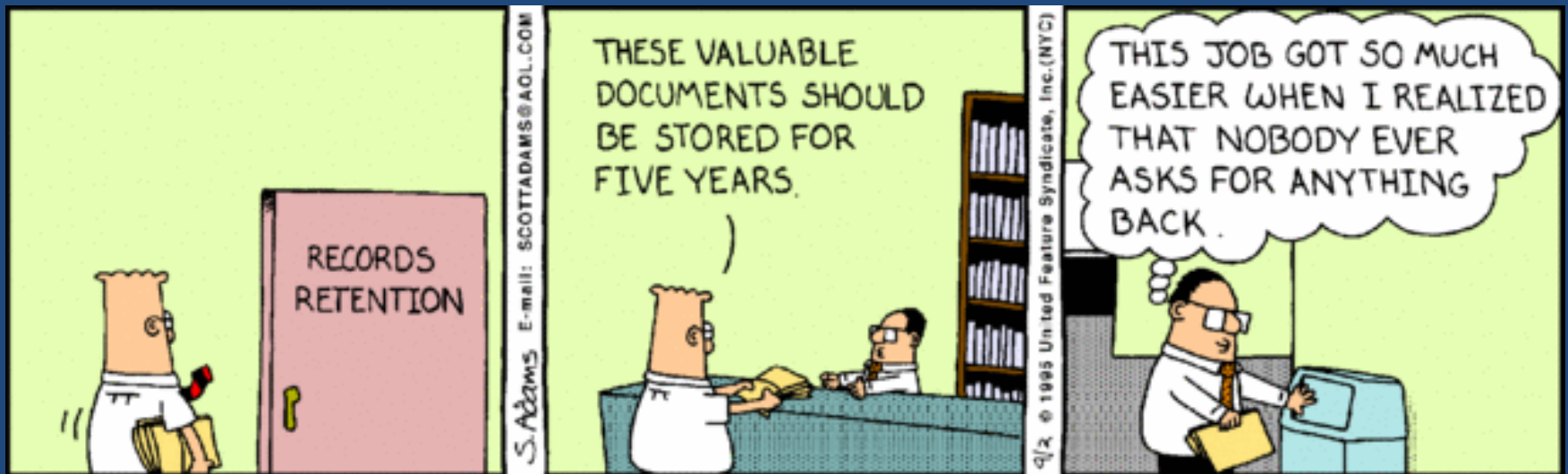


# DON'T SHRED THE GOOD STUFF!

## THE EFFECTS OF RECORDS MANAGEMENT ON THE PRINCETON UNIVERSITY ARCHIVES



Anne Marie Phillips, University Records Manager  
Princeton University  
MARAC, April 26, 2013

# Topics

- ▣ Princeton's University Archives Program
- ▣ Creation of Princeton's Records Management Program
- ▣ The Impact of records management on the University Archives
- ▣ Thoughts on how this relationship will evolve



# Princeton University Archives

- ▣ Formally established in 1959
- ▣ University Archivist is also Curator of Princeton's Public Policy Paper Collection
- ▣ Actively solicit public policy manuscript collections
- ▣ Actively solicit records of Princeton University officers and board of trustees
- ▣ Passively collect university archives when contacted by offices for assistance (usually looking for file storage space!)



# Why Records Management?

- ▣ Lawsuits exposed need for improved support during legal discovery
- ▣ Historical documentation a secondary consideration (and only considered by some)

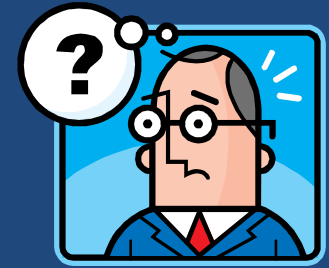


# Progression of Events

- ▣ Executive Compliance Committee work with key department heads
- ▣ Record retention guidelines published internally in 2007
- ▣ University Archivist leveraged situation to make case for hiring a records manager (radical!)
- ▣ Started in January 2011



# My Experience



- ▣ Requests for assistance began immediately:
  - Some awareness of published guidelines
  - Requests for help often fueled by need for space (physical and electronic)
  - Fear of destroying financial records (in fact, let's keep 3 copies!)
  - Fear of destroying anything that might ever be requested (by anyone... ever)
  - Overwhelming amounts of e-mail forcing indiscriminate purging
  - General lack of awareness of records life cycle and its impact on day-to-day work

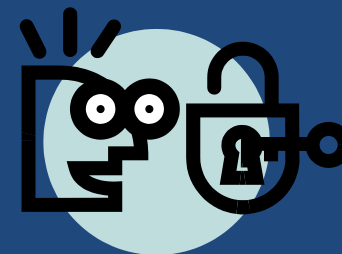
# My Response

- ▣ Identify pressing records issues
- ▣ Educate record creators
- ▣ Disseminate information
- ▣ Obtain executive buy-in
- ▣ Build constituencies



# RM: Impact on Archives?

- ▣ My work:
  - Raises awareness of the Archives and its mission
  - Has resulted in deaccessioning of records stored in the Archives (reappraisal based on schedules)
- ▣ Bottom line:
  - Requests for transfer to the Archives are becoming more refined
  - We're making room in the Archives for as-yet undiscovered records of historical value



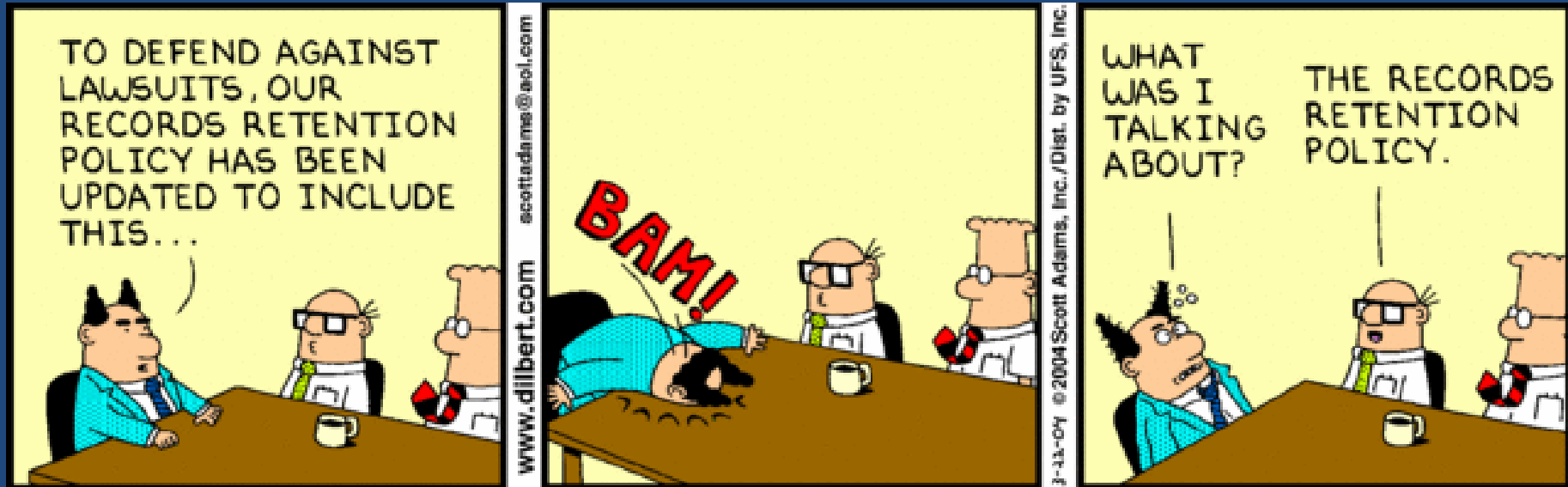


# What Does the Future Hold?



- ▣ Working with record creators to improve day-to-day management of current records:
  - Raises awareness of value and secondary uses of records
  - Educates record creators about the mission of an Archives vs. that of a record center
  - Improves the ratio of archival/non-archival records that are ultimately transferred to the archives
  - File-naming conventions, etc. will help with future transfer of e-records
  - Improvement in the quality of archival collections is a happy by-product of the RM program

# THANK YOU!



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