OUR MISSION

The University Records Management (URM) program at Brandeis assists in the management of records in all formats to meet legal and contractual requirements; satisfy the operational needs and efficiency of the university; guide university employees and faculty in proper record stewardship; and help document university operations.

RECORDS ARE VALUABLE INFORMATION ASSETS AND ARE CENTRAL TO THE WORK OF ALL DEPARTMENTS AT BRANDEIS, BUT OBSOLETE RECORDS HAVE A COST.

KEEP COMPLIANT: In the event of litigation or an audit, we must produce certain records promptly. Regulations require us to keep some records for a long time — think tax forms and the IRS.

AVOID RISK: We assume legal and reputational risk by keeping obsolete personal and sensitive information.

SAVE MONEY: It costs Brandeis to store, manage and back up redundant, obsolete or trivial (ROT) information and files.

ACCESS INFORMATION EASILY: Abandoning old electronic files fills up search results with “junk,” and it takes longer to find what we need.

BENEFITS OF RECORDS MANAGEMENT

The URM program offers a variety of document services to departments throughout the university.

OFF-SITE STORAGE

Our secure, off-site storage service allows you to clear out office space with the ability to recall infrequently accessed official Brandeis records from our vendor on demand. There is no need for your staff to physically retrieve boxes from basements, other campus locations or other off-site storage locations.

Funded by the Brandeis Library

DOCUMENT SHREDDING

Our secure document shredding service provides your office area with a locked receptacle that is securely emptied periodically by our vendor. We can also arrange individual batch-shredding jobs. This reduces the risk of personal or sensitive information being exposed.

Funded by the Brandeis Library

DIGITIZATION

Digitizing important documents using our scanning service can vastly improve your ability to find information through keyword searching. Digitization also frees up your office space, since you can shred original paper records or store them offsite with URM’s vendor. URM provides consultation and coordination with our vendor.

Funded by individual departments

CONSULTATIONS

URM offers consulting for individual departments on how long you should retain different types of records and best practices for records and knowledge management. We can arrange visits to your office.

To schedule a free consultation, email George Despres at gdespres@brandeis.edu.
PLANNING FOR A RECORDS CONSULTATION

Consider these questions when evaluating your records:

➡️ What record systems are used to store your documents and data, and what is your satisfaction with them?

➡️ Do multiple people in your department keep copies of the same records?

➡️ What is your paper vs. electronic records generation?

➡️ Are there any documents or records you would prefer to have in electronic format?

➡️ What are your record handoff points with other units — who “owns” what?

➡️ What are your record and information pain points?

DO YOU KNOW WHAT RECORDS YOUR DEPARTMENT IS RESPONSIBLE FOR KEEPING AND DISCARDING?

For information on any of URM’s services or to schedule a consultation, please contact:

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gdespres@brandeis.edu

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Records Management Assistant  
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781-736-8759  
records@brandeis.edu  
guides.library.brandeis.edu/URM

For historical records guidance, contact University Archives:

MAGGIE MCNEELY  
University Archivist  
mmcneely@brandeis.edu  
781-736-4689

Robert D. Farber University Archives & Special Collections  
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