



Bringing Weber State University and Ogden High School Together

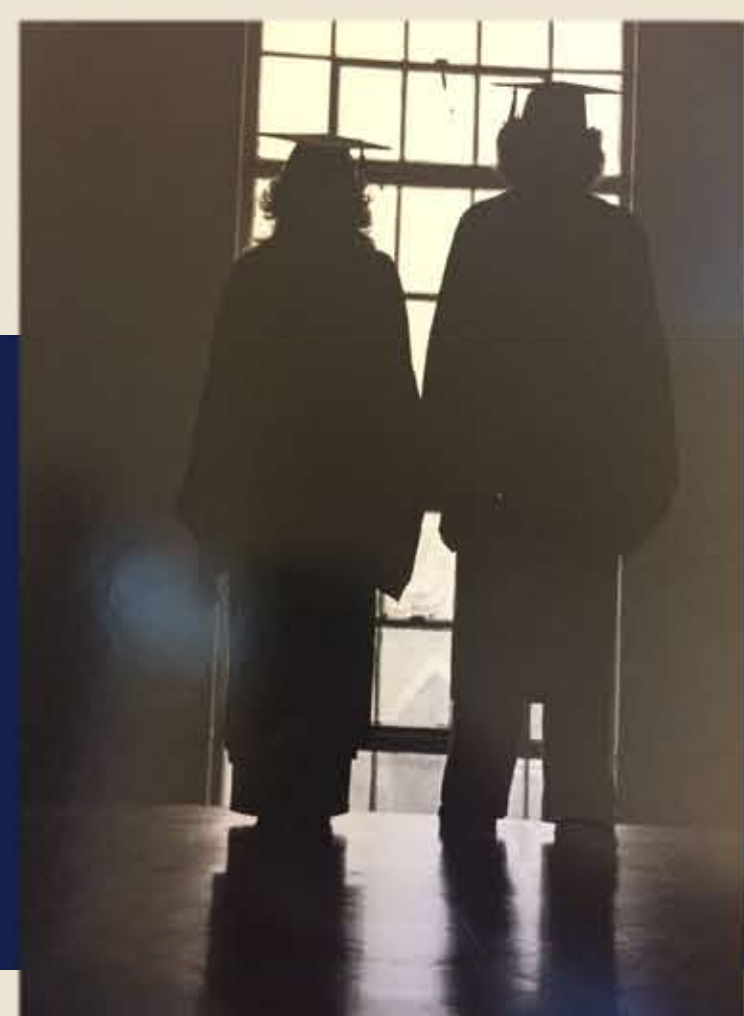
# Archival Connection

To Preserve a Rich Local History

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## Project Description

1. Organize, record, and preserve the current Ogden High School Archive collection.
2. Establish procedures and policies for archival maintenance and future acquisitions.
3. Make the collection accessible to the community



## Method

### Processing the Ogden High School Archives



Initial Inventory



\$1,500 Ogden School Foundation Grant



Purchase Supplies



Learned Box Building



Built Boxes for Over Sized Items



Put Negatives and Slides into Protective Sheets



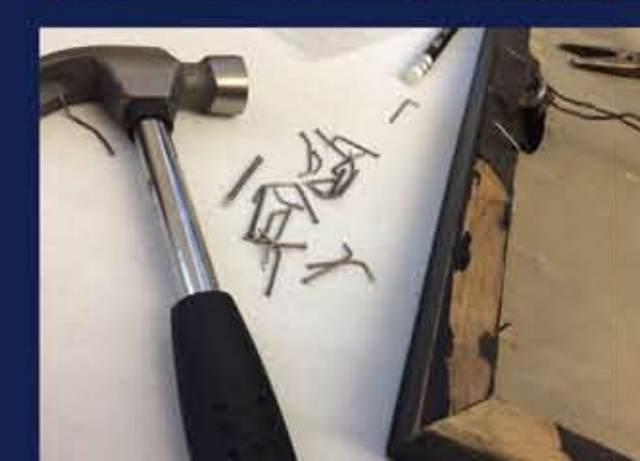
Created Mylar Pockets for Photographs



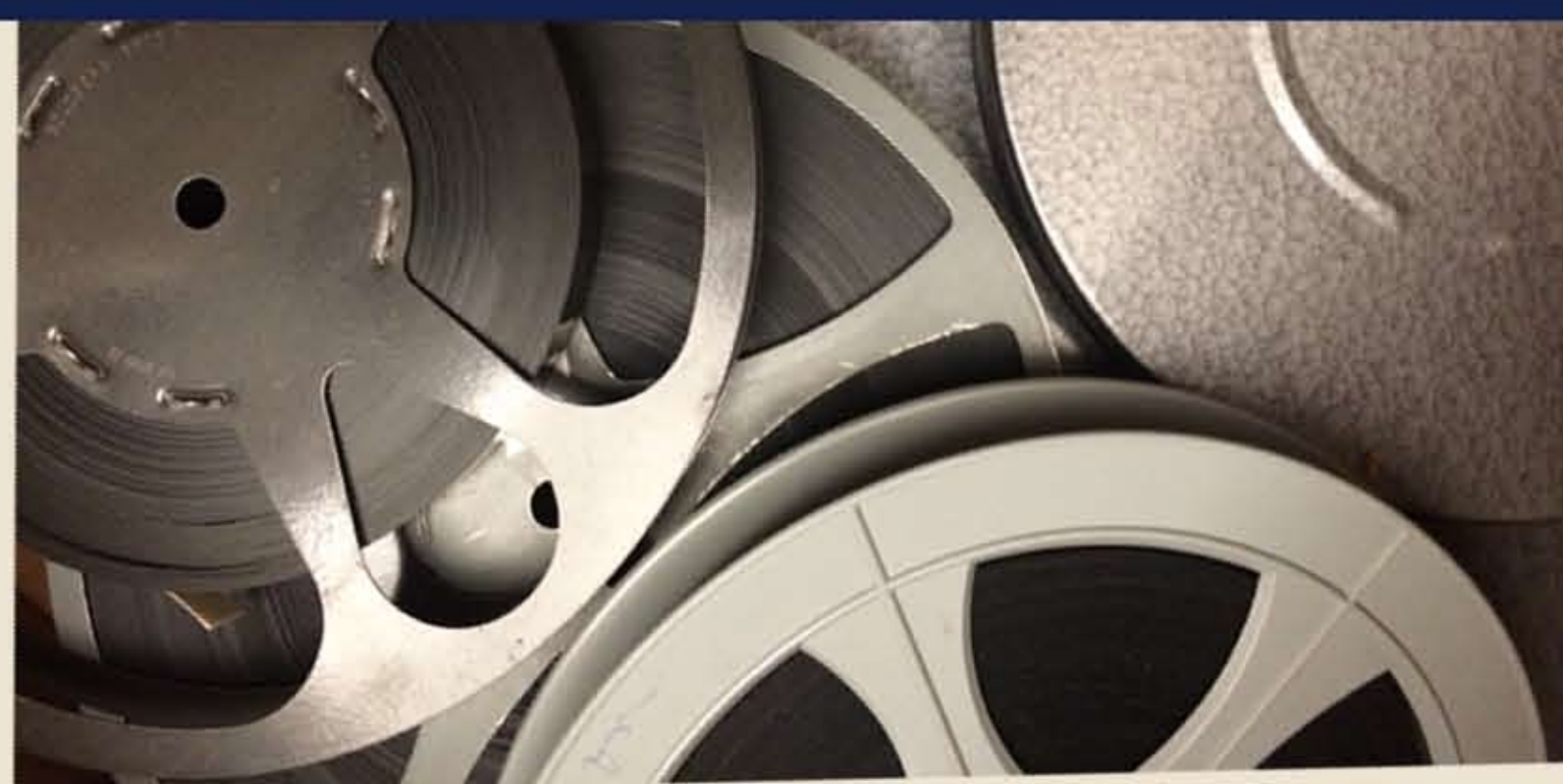
Organized into Boxes and Folders



Created Register, Policies, and Procedures



## Outcomes and Impact



- 4,000 slides and negatives organized by school year and decade
- 15 Series created with several subseries
- Register created to record series titles with folder and box numbers
- 8 custom boxes created
- All items safely stored in labeled boxes and folders
- Supplies left over to accommodate future acquisitions
- Policies and procedures written
- Fragile items now safe from damage due to improper storage
- Collection will now be accessible to the community



## Next Steps

- Approach Ogden School District about other school archives.
- Identify gaps in the collection and solicit possible acquisitions from faculty and alumni.
- Explore the possibility of student run maintenance of the Ogden High School Archives.

"With documenting the history of Weber County, the importance of the evolution of education in the area has been a great interest. I want to make sure that this history doesn't get lost and eventually becomes available to the public."

- Sarah Singh, Associate Curator of Special Collections Weber State University

### OHS HISTORY



The Ogden High School Archives houses many artifacts that chronicle its fascinating history