if applicable.]*

This is the most basic format, although it may be altered some with additional interesting details that are significant to the person's role at Barton.

### Template 2: Administrative History (a real-world example from K-State)

*The office of Provost was established by President Acker and was first filled in 1980 by Owen Koeppel.*

*The provost and senior vice president is Kansas State University's Chief Academic Officer, whose most important duties are to oversee the academic affairs of the university and ensure its academic standards. In cooperation with the president, vice presidents, and the Deans Council, the provost provides leadership in the development, review, and implementation of policies and goals related to teaching and learning, research, and engagement.*

*The deans of the nine academic colleges, the libraries, Graduate School, and the Division of Continuing Education report to the provost. Other reporting units and programs include the Olathe Innovation Campus; the Centers for the Advancement of Teaching and Learning, Entrepreneurship, and Engagement and Community; and the School for Leadership Studies as well as Academic Personnel, Assessment, Diversity and Dual Career Development, Fort Leavenworth graduate degree programming, the Honors and Integrity System, Information Technology Services, International Programs, Planning and Analysis, Summer School, Sustainability, and the University Honors Program.*

*Recently the Provost has taken on the job of mediating for students. Complaints can be filed by students as to the performance of their professors and the Provost addresses any problems on a university wide scale.*

If this office had a different title and responsibilities before 1980, I (as the archivist) would have included the changes in the narrative.