



CF Item = Barcode Top - Note at Bottom =
CF_Item_One_BC5-Top-Sign

Page 1
Date 17-Jun-2002
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CF/RAI/USAA/DB01/2002-00114

Full Item Register Number [auto] **CF/RAI/USAA/DB01/2002-00114**

ExRef: Document Series/Year/Number **CF/NYH/IRM/RAM/1993-0248 pp 1-4 PDF**

Record Item Title TEST4

Functional Requirements for a Standard Records and Archive Management Program (RAMP) Package for possible use by UNICEF - Early Draft -circulated ot Vendors aas part of RFI process with UNPO's work group Dec 1994 [pdf version of first 4 pages]

Date Created/ on Item 17-Jun-2002 Date Registered 17-Jun-2002 Date Closed/Superceeded

Primary Contact Owner Location Records & Archive Management Unit =80669443
Home Location Adhiratha Keefe (Records Management Officer)
Current Location Adhiratha Keefe (Records Management Officer)

Fd1: Type: IN, OUT, INTERNAL? OUT
Fd2: Sender Ref or Cross Ref
Field 3 AD-556/RAM/93-02

Container Record
Container Record (Title)

N1: Number of Pages 4 N2: Doc Year 1993 N3: Doc Number 248

Full GCG Code Plan Number
Record GCG File Plan

Da1: Date Published Da2: Date Received 17-Oct-1989 Date 3 17-Oct-1989 Priority

Record Type A01af Itm Corr CF/NYHQ/DPP/RAM pre 1997

Electronic Details No Document DOS File Name

Alt Bar code = RAMP-TRIM Record Number **CF/RAI/USAA/DB01/2002-00114**

Notes

Archive Code Valid Date: 10/17/1989
WU_Staff: AdhirathaKeefeRAM Officer
Correspondent: Note for the File
Main or Elec Storage: RAM93248 RAM 162 Wang Item RSN: 1770 Box Year: Folder File Code:

Print Name of Person Submit Images

Signature of Person Submit

Number of images without cover

A. Keefe

4

End of Report

UNICEF

DB Name crramp01

PARA: A-F E A R L Y D R A F T PARA: A-F

Functional Requirements for a standard Records and Archive Management Program [RAMP] Package for possible use by UNICEF.				Date: 12 Dec 1994 Ref: RAM/93-248/R04 Subj: AD-555/Eval				
C O V E R Sheet and L E G E N D								
PARA	Pri	Ven	Item Title	Subject Covered	CF-R	UN-A	UN-P	Comment
			Main Items = CAPS, Sub Items= Upper/ Lower case					
			Ven = VENDOR, Status of product development. Review each item on the functional list and note for each item which your product has:					
			A) Now available for use; or B) Plan to have {within specified time} can show beta; or C) Considering, but in longer term {6 month to year}; or D) Might add or expedite development for price [but would make part of generic package for future upgrades]; or E) Do not plan to implement from the list (but might be able to interface with another product).					
			(See also item J.03 for ability to use the above rating)					
			Pri = Priority: 1H = High; 2M = Medium; 3L = Low Urgency relative to other items, also must consider what as minimum must be present to begin new system; what is expected to be available eventually.					
			Para = Paragraph Number, used to group and sort items in this table/document					
			CF-R = UNICEF RAMP system now WANG PACE, CF-R/F = UNICEF RAMP system Future (LAN & PC)					
			UN-A = UN ARM functional Requirements to be available in 1995, GR= General Requirement from UN ARMs list.					
			UN-P = UN pc version in D-base gives labels,					

Functional Requirements for a standard
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C O V E R Sheet and L E G E N D

PARA	Pri	Ver	Item Title	Subject Covered	CF-R	UN-A	UN-P	Comment
			Main Items = CAPS, Sub Items= Upper/ Lower case					

Functional Requirements [RAMP] Package for use by UNICEF.
Table of Contents and Summary Sheet Main Items

RAM/93-248/R03
18 Nov 1994

Para	Item Title	Subject Covered	Details
A	RECORD Groups, Series, Folders & special collections	Description & Scope Main Record Groups; Work unit records described at series/sub-series collection level, File Folders details by users; Link: Business area (F), Global Subject (E); Special logical collections set up by user or system admin on set up or review	page 5
B	TRANSFER, LOAN, RETRIEVAL /WITHDRAWAL	Box/Carton/Alternate media shipment storage: Labeling, Transport, Accession, Placement, Loan requests, Approvals, Charge out, Monitor, Reminders. Link: Facility maintenance (E)	page 6
C	INFORMATION ITEMS: DOCUMENT MANAGEMENT	Simple Registration Log [Correspondence, docs and internal publications, Telex, Fax, EMAIL, Multi media]; Links to Multiple Folders, Actions/Tracking, various Elec Doc Management systems for data/image/text create [version control, authentication], bibliographic & stores.	page 8
D	RETENTION, APPRAISAL & DISPOSAL	Rules, Appraisal Value, Decision assist, Agreement logic noted; Standard Retention Tables, Disposal Approvals audit trail, Destruction certification, Decisions Inheritance/cascade, Exception checks	page 9
E	SYSTEM ADMIN Menus	Security, Organization [directory], Personnel, Forwarder Access, GCG updates, Thesaurus links, RAM approvals, Facility manage, User & RAM Workflow/plan tables, Custom	page 14
F	OVERVIEW, Training & SPECIAL VIEWS	Intro UNICEF organization, records and RAMP functions. RAMP Train Desc, HELP & Documentation; Office RAMP status and action history. Basic: functions available for start up any office; Special unit needs; Record Life Cycle views; Business Model/Area and Information Systems Planning Views.	page 20
G	DATABASE Functions	Reports, sorts, outputs: labels, bar code, Forms, charts; Printer configuration; user defined screens, help; Multi-lingual screens, Type fields, Data entry: Repeating fields, linking fields, global modify and additions, List modify & Add, wrap around in text field, Retrieval: Boolean, wild card (pre & suffix), soundex, search all fields [sort], stop list	See doc. RAM 94305
H	RAMP Architecture Considerations & functionality	Work with field offices Systems. PC, LAN & Ops Sys. Data Conversion, Import, Export. Search data across LAN. Hardware Compatibility, User Graphical Interface, Programming Language, Database Capacity, Interfaces/connectivity	see doc ram94305
J	Cost & Vendor Reliability	Software, hardware & upgrades costs, site licenses, customer support fees, vendor reliability, software in escrow, permissions.	see doc ram94305

SEE RX /95-112/RO2
SAMPLE PAGE

for PARA A F
SEE ANNEX 3 for DETAIL

Para	Prv	Ver	Item Title	Subject Covered	CF-R	UN-A	UN-P	Comment
A			RECORD Groups, Series, Folders & special collections	Describe Main Record Groups & Scope, Series, Sub-series collections; specific work unit records described at series level, Folders details by users, special collections by user or System Admin on Set up or review				Note MARC-ARC Format where appropriate
A.01	M		Organization Record Groups	Main Record Groups described in terms of Scope [content and context] for division or office. Updated every few years by RAM Unit a) after review of new series added by user; b) when new functions added or moved from an office/Division or c) when major group of records transferred to permanent storage. [See document being drafted at UN Archives: Re: Manual for description of Record Groups/Series	CF-R/F now just field need table for subgroups & desc.	fut?		
A.01a	L		Organization Record Groups - details on content and context	Details on Record Groups and sub groups or main collections available in System and also to be uploaded to other international systems that contain descriptions of Org records. Record groups table should have fields that point to work units, series etc of records include in the record group.	CF-R/F	fut?		
A.02	H		Series Inventory User input	Records for specific work unit described at series level. Series Year and number, Title /Description and purpose of Series. Allow sub series	CF-R	5.3.A	UN-P	
A.02A	H		Series Edited/Added by Archivist	Value description information added by records manager or archivist when records are retired to storage, reorganized or retrieve for special research purposes	CF-R	4.7.A	UN-P	
A.03	H		File Folder Listing	Folders For Specific Series. Includes other media, entering local code and file folder title, related subjects and global codes, bar codes, copying folders, global list, and storage.	CF-R need barcode	5.9.A	UN-P	See Withdrawal /Retrieval for internal loans and charge outs.
A.03a	M		File Folder Listing & Other Media	Other media such as binder, video cassette etc. Need at least tables: a) Type media; b) Media with description, etc.	CF-R need table profile other	5.3.A		
A.03b	H		File Folder Listing of Code and Folder Title	Allows user of each work unit to enter local code and file folder title.	CF-R	5.9.A		