



The UTSA University Archives, a unit of the Archives and Special Collections Department, is responsible for the institutional memory of the University. The University Archives collects, preserves and provides access to information about UTSA that is of enduring historical, fiscal, administrative, or legal value.

Our Strengths Include:

- Official records of UTSA academic and non-academic departments and central administration
- University publications such as directories, catalogs, and periodicals including the *Discourse*, *UTSA Bulletin*, *Roadrunner*, *Sombrilla*, and others
- Photographs of the University's history, 1972-2000
- Papers of key faculty and staff members in UTSA's history

Services We Offer:

- Help determining which records to send to the Archives
- Help creating a File Plan — a customized version of the Records Retention Schedule for your department
- Help locating records to help you with marketing, publications, policy decisions, academic inquiry, or general curiosity
- Records management training classes

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Location:
851 E. Durango Blvd.
San Antonio, TX 78205
210-458-2381
E-mail:
archives@utsa.edu
<http://www.lib.utsa.edu/archives/ua/>

Contact:
Mark Shelstad
Head, Archives & Special Collections Department

Hours:
Monday-Thursday,
10:00 a.m. to 4:00 p.m.

***Other hours by appointment**

