

PRISM

END-USER MANUAL

REGENTS MINUTES DATABASE

June 1987

AUTOMATED RECORDS MANAGEMENT SYSTEM

Information Management
Information Systems and Administrative Services
Office of the President
University of California

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1.0 Introduction

Purpose

The purpose of this document is to provide information to end-users on the nature and purpose of the Automated Records Management System as well as to provide instruction on accessing and retrieving data from the Regents Minutes Database of the system.

Background

In early 1983 the Assistant Vice President, Information Systems and Computing, initiated a study to determine the needs of the Executive Records Office and the Office of the Secretary of the Regents in the area of records management. As a result of this, the feasibility of developing an automated records management system was examined and, in December 1983 the project began.

In mid-1984, the Automated Records Management System -- and its acronym, PRISM (President's and Regent's Index of Source Materials) -- was developed, implemented, and incorporated into the computer systems supported by the University of California Corporate Data Center.

The Administrative Policy System Database was added to the user access environment in February 1987.

Overview

PRISM is a computer-based, on-line record-keeping, indexing, and retrieval system which serves units of the Office of the President and the Office of the Secretary of the Regents in their needs for access to the minutes of Regents meetings as well as a wide variety of correspondence and other documents.