



University of Cincinnati

Cincinnati, Ohio 45221

May 16, 1973

UNIVERSITY LIBRARIES
University Archives
Main Library - Room 610

Professor Robert A. Kehoe
104 Kettering

Dear Professor Kehoe,

This letter informs you of the existence of, and of my hope that you will soon find reason to utilize the services of, the University Archives established in the fall of 1972 and currently housed in room 610 of the University Library.

I see the function of the Archives to comprise gathering, preserving and organizing for ready reference the official records of the University. It also has the function of collecting and preserving the record of the achievements, aspirations and contributions of the University.

The habits of individuals differ widely, but I would like to visit with you about your private papers. You may have kept some segments of your life and activity quite apart from the official records, and the pertinence and value of those papers to the University and its record can easily be as great as the official files. An historian writing our history to celebrate our bicentennial could hope that one or more of our University family had kept a diary or journal that would illuminate what happened 50 years before. Failing the journal, are there letter files, committee reports, reports you requested to help formulate decisions, files on areas of special interest to you, files relating to research interests removed from administrative responsibilities, or other papers that illuminate areas helpful in understanding this institution and its accomplishments in the era of the present?

I would appreciate a note to 610 Library or a call to 6459 indicating an interest in visiting with me or a staff member. You can expect that in the next few months I will give you a call and see if we can get together and talk about (1) the records of your office and (2) your personal papers.

We can collect them, organize them, preserve them, develop and adhere to your wishes on maintaining confidentiality and we expect to make older records more accessible and available than they may be for you at present. I am looking forward to talking to you about our services.

Sincerely,

WDA

W.D. Aeschbacher
University Archivist

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