RMS Staff

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What We Do

• Collect administrative records for operational and historical purposes.
• Maintain UCOP Central Records Collection.
• Conduct searches in Document Central database.
• Publish the Correspondence Report.
• Advise and assist offices with records.
Dual Mission of RMS

• Operational—helping to manage and track correspondence and other documents
• Historical—maintaining records to show development of policy, history of UC administration
How RMS Gets Documents
Incoming

- President’s Executive Office (PEO) selects documents for RMS to process.
- Executives
  - Mailroom staff brings RMS incoming mail.
  - Executives’ offices send RMS copies—electronic and paper.
How RMS Gets Documents

Outgoing

- PEO provides outgoing correspondence to RMS.
- Executives’ offices send RMS copies—electronic and paper.
What We Collect

• Correspondence to and from UC officials
  – UC employees, including administrators and faculty
  – Government
  – Higher education (other institutions & organizations)
  – Students, applicants, and parents
  – Alumni
  – UC retirees
  – Members of the public

• Reports, meeting minutes, agendas, and other communications from universitywide groups such as
  – Advisory commissions
  – Task forces
  – Work groups
Value to UCOP

- Central Records Collection for the University
- Document Central database
  - Provides a single location for important records
  - Is secure and permanent
  - Eliminates need of offices to keep copies
Document Central Landing Page
Questions Arise re Day-to-Day Business

• Did members of the Legislature comment? Which ones and what did they say?
• Did all the campuses comment on that? When? What did they say?
• Did a certain letter go out? When?
• Does RMS have any records responsive to a specific Public Records Act request?
Questions Arise re Historical Precedent

- What were the circumstances of the establishment of a college, school, campus, or institute?
- When did the title and duties of an executive change?
- What was donor’s purpose? Do we have a copy of the original agreement? When was a certain estate distributed and to what campus?
- When did UCOP start or stop funding some campus activity?
Scope of the Records Collection

- Documents date back to 1958, when UCB Chancellorship became separate from the UC Presidency and Clark Kerr became UC President.
- Older material is at the Bancroft Library, UC Berkeley.
- We can provide printed copies of documents that were originally microfilmed (most documents 1984-1997).
- We can send PDFs of documents entered since 1997.
Take a breath
Record Formats

- RMS receives more paper records than e-documents.
- Send more e-docs
What prompts people to write

• Recent news triggers
  • Proposed tuition increases
  • State budget issues
  • Campus incidents
  • Letter writing campaigns on various issues
  • Seasonal letters
Letters Continued…

• Charming correspondence to Presidents
  • UCR student composes thank you poem about the Chancellor giving cookies to students during finals
  • President Yudof and the Flat Stanley adventure
Document Central Database

• Efficient retrieval and access of Documents
• Accurate images of the original
• Password protected
• Available to all UCOP staff
• Customized training available
Document Central Search Page
Records Processing

- Assign security levels
- Scan
- Index metadata
- Write summary drawing on institutional knowledge
President’s Action Items

• RMS staff coordinates delivery of action items to executives getting the assignment or information copies
  • Deliver hard copy of assignments to Executive Assistants
  • Enter data so that assignment and information copy emails are automatically distributed
Correspondence Report

- Report features incoming, outgoing and interoffice documents
  - Letters of general interest
  - Produced approximately twice a month
  - Available to all UCOP staff
  - Gives link for complete document
Correspondence Report

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How RMS Can Help You

- Contact us with your questions.
- Request a search from RMS.
- Get a Document Central account.
- Sign up for the Correspondence Report.
- Please send us your records (records@ucop.edu)!
Questions?