Objective of the Study

• To identify and recommend the steps required to modernize UDC records management infrastructure and policies.

• To recommend steps for restarting the ORM scanning operation based on best practices and a modernized infrastructure.
Summary of Study Recommendations

• Establish a UDC Records Management infrastructure
  – Benefits:
    • Ability to store and find, content having legal, historic, and/or business import.
    • Decrease the requirement for physical records storage
    • Standardized tools and procedures for scanning, indexing, retention and destruction of UDC records

• Implement a Sustainable Records Management Program
  – Benefits:
    • Compliance with Mayor’s Order 2007-50
    • UDC-wide awareness of Records Management
    • Ability to defensibly destroy records based on established retention policies.
Current Challenges

• No (approved) University-wide records policy or records schedule for retention/destruction.

• Student records and other documents are in multiple places
  – Online, in Banner PROD/PROD replica, LegacyAX and OCTO data bases
  – In 1,052 boxes in multiple locations (Bldg 41 (multiple rooms); Taylor Street warehouse; other city warehouses; Learning Resource Center.

• Office of Records Manager (ORM) – Scanning has been in “Hold” status for several years, awaiting both an approved retention/disposition policy, as well as resolution of a hardware/software compatibility issue.
Current Opportunities

• Implement technical platform to support records management. Use a vendor-provided, JITC-certified, Records Management Application. Integrate RMA with Banner.

• Define UDC Records Management policy, procedures and retention/disposition schedule. Educate staff.

• Prepare ORM to restart scanning, manage disposition/destruction, utilize DC Archives. Consider management of non-paper records (e.g., video, photos, email).
## Proposed Implementation Team

<table>
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<tr>
<th>Role</th>
<th>Duties</th>
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| Project Manager               | • Project Schedule  
• Resource Coordination  
• Project Reporting |
| Records Manager SME           | • Update and Finalize UDC Records Policy for legal review  
• Create Retention/Disposition Schedule  
• Create Records Inventory  
• Training for departmental records coordinators |
| ECM Technology Specialist     | • Implements Records Management Application (RMA)  
• Integrates RMA with Banner ERP  
• Implements Production Scanning Platform |
| Legal Counsel (UDC)           | • Reviews records retention policy |
| On-site Production Imaging Team | • On-site team to staff the production scanning platform  
• Scanning and indexing and q/c for an estimated 1,052 boxes |
| Departmental RM Coordinators  | • Works with Records Manager SME to identify records classes, index fields, and retention/disposition schedules |