



## Guide to the University of Nevada, Las Vegas Office of Media Relations Records

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## Summary Information

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<b>Repository:</b>	University of Nevada, Las Vegas. University Libraries. Special Collections and Archives.
<b>Creator:</b>	University of Nevada, Las Vegas. Media Relations
<b>Title:</b>	University of Nevada, Las Vegas Office of Media Relations Records
<b>ID:</b>	UA-00036
<b>Date [inclusive]:</b>	1959 to 2026
<b>Physical Description:</b>	48.33 Cubic Feet (74 boxes, 1 oversized box)
<b>Physical Description:</b>	41.33 Linear Feet
<b>Physical Description:</b>	2.51 Gigabytes (PDF, JPG)
<b>Language of the Material:</b>	English
<b>Abstract:</b>	The University of Nevada, Las Vegas (UNLV) Office of Media Relations Records (1959-2026) primarily contain the records from the office when it was known as the Office of Publications and Information Services. Media Relations is responsible for developing communication strategies for the President and Provost offices and building relationships with the media and stakeholders. The majority of this collection is comprised of subject files which contain newspaper clippings, correspondence, press releases, photographs, and printed information gathered by the office for their publications and produced work. Subjects represented in the files include faculty members, campus events, buildings, and local issues. Also included are the daily <i>UNLV In The News</i> email newsletters that are sent out to campus by the Office of Media Relations. Other materials in this collection include copies of the staff newsletter <i>Update</i> and contact sheets, photographic prints, articles, and other editorial documents used in the creation of the <i>Inside Out</i> newsletter.

### Preferred Citation

University of Nevada, Las Vegas Office of Media Relations Records, 1959-2026. UA-00036. Special Collections and Archives, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada. <http://n2t.net/ark:/62930/f1j36c>

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## Scope and Contents Note

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The University of Nevada, Las Vegas (UNLV) Office of Media Relations Records (1959-2026) primarily contain the records from the office when it was known as the Office of Publications and Information Services. Media Relations is responsible for developing communication strategies for the President and Provost offices and building relationships with the media and stakeholders. The majority of this collection is comprised of subject files which contain newspaper clippings, correspondence, press releases, photographs, and printed information gathered by the office for their publications and produced work. Subjects represented in the files include faculty members, campus events, buildings, and local issues. Also included are the daily *UNLV In The News* email newsletters that are sent out to campus by the Office of Media Relations. Other materials in this collection include copies of the staff newsletter *Update* and contact sheets, photographic prints, articles, and other editorial documents used in the creation of the *Inside Out* newsletter.

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## Arrangement

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Materials remain as they were received.

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## Administrative Information

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### Access Note

Collection is open for research.

### Publication Rights

This material is made available to facilitate private study, scholarship, or research. UNLV holds copyright for all material in this collection. Users are responsible for determining whether permissions are necessary from rights owners for any intended use and for obtaining all required permissions. Please contact UNLV Special Collections and Archives ([special.collections@unlv.edu](mailto:special.collections@unlv.edu)) for additional information.

## Acquisition Note

Materials were transferred to the University Archives by the UNLV Office of Media Relations; accession numbers 2017-085, 2017-088, and 2025-107. This set of records includes former record group numbers 9.2.1 and 9.6.1. "UNLV In The News" emails were archived by Special Collections and Archives in 2026; accession number 2026-044.

## Accruals

Further additions of the "UNLV In The News" emails are anticipated.

## Appraisal Note

Five boxes containing personnel and transactional records were reviewed and securely disposed of following the NSHE Records Retention and Disposition Schedule.

## Processing Note

These records are unprocessed. In 2019, as part of an archival backlog elimination project, Christina Lamoureux rehoused the materials, created a brief summary of the materials, estimated dates, identified material types, and entered the data into ArchivesSpace. In 2026, Tammi Kim rehoused the 2025 addition and updated notes in the finding aid and Elaina Rieck transcribed the original folder titles to create the inventory. In 2026, Special Collections and Archives downloaded "UNLV In the News" emails from 2014 through 2026. Tammi Kim standardized the file names and created access copies. Sarah Jones updated the finding aid.

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## Related Materials

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### Related Collections

The following resource may provide additional information related to the materials in this collection:

University of Nevada, Las Vegas Creative Services Records, 1959-2016. PH-00388. Special Collections and Archives, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada.

### Separated Materials

Publications including issues of *Inside Out*, *UNLV Magazine*, and *Oasis* that are part of this collection have been separated and described individually in the [University Libraries' catalog](#).

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## Names and Subjects

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- photographs
- Universities and colleges
- Newspapers
- Correspondence
- Journalism
- University of Nevada, Las Vegas -- History

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