



CF Item = Barcode Top - Note at Bottom =  
CF\_Item\_One\_BC5-Top-Sign

Page 1  
Date 17-Jun-2002  
Time 12:46:42 PM  
Login ask



CF/RAI/USAA/DB01/2002-00115

Full Item Register Number [auto] **CF/RAI/USAA/DB01/2002-00115**

ExRef: Document Series/Year/Number **CF/NYH/IRM/RAM/1995-0112 (POF)**

Record Item Title TEST4

**Functional Requirements RAMP/ARM Para A-F sorted by para Number. Annex 3 presented to ICA/SIO in PDF format. See CF/NYH/IRM/RAM/1995-0112 for quatropro spread sheet format**

Date Created/ on Item  
17-Jun-2002

Date Registered  
17-Jun-2002

Date Closed/Superceeded

Primary Contact  
Owner Location  
Home Location  
Current Location

Records & Archive Management Unit =80669443  
Adhiratha Keefe (Records Management Officer)  
Adhiratha Keefe (Records Management Officer)

Fd1: Type: IN, OUT, INTERNAL?  
Fd2: Sender Ref or Cross Ref  
Field 3

IN  
AD-556/RAM/95-01

Container Record  
Container Record (Title)

N1: Number of Pages  
11

N2: Doc Year  
1995

N3: Doc Number  
112

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/DB01/2002-00115**

Notes

Archive Code Valid Date: 10/17/1989

WU\_Staff: Adhiratha KKeefe RAM Officer

Correspondent: Wilma Soto

Main or Elec Storage: Wang Item RSN: 2250 Box Year: Folder File Code: AD-556/RAM/95-01

Print Name of Person Submit Images

Signature of Person Submit

Number of images  
without cover

A - Kover

Adhiratha K Keefe

11

End of Report UNICEF

DB Name cframp01

Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
<b>A</b>			<b>RECORD Groups, Series, Folders &amp; special collections</b>	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			
A.01	M	6	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	C		
A.01a	L	2	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/	fut?	
A.01b	H	12	Record Group Authority Table	Separate fields for record groups/collections titles and descriptions checked against thesaurus type authority table suggest alternate terms etc. Automatic flag [on/off identifies if verified by table or archivist/records manager]			
A.02	H	12	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/	fut?	
A.02A	H	12	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	5.3.A	UN-P
A.03	H	12	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	4.7.A	UN-P
A.03a	M	6	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	5.9.A	UN-P
A.03b	H	12	File Folder Listing of Code and Folder Title	Allows user of each work unit to enter local code and file folder title.	CF-R	5.3.A	
A.03c	H	10	File Folder Related Global Code	Allows user to Pick from list or enter related global code. Can inherit from Global code the local folder description	CF-R	5.9.A	
A.03c1	M	6	File Folder Related key word Subjects	Allows user to enter related key word subjects, or pick from Thesaurus list of terms and inherit subject descriptions and related terms	CF-R	1.2.R N/R	
A.03d	M	6	File Folder Bar Code Labels	Add bar coded label to each folder.	CF-R	1.2.R N/R	
A.03d1	H	12	Print permanent labels	This function is used to print permanent labels for acid free folders for archival material. The user enters the Accession Number for which the folders are to be printed and also indicates whether the information is to be printed on folders or on labels. The user may also specify the Accession Part. If an Accession Part is specified, the system only prints the folders for that part, otherwise the system prints the folders for all parts in the accession. The type of label has a default value, which is defined in function M.7.A (Enter system parameters for Archive Management Module.) The system prints the labels in sequence by Folder Number, grouped by Accession Part. The user has the ability to request that a selected label be reprinted.	Fut	1.2.R ?	
A.03e	H	12	File Folder Copy	Copy related folders from a list of own work unit or another work unit. Folder code automatically changes increment	Fut	5.4.A	
A.03e.1	M	6	Link to Related folders	Link to related folder [and reciprocal] in own file unit or another work unit for which access is allowed. Advanced allow comment field to add comment on relation	CF-R		
A.03f	M	6	File Folder Required/ Recommended Identification	RAM unit identifies required and recommended file folders on global list.Can be picked by any user.	CF-R		
A.03g	M	6	File Folder Storage "Record Copy" or other	User division identifies which is stored in Work Unit and which in Office Central Area. "Record copies" may be in central area. While other copies in specific work area. A work unit could be assigned to maintain the "Record Copy" of a file that is copied elsewhere. The "Record Copy" is what will be transferred to storage areas. [Note change in	CF-R		
A.03h	M	6	Create folder from DMS	This function uses the EDMS to describe a folder for a file of physical records or for a new part of a file of physical	CF-R	71.1.E ?	
A.04	M	6	Logical Collections of folders Across Series or Work units	User division identifies which collections across series or work unit that the folder could also belong to: Requires at least three tables 1) type of collections and descriptions updated by system admin), 2) Specific collections with description, name of person creating, purpose of collection, security access etc. and 3) Intersection Table of	CF-R	1.1.E	
A.04a	M-	4	Type collections	Type of collections and descriptions updated by system admin)e.g. business process, long term possible historical	fut		
A.04b	M-	4	Specific collections	User division identifies which collections across series or work unit that the folder could also belong to: 2) Specific collections with description, name of person creating, purpose of collection, security access etc.	fut		
A.04c	M-	4	Assigning folders to collections	Some types of collections folders can be assigned by user, some only by System Admin or by a predetermined Programme. Possibly an application triggered by a business process. Need Intersection Table of Collection and	fut		

Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
<b>B</b>			<b>TRANSFER, LOANS, RETRIEVAL</b>	Box/Carton shipments to storage: Labeling, Transport, Accession, Placement, Loan requests, Approvals, Charge outs, Monitoring, Reminders	fut		
B.01	H	12	Records Transfer User views	User initiates shipment, Temp Accession number assigned by system, user assign folders to boxes; describe box and obtain begin end date from folder level.	CF-R		
B.01a	H	10	Records Transfer Notification	Notification to forwarder by user. Once boxes are listed, box title described and folders are picked for box.	CF-R	3.2.R	UN-P
B.01b	H	10	Records Transfer Storage Labels	Work unit user receives storage location labels from forwarder for placement before pickup by shipper.	CF-R	3.2.R	
B.02	H	12	Records Transfer: Forwarder and RAM	User initiates shipment; Forwarder Unit (FU) receives initial shipment notification,	CF-R		
B.02.d1	H	10	Get Boxes From Originating Office	This function displays a list of accession that are ready to be picked up and prints details for the pick up	CF-R	3.2.R	
B.02a	H	12	Records Transfer: Accession Numbers	Registers temporary accession number. i) Allows separate temp field for Temp accession number ii) separate field for final accession number, iii) allows accession to be split (part with new accession number))	?	4.3.A	
B.02a1	H	10	Temp. Accession Number	Separate field for temp and final verified accession number and parts	CF-R	4.1.A,	3.2.R
B.02a2	H	12	Create Accession Parts	If ARMS determines that the accession actually contains more than one series, the function allows the other to split the accession into parts. The system displays the accession information, without the list of folders. If there is more than one series in the accession, the user indicates (e.g. click on a special button or icon), that an additional accession part is to be created. The system creates a duplicate of the accession screen except that each copy has a different, computer generated Accession Part. This may be done several times to create several parts. The system prevents the user from creating more parts than there are folders in the accession. The user now invoke function 5.6.A (Modify Accession Details) to edit the Accession Series Number and other fields, such as dates of the material in the accession, Restrictions, Review for Disposal Date and Accession Comments, in each accession part. If a user creates new accession parts, the system tracks this information and checks that each part i	CF-R	?	
B.02a3	M	6	Assign Folders to Accession Part	If an accession has been split into parts, this function allows the user to move folders from one part to another. The user enters the Accession Number of the desired accession. The system displays a list of the folders in an accession part for at least two of the accession parts on the screen at once. If the entire list of folders in an accession part cannot be seen at one time, the system provides a means of scrolling the list of folders. The user highlights the folders in one part that are to be moved into another part, then indicates what part the folders are to be moved to. The system adjusts the display to show the folders in the new part. The user has a means for identifying the order of the folders and the system assigns a new File Number to reflect the order of the folder in the Accession Part.. In the background, the system maintains the original accession number and box number for the folders as well as the new accession part assignment until function 5.5.A (Re-box folders) is complete. The	CF-R	5.1.A	
B.02b	H	12	Records Transfer: Box Location	Forwarder a) calls up boxes to be transferred. b) calls up locations available, c) Pick from list of locations available. System then assigns boxes to locations in order. Forwarder scans the list of boxes with locations	CF-R	5.2.A	
B.02b1	H	10	Identify Free Storage Space	This function identifies available to store a specific volume of material on demand. It also produces a standard report listing available free space by location, summarizing by floor and building. The user enters the number of linear feet in the material to be stored and the system displays available suitable space. The user also may also request that a standard available free space report be printed.	CF-R	See below	
B.02b2	H	10	Store Boxes	This function allows the user to enter the location of boxes when they are first transferred to Archives and to modify the location if the boxes are moved to a different permanent location within Archives. The function must minimize the amount of keying the user does, e.g. the information regarding boxes entered in the new system is entered by scanning the bar code. For boxes without bar codes, the user must enter the Accession Number and the Box Number. If this is the first time that these boxes are stored in Archives, the current date becomes the Accession Date	CF-R	4.4.A	
B.02c	H	12	Records Transfer: Box Labels	Prints [bar coded] box/container labels and sent to users. On label container Originating office, shipment number, number box in shipment (e.g. 10 of 35) and location: building, Floor, Aisle, Shelving unit, level, Space.	CF-R	4.5A	
B.02c01	M	6	Re-Box Folders	This function is used to record the new box numbers when folders are re-boxed, e.g., when they are moved from regular boxes to archive boxes or when an accession is split into parts. This function relies on bar codes in a similar manner to function 3.2.R (Prepare to transfer inactive physical records to Archives). It provides an option to produce temporary box labels which consist of a box number and a bar code for that number, up to a maximum number indicated by the user. The temporary box labels are placed on the boxes before the folders are placed in the boxes. The user indicates which accession, i.e. Accession plus Accession Part, is being re-boxed then scans the box number bar code followed by the bar code for each of the folders in the box, repeating this process for all boxes in the accession.	CF-R	3.2.R	
B.02d	H	10	Records Transfer: Inventory	FU does physical inventory spot check, certifies correct labels on boxes and notifies trucker to transfer.	Fut	5.5.A	

Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
B.02e	H	10	Records Transfer: Notifies Trucker	Notifies Trucker number of boxes in shipment, Where to pick up from, where to deliver, What shipment number or other relevant identification is on boxes. Comment field	CF-R	3.4.A	
B.02f	H	10	Transfer: Certify Receipt	At storage facility, control person certifies receipt	CF-R	5.6.A	
B.02f	H	12	Modify Accession Details	This function allows the user to add appraisal criteria or to modify the details of an accession, e.g. if the responsible official from originating office changes. The user indicates the Accession Number + Accession Part of the accession to be modified, then enters the new or changed information.	CF-R	N/R	
B.02fi	H	10	Transfer: Certify Placement	At storage facility, control person certifies placement of boxes in assigned location.	CF-R	7.2.1.E, 2.2.E, 2	
B.02g	M	6	Cancel Accession	This function allows either the originating office or ARMS to cancel an accession. The user enters the accession number of the accession that is to be cancelled, views a summary of the accession, then enters a code to indicate that the accession has been cancelled. The user must also enter a brief textual explanation for cancelling the accession. This explanation is appended to the Accession Comments.	CF-R		
B.03a	H	12	User request Retrieval/ Withdrawal/ Loan/	User Query records available on line, identify records required, initiate retrieval request.	CF-R	3.3R/3. 3.A	
B.03b	H	12	Record Returns/ Acknowledgement / Extension	User Return records within time frame, acknowledge reminders or request extensions.	CF-R	2.1.E, 2.2.E, 2.	
B.03c	H	10	Overdue/Reminder	User note change in status or incorrect assignments.	CF-R	6.8.A	
B.04	H	10	Retrieval/ Withdrawal/ Loan/ Return	Forwarder unit checks for authorization; Allow approvals or RAM notifies RAM unit and requestor.	CF-R	6.7.A	
B.04a	H	10	Retrieval/Withdrawal Notify Trucker and Facility	Notification of trucker & storage facility. To retrieve record for withdrawal	CF-R	6.6.A; 6.14.2;	
B.04b	H	10	Retrieval/ Withdrawal Tracking	System Admin track charge outs, send reminders and overdue notices. Changes status grant extensions.	CF-R	N/R	
B.04b1	H	10	Internal Loan	To retrieve record for withdrawal for internal loan, notifies "owner" Original Office of Request. Registers in the Log for owner and office requesting. "Owner" can approve the Internal loan.	CF-R	6.7.A	
B.04b2	M	6	Transfer Ownership of Records to Another Office	This function uses the EDMS to modify the location of folders in the EDMS profile, when responsibility for the folders is transferred to another office.	CF-R		
B.04b3	H	12	Reactivate File	Change status from in active to active. Record in storage may be transferred to another record series or office. History of change noted on folder and series. Make copy folder profile with information on both if necessary to	CF-R	3.1.E	
B.04b4	M	6	Reactivate Records	This function changes the status of a folder when it is reactivated. The user indicates that a folder or folders are to be reactivated, then scans the bar code(s) of the folder(s). The system generates a covering memo and mailing label to return the folders to the originating office. The system also updates the appropriate box contents to remove	CF-R		
B.04c	H	10	Retrieval/ Withdrawal: Notification of Returned Records	Notification to trucker and storage facility of records. To be returned.	CF-R	6.9.A	
B.04c1	M	6	Return Physical Record	This function relies on the features of the EDMS to indicate that the folder is checked in. To return an achived physical record, use function 6.8.A (Return borrowed folders to Archives).	CF-R	N/R	
B.04d	M	6	Retrieval/ Withdrawal Link to Bar Code	Link to bar code labels for tracking folders and boxes in and out.	?	2.4.E	
B.04e	H	12	Retrieval/ Withdrawal Status Reports	Reports on status and activity of above.	CF-R	Above functio n	
B.04f	M	6	Reserve for Withdrawal	Ability to reserve folder or item for user/patron for specific dates or when last user returns	CF-R	M.3.A	
B.04g	M	6	Waiting List	Ability to place on Waiting list for items on loan , change priority.	CF-R		
B.05	H	12	Do Research	This function allows the user to make inquires about the holdings in the Archives. It consists of a number of sub-functions depicting the various methods of querying the data. The sub- functions are described in detail following this section. Please note that, for all queries, results should be available on the screen, on paper or both. Some other functions contain query facilities which are not described again in these sub-functions. The other functions with query facilities are: 2.1E Find physical record - uses the search facilities of the EDMS to search the profiles of physical records (as well as electronic records); 7.1.A Prepare to dispose records - queries accessions that are due for disposal; M.1.A Review Brought Forward Tasks - queries for outstanding tasks and lists them by BF date, client organization, BF Assigned To, or BF Status; M.4A to M.18.A A various table maintenance functions that include the ability to view the data.	CF-R	6.1.A; 6.2.A	
B.05b	M	12	Search for Series by Function Index	This function allows the user to find series related to functions that match certain search criteria, including wild card characters. The system displays a list of the series that match the search criteria. From here, the user may elect to refine the search, enter a new search or select one of the series to view in detail via function 6.3.A (View series	CF-R	6.3.1.A	
B.05b1	M	12	Search for Series by Series Index	This function allows the user to find series related to entries in the series index that match certain search criteria, including wild card characters. The system displays a list of the series that match the search criteria. From here, the user may elect to refine the search, enter a new search or select one of the series to view in detail via function	?	6.3.2.A	

REPEATED FROM PREVIOUS PAGE

# ANNEX 3 Functional Requirements RAMP/ARM] [Para A-F]

Sort By Paragraph/Item No.

QuatPro Doc RAM/95-112/RO2

Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
B.05	H	12	Do Research	This function allows the user to make inquiries about the holdings in the Archives. It consists of a number of sub-functions depicting the various methods of querying the data. The sub-functions are described in detail following this section. Please note that, for all queries, results should be available on the screen, on paper or both. Some other functions contain query facilities which are not described again in these sub-functions. The other functions with query facilities are: 2.1E Find physical record - uses the search facilities of the EDMS to search the profiles of physical records (as well as electronic records); 7.1.A Prepare to dispose records - queries accessions that are due for disposal; M.1.A Review Brought Forward Tasks - queries for outstanding tasks and lists them by BF date, client organization, BF Assigned To, or BF Status; M.4A to M.18.A A various table maintenance functions that include the ability to view the data.	CF-R	6.1.A; 6.2.A	
B.05b	M	12	Search for Series by Function Index	This function allows the user to find series related to functions that match certain search criteria, including wild card characters. The system displays a list of the series that match the search criteria. From here, the user may elect to refine the search, enter a new search or select one of the series to view in detail via function 6.3.A (View series	CF-R	6.3.1.A	
B.05b1	M	12	Search for Series by Series Index	This function allows the user to find series related to entries in the series index that match certain search criteria, including wild card characters. The system displays a list of the series that match the search criteria. From here, the user may elect to refine the search, enter a new search or select one of the series to view in detail via function 6.3.6.A (View series details).	?	6.3.2.A	
B.05b2	M	12	Search for Corporate Name By Function Index	This function allows the user to find organizations related to functions that match certain search criteria, including wild card characters. The system displays a list of the organizations that match the search criteria. From here, the user may elect to refine the search, enter a new search or select one of the organizations to view in detail via function 6.3.8.A (View corporate name details).	?	6.3.3.A	
B.05b3	M	12	Search for Corporate Name by Name Index	This function allows the user to find organizations related to names that match certain search criteria, including wild card characters. The system displays a list of the organizations that match the search criteria. From here, the user may elect to refine the search, enter a new search or select one of the organizations to view in detail via function 6.3.8.A (View corporate name details).	CFR B	6.3.4.A	
B.05c	A		View Series Details	This function allows the user to view all information about a series.	CFR B	6.3.5.A	
B.05d	H	10	Display Folders Associated With A Series	This function allows the user to list all the folders and items not in folders which are associated with a given series.	CF-R	6.3.6.A	
B.05e	M	6	View Corporate Name Details	This function allows the user to view details of a selected item from the Corporate Name entity, including associated series. From this function, the user may select a series and initiate function 6.3.6.A (View series details) to get more information on that series.	CF-R	6.3.7.A	
B.06	H	10	Request Folders or Boxes For Research	When viewing the list of folders resulting from function 6.3.2A (Display all details for Series) the user can indicate in a simple way (e.g. click mouse on an icon) that the folder or box is requested. The system checks the database to ensure that the folder is available. If there is a problem, the system warns the researcher; if not, the system passes the request to a Reference Services clerk who uses function 6.5.A (Enter/fulfill researcher service request) to retrieve the desired material.	?	6.3.8.A	
B.06a	M	6	Enter/Fulfill Research Service Request	This function is used to enter research service requests for items that are not in the database and to fulfill research service requests for items requested via this function or 6.4.A (Request folders or boxes for research) This function must handle two situations: (1) the required folder(s) have been processed under the new system, so are in the database and have bar codes on the labels and (2) the desired folders have not been processed under the new system.	CF-R	6.4.A	
B.06a1	M	6	Request for Folders/Items in System	Case (1) The service request would be automatically generated from the information entered in function 6.4.A (Request folders or boxes for research). The system checks if any of the requested items contain highly confidential material and warns the user if necessary. The system displays the location of the desired folder(s) on the screen, paper or both and downloads identifiers of required folders or boxes to the bar code reading device. The user retrieves the folder(s) or boxes, scanning the bar codes on the folders and boxes to confirm that they have been removed. The user removes any highly confidential material before passing the folders or boxes to the researcher. The user invokes function 6.6.A/6.6.RR (Declassify documents) for the highly confidential material. After retrieving the desired material, the information scanned by the bar code reader is uploaded to the database to indicate that the folders or boxes are in use.	CF-R	6.5.A	

Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
B.06a2	M	6	Request for Folders/Items NOT in System	Case (2) The user enters the service request and, with the help of the paper finding aid, determines the location and box number of the desired material. The system adds the folder to the database. The system generates a label for the folder (with a bar code) and a box label (with a bar code). When the user retrieves the folder from the box, appropriate labels are affixed to the folder and the box. The user must physically check if the requested folders contain highly confidential material. If they do, the user removes any highly confidential material before passing the folders or boxes to the researcher. The user invokes function 6.6.A/6.6.RR (Declassify documents) for the highly confidential material	CF-R	6.5A1	
<b>C</b>			<b>INFORMATION ITEMS: Registration, Storage, Links</b>	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.	?	6.5A2	
C.01	H	12	Item Registration: Log Items	Log identifying each unique item (eg. Correspondence, documents and internal publications). Basic Profile	CF-R?		
C.01a	M	6	Item Register: Advanced tables	Look up tables as option for look up names to/from address/organization and subjects/ folder codes global/Local or other specific local needs of users.	CF-R		
C.01ai	M	6	Item Register: Advanced profile	Additional optional fields with full profile and comments with possible extensions for specific local needs of users.	Fut		
C.01b	H	12	Item Registration: Link Folders	Links to Multiple Folders. One item can be in many folders. Folder item = item folder intersection	Fut		
C.01c	M	6	Item Registration: Action & Tracking	Action and Tracking., for item who assigned for action, action required, order or routing, date due, date action completed, action taken, status Table: items and actions	CF-R		
C.01c1	L	2	Item Reg Action & Tracking - Advanced	Action and Tracking., link to LOGON table and Personal table to assign action and report action completed. Automatic notification of overdue items/actions etc. Advanced reports for tracking	CF-R		
C.01c2	L	2	Work Flow	Advanced Routing and Tracking Interface	Ft		
C.02	L	2	Telex, FAX, Email Registration	Links to Item Registration. Log connection should be seamless to user between various formats of items.	Fut-2		
C.03	M	6	Document. Manuals, Publications and Forms [DMPF] Series	Link to Document. Manuals, Publications and Forms [DMPF] Series List and Register of items. Series Profile identify work unit responsible for maintaining log, register of item and copy on disk, General Content, context, predecessor, successor, begin end date etc..	Ft		
C.03a	M	6	DMPF Series: Item Profile.	Link to DMPF series list and to Folder item. Extended item profile to cover DMPF fields	Ft. Has table		
C.03b	L	2	DMPF Series: Inventory and Storage	Link to docs , manuals, pubs and forms inventory and storage information.	Fut has table & wpdoc		
C.03c	L	2	DMPF Series Production Roll figures * Distribution	Link to Production status, roll figures, and distribution modules for DMPF series and items.	consider		
C.04	M	6	Image Presentation	Links For display of specific item to/through various document management systems. Access path can be invisible to user.	consider		
C.04a	M	6	System Admin Menus	System Admin menus must identify path to image even if not available on line. Location, LAN, Directory and weather ON-LINE, Near-LINE, OFF-LINE or in physical storage area/container	Fut		
C.05	M	6	Alternative Media of Storage [AMS]	Links and rules to duplicate or alternative media. Tracking of dual site or dual media status. Certification procedures, Scanning Documents for Microfilm or CD-ROM	Fut		
C.05a	L	2	AMS Rules and tracking dual site storage	Links and rules for transfer of items to duplicate or alternative media for ease of protection or distribution. Tracking of dual site or dual media status. Certification procedures	Fut need table		
C.05a1	L	2	AMS storage & access paths	Users should be able to see [upon request] alternate media of storage and alternate access paths identifying status of versions.	Fut need table		
C.05a2	M	6	AMS Descriptions on line	Descriptions of items on line: then point to disk or tape without optical disk or CD-ROM on line. Level of info available on line.	Fut		
C.05a3	L	2	AMS Date rule for transfer	All Series Level info available on line. Link to tables which support decisions. e.g. Before Date time rule? eg. All series/folder info on line and image or doc text items over certain time since last retrieval stored off line	now de	A-?1.d	
C.05b	L	2	SCAN DOCUMENTS	Scan documents from a selected series. The user enters information about the first document, which the system copies for each subsequent document in the database. The user monitors the documents as they are scanned to ensure that the image is of good quality. Also, if a document is highly confidential, the system must allow the user to enter that information. The system must have a mechanism for the user to indicate when scanning information from a new folder. Paper image scanner may have stamp system mark and # at bottom	Fut	A-?	
C.05b.1	L	2	VIEW SCANNED IMAGES	Allows user to view images associated with a selected series or folder. The user may view all the images sequentially or may choose to view a selected image.	Fut-2	6.10.RR	

Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
C.05c	L	2	CREATE CD-ROM	Process of creating a CD-ROM. Specific variations are described in the subfunctions 6.12.1.. The user indicates the series (plural) to be copied to CD-ROM and indicates the type CD-ROM to be produced, i.e. for declassification, for researcher or for off-line storage. The system copies the desired images to the CD-ROM, along with some or all of the following: document indexing information (i.e. series description, appropriate parts of corporate name entity, appropriate parts of associated indices, folder list) from the database; software to navigate through the indexing information; image viewing software; software to capture information about each image; and installation software to load appropriate software on the researcher's or declassifier's computer. The software that is loaded on the CD-ROM must have DOS and Window versions, and, optionally, a Macintosh version	Fut-2	6.11.RR	
C.05c.1	L	2	CREATE CD-ROM FOR DECLASSIFICATION	This function is the same function as 6.12.RR, except: only highly confidential images are stored on the CD-ROM; the indexing information is limited; the software to capture information about each image is geared toward capturing declassification information, as described in function 6.13.1.RR (Record declassification information); for each document copied to the CD-ROM, the system generates a request for declassification equivalent to that produced by function 6.6.A Declassify documents	Fut-3	6.12.RR	
C.05c.2	L	2	CREATE CD-ROM FOR RESEARCHER	This function is the same as function 6.12.RR, except: only images that are not highly confidential and that are from series that are at least twenty years old are stored on the CD-ROM, and; the software to capture information about each image is geared toward capturing researcher information, as described in function 6.13.2.RR (Record	Fut-3	6.12.1. RR	
C.05c.3	L	2	CREATE CD-ROM FOR OFF-LINE STORAGE	This function is the same as function 6.12.RR, except to no software is loaded on the CD-ROM and the only indexing information is that needed by the system to find the required document on the CD-ROM.	Fut-3	6.12.2. RR	
C.05c.4	L	2	ANNOTATE CD-ROM	This function gives a general description of the process of annotating the images on a CD-ROM. Specific variations are described in the subfunctions 6.13.1.RR 9 Record declassification information) and 6.13.2.RR (Record researcher annotations). While viewing the images the CD-ROM, the officer doing declassification or the researcher may enter comments for each image and up to three different codes to classify the images according to a scheme suitable for the user. In addition, the declassification version allows the user to mark whether an image may be declassified or not. This function also provides the user with summaries of images classified under each user code, either on the screen or on paper. In addition the declassification version produces a report listing the documents which may and which may not be declassified, for official signature. When the declassifier's or researcher's work is complete, the information concerning which images may be declassified and the annotations are saved on a disk	Fut-3	6.12.3. RR	
C.05c.5	L	2	RECORD DECLASSIFICATION INFORMATION	Same as function 6.13.RR (Annotate CD-ROM)	Fut-3	6.13.RR	
C.05c.6	L	2	RECORD RESEARCHER	Same as functions 6.13.RR (Annotate CD-ROM)	Fut-3	6.13.1. RR	
C.05c.7	L	2	Capture Annotations	This function is used by members of ARMS to copy the information from the diskette produced as a result of function 6.13.RR Annotate CD-ROM onto the database. See functions 6.14.1.RR and 6.14.2.RR for details. The declassification version of this function provides the user with a facility to verify that the electronic indicators of which documents are to be declassified are consistent with the paper report of documents to be declassified which was signed by the appropriate official in the originating office.	Fut-3	6.13.2. RR	
C.05c.8	L	2	Capture Declassification Information	This function displays a list of the declassification status of each of the documents in the same order that the paper report produced by function 6.13.1.RR (Record declassification information). If the information on the screen and the paper report is consistent, the user indicates that the system should proceed to copy the information in the database. The system updates the request for declassification for each document. It also changes the Document Security for those documents that have been declassified. The comments entered by the officer doing the declassification are appended to the contents of the Declassification Comments field.	Fut-3	6.14.RR	
<b>D</b>			<b>RETENTION, APPRAISAL &amp; DISPOSAL</b>	Rules, Appraisal Values, Decision assistance, Agreements logic noted; Disposal Approvals audit trail, Destruction certification	Fut-3	6.14.1. RR	
D.01	H	10	Destruction/ Retention Schedules [DRS]	Destruction retention schedules and tables that form basis of decisions or identify authority, special conditions or constraints are all available on line.	See below		
D.01a	H	10	DRS Develop	Online development of Retention schedules and description, revision, documentation of rules.	cf-r table has basic		
D.01ai	L	2	DRS link to Appraisal Grid	Link to Appraisal Grid, then assigned to specific series.	CF-R	A = 1.e	
D.01aii	L	2	DRS Link to Rules	Online Link to Context Rules & Instructions that are basis of Destruction Retention Decisions.	has table need link		
D.01aiii	M	6	Context	Schedule establishment & history, narrative fields to start with simple tables : a) Type rule ; b) Sub type rule; c) description of context, etc.	Fut-2		

Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
D.02	H-	8	Retention Management	Specify which of the following retention management functions are supported by the product. Includes active records scheduling, Inactive records scheduling, Vital record maintenance, Preservation/conservation schedules, Destruction notifications, and Certificates of destruction.	fut		
D.02a	H	10	Active records scheduling	Ability to automatically calculate retention periods for all active records and list the records whose active period has ended. Calculate dates should be based on each folder create date and formula established for series. Note exception formula below	See Be	See Be	See B
D.02a0	H-	8	Active records scheduling [Exceptions]	Should be able to create exception formula for retention period of specific folders or items in Series. This should not effect the other folders or items in the series. All should be able to inherit formula from series on creation. On Modify of Series formula those items or Folders created by exception should not automatically be changed.	fut	EDMS +	UN-P
D.02b	M	6	Inactive records scheduling	Ability to automatically calculate retention periods for all inactive records and list the records whose inactive period has ended.	fut	EDMS +	
D.02b0	M	6	Exception procedure Inactive records scheduling	Should be able to create exception formula for retention period of specific folders or items in Series. This should not effect the other folders or items in the series. All should be able to inherit formula from series on creation. On Modify of Series formula those items or Folders created by exception should not automatically be changed.	fut-2	1.3.R	
D.02c	M	6	Vital Records:	Identification, management and guide to safe handling of Vital Records.	fut-2		
D.02c1	M	6	Identify vital record & maintain rules	Ability to identify vial records and maintain a set of instructions for their safe storage.	fut		
D.02c2	L	2	Vital Records Auto Rule apply	Rules and instructions/Automatically applied, notifications for preliminary appraisal	fut-2	1.3.R	
D.032	M	6	Appraisal Values Table	Appraisal Values Table [to use with Decision Assistance Matrix see D.04] Record Type, Importance of Activity, Main Subjects, Level of Office, Practical Considerations, Research Considerations, Form & Format, Business Model & Infor Systems Planning, Classical Appraisal Values. Links to: Destruction Retention functions; Rules and weights of conflicting instructions.	consider for prelim		
D.03a	L	2	RECORD TYPE	Policy, Precedent, Legal; Routine Operational [transactional]; Background; & Information copies	CF-R Table		
D.03b	L	2	IMPORTANCE OF ACTIVITY	Facilitative, Substantive [See also "D" Level of Office]	Fut		
D.03c	L	2	MAIN SUBJECTS of Special Interest	office record destroyed, special events, projects or scholarly research projects, emergency operations	Fut		
D.03d	L	2	LEVEL OF OFFICE Keeping the Record	Policy Authority: making, interpreting; implement; Position in Hierarchy; Importance of Function	Fut		
D.03e	L	2	PRACTICAL CONSIDERATIONS	uniqueness, adequacy, substitution, summarization, scarcity, aggregates, duplication, preservation cost, arrangement, restrictions, probability continued preservation, convertible, information concentration, age	Fut		
D.03f	L	2	RESEARCH Considerations	Importance, Accessibility of Research to others etc.	Fut		
D.03g	L	2	FORM & FORMAT (media of Storage) Unconventional	Art, Music, Audio, Video, Film, Photo, Exhibits and charts, maps	Fut		
D.03h	L	2	BUSINESS MODEL and Information Systems Planning	Process, Organization Structure, Function, Entity, Data Classes, Systems, Product [output] and Data Stores	Fut		
D.03i	L	2	CLASSICAL APPRAISAL VALUES	Primary, Evidential, Informational	Fut		
D.04	L	2	Appraisal Decision Assistance Tools and application to Record Groups, Series or Folders	Decision Assistance Matrix, links to: Destruction Retention functions; Rules and weights of conflicting instructions [Personnel, Legal, Administration, Supply, Audit, financial, UN & Int'l Community Hist]; Business processes, functions & information products. Dates and reasons for decision on Appraisal noted. When revised and by person/post [decision history].	Fut		
D.04a	L	2	Destruction Retention	links to: Destruction Retention functions;	Fut-2		
D.04a1	L	2	suggest retention period	for a series, folder or record item - irrespective of Box stored or Shipment/Accession. Retention period will be based on choices selected in Appraisal Values	Fut-2		
D.04a2	L	2	Pick or Fill in data	Tool assist pick/or fill in information concerning the item or grouping (description of item or grouping important)	Fut-2		
D.04b	L	2	Link to Rules	Links to Rules and weights of conflicting instructions [Personnel, Legal, Administration, Supply, Audit, financial, UN & Int'l Community Hist]	Fut-2		
D.04c	L	2	note/record decisions, logic	On screen and printed reports showing decision, reasons for decision and exceptions that were considered. [choices selected and any narrative reflecting interpretation] Dates and reasons for decision noted. When revised and by person/post [decision history] Narrative fields to start with at least 2 tables: a) type decision; b) sub.type; c) description, etc. Other tables added later	Fut-3		
D.04d	L	2	CONSIDERATIONS/EXCEPTIONS/ASSUMPTIONS	Process of elimination	Fut		
D.04d1	L	2	Exception Query - intervals	Question posed at regular intervals. If answer "there are no exceptions" then proceed. If yes then different schedule may apply	Fut-3		



Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
D.04d2	L	2	Exception Question	Do all Records in this Box or Series conform to the Series Description. If some records do not: Identify which ones and begin Appraisal Process for exceptions.	Fut-2		
D.04d3	L	2	What an item or group is not	When making selections it may also be necessary to determine what item or group is not. In some cases this will eliminate a whole set or subset of Questions from consideration	Fut-2		
D.04d4	L	2	Lower Decision influence higher	Decision at lowest level would cascade up (determine/influence decision) to higher level for longest date. Box to Shipment; Folder to Box and Folder to Series	Fut-3		
D.04d5	L	2	Higher Decision influence lower.	Lower level (children) inherit some properties of Higher level (parents)	Fut-3		
D.04e	L	2	BUSINESS MODEL & Process/Function/Produc t/Entity orientated]	Values can be assigned to items or groups of Items [Series]	Fut-3		
D.04e1	L	2	Appraisal Values Information Products, functions, Processes or Entities	Appraisal Values could be related to Information Products which are "linked" to: functions and/or Processes (& reverse) or Entities [and all Functions/Process performed]. If assigned to Entities they might have impact on retention times related to function/processes.	Fut-2		
D.04f	L	2	MULTIPLE VIEWS AND LINKING	Multiple ways to begin appraisal. Matrix Considerations	Fut-4		
D.04f1	L	2	Criteria linked and cross checked	Checked as applied to items/groups. Values would be challenged or refined as different retention values were suggested by conflicting rules.	Fut-3		
D.04f2	L	2	Knowledge Available	Need to be able to appraise, based on what ever is known at the time about item. Later consider subset or additional information.	Fut-3		
D.04f3	L	2	Criteria Available	Need to be able to apply what ever criteria is available. Later revise based on new or more detailed criteria. Decision would be suggested based on what known	Fut-3		
D.05	M	6	Functions related to disposition/disposal, destruction	Disposal can include transfer to alternate media storage or in alternate facility accession responsibility would be noted if records would be maintained by other organization. See also records transfer	Fut-3		
D.05a	M	6	Dispositions Approvals	Notification to original office, Approvals from Originating office and others concerned, Ram assistant and Officer and if Necessary UN Archivist.	See below		
D.05b	M	6	Destruction Certifications	Notification and Labels for those records approved for destruction. Certification of Destruction by UNICEF Staff assigned. Date and Place of Destruction noted.	CF-RAM basic		
D.05e	M	6	Destruction notifications	Ability to print destruction notifications for records due to be destroyed.	CF-RAM basic		
D.05f	M	6	Certificates of Destruction	Ability to print certificates of destruction for records which have been destroyed.	CF-R	7.1.A	
D.06	M	6	Preservation/conservation	Measures taken to ensure preservation , conservation and repair: Rules, procedures and descriptions of Equipment etc available. See also Facilities management	CF-R	7.2.A	
D.06a	M	6	Preservation /conservation schedules	Ability to maintain schedules for the preservation and conservation processes of archival materials. Noting if in danger to make security backup	Fut	5.8.A; 5.3.A	
E			SYSTEM ADMIN Menus	Security, Organization [directory], Personnel, Forwarder Access, GCG updates, Thesaurus links, RAM approvals Menus, Facility management, Custom	Fut	5.8.A; 5.3.A	
E.01	H	10	SECURITY	Security levels of Access: General Organizations User, Sister Agency User, Approved Researcher, General Public, Originating Office, Auditors, Forwarding Unit, RAM Officer, Final Appraisal or Destruction Approving Officer(s), Password. Read/Write. Audit trails or actions taken.	See below		
E.01a	H	12	Menu Level	Restrict access to specified menu options	CF-R	See below	
E.01b	H	10	Record Level	Restrict Access to Specified records by work groups owner originating office	CF-R	M.6.A	
E.01c	M	6	Field Level	Restrict access to specified fields	CF-R	M.6.A	
E.01d	H	12	User Password	User Password to access system and set security levels	Fut?	M.6.A?	
E.01e	H	12	Transaction Logging	Record User activities and dates activities performed. Link to Org table/Pe table	CF-R	add	
E.01f	M	6	Audit trails	Ability to record data which has been added, modified, and deleted within data fields in order to rebuild damaged files and to maintain a history or time slice of data as of certain date. Time stamp	CF-R	add	
E.01g	M	6	Security Restriction Classification/Declassification	Security to the item level based on criteria for Restriction that may be valid for a certain number of years. Time stamp (UN designation confidential, Restricted, etc)	CF-R	add	
E.01g1	M	6	DECLASSIFY DOCUMENTS	This function allows the user to record documents requiring declassification, generate a covering memo and mailing label to send the document to the originating office to request declassification. When entering the declassification request, the function also checks if declassification has already been requested for this document in the past. Once a declassification decision has been made, the results can also be entered via this function.	Fut-3	M.13.A	

Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
E.01g2	L	2	DECLASSIFY DOCUMENTS (USING CD-ROM)	This function capitalizes on imaging of documents to streamline the declassification process. This function just provides an overview of the declassification process for images. The actual processing is done in the referenced functions 6.12.1.RR (Create CD-ROM for declassification), 6.13.1.RR (Record declassification information) and 6.14.1.RR (Record declassification information). The process begins by creating a CD-ROM of images of classified material from specified series from one originating office. (function 6.12.1.RR) The CD- ROM also includes software to view the images, to mark which images may be declassified, to record comments and to print a paper list indicating which images may be declassified so that approving officials may sign the form. The officer reviewing the images for declassification uses function 6.13.1.RR to indicate whether they may be declassified and to annotate the images, if desired. The same function is used to print a report listing the documents which may and which may no	fut-4	6.6.A	
E.02	M	6	Facility Management and Equipment	Tables [entities for]: Types of equipment, storage conditions, Facility standards, space allocation, costs, emergency provisions	Fut-3	6.6.RR	
E.02a	M	6	Types Equipment & Inventory	Equipment inventory, types of equipment condition for maintenance,	See below		
E.02b	L	2	Storage Conditions	Storage conditions, controls on environment etc.Fut	CF - R	N/R?	
E.02c	L	2	Provisions and Emergency	Security provisions & emergency procedures. On line	Fut	?	
E.02d	L	2	Facility standards and security status	Storage facility standards and security status. On line	Fut-2		
E.02e	L	2	Box inventory and facility cost	Inventory boxes/containers under control, facility costs actual and table on projected.	Fut-2		
E.02e1	M	6	Maintain List of Box/Container Sizes	This function allows the user to maintain the list box sizes which are used by the system to calculate the number of linear feet in an accession or series.	Fut		
E.02e2	M	6	List of Container Sizes	This function allows the RAM system administrator to maintain the list Container sizes and other related information on capacity and needed environment etc. For	CF-R	M.15.A	
E.02f	M	6	Planning, allocation and monitoring	Space planning allocation, monitoring, available. Some projection ability	Fut		
E.02fa	L	2	Reservation of space	Ability to reserve space for specific shipment. (Notification of Forwarder.)	Fut		
E.02g	M	6	Annual Inventory	Annual inventory scanner & bar coded labels on containers and shelves confirm assigned locations, etc.	Fut		
E.02i	L	2	Facility Costs	Ability to provide some actual costs and estimates, charge back or breakdown pro rated costs for departments or various user groups.	Fut		
E.02j	M	6	Bar Codes	Bar codes for each item, folder, Container, user	Fut	6.02E ?	
E.03	H	12	Organizational Directory	Organizational Model.	Fut	?	
E.03a	H	10	Representation of Relationships	Representation of Relationships.	CF-R	5.7.A	
E.03a1	H	10	Valid Date	Date org. work unit establish	CF-R	5.7.??	
E.03a2	H	10	Former Code	Predecessor work unit +valid date.	CF-R	5.7.?	
E.03a3	H	10	Successor Code	Successor work unit + valid date.	CF-R	5.7.?	
E.03b	H	10	Hierarchy	Hierarchical, limitation of number of branches per level, nos. of possible levels, multiple hierarchical structure, displays on screen.	CF-R	5.7.?	
E.03c	H	10	ORG Link Pe/Add Table	Link to Personnel Table for Address, Phone/FAX number. Link to Researcher/consultant table for similar info if not in personnel Table. A separate table from Personnel application that is available from other applications but is updated [overnight] by personnel table includes latest on Staff work unit, location ID, LOGON, may be managed or interfaced with LAN directory	CF-R	5.7.A	
E.03c1	M	6	ORG Link Pe/Add Table	Person with authority for work unit.	CF-R	M.4.A fut?	
E.03c2	M	6	ORG Link Pe/Add Table	Person with Association with work unit, may not be chief. for example who has interim responsibility and dates.?	CF-R	M.4.A	
E.03c3	L	2	ORG Link Pe/Add Table	Nature of Association comment on type of association. Needs further thought	fut-3	M.4.A fut?	
E.03c5	H	12	MAINTAIN SYSTEM ACCESS	This function allows certain members of ARMS to indicate which functions members of ARMS or researchers may access. The module also allows ARMS to indicate what document security classification level that each employee may access. The extent of access are : no access, view only, view and modify	fut-3	M.4.A fut?	
E.03c6	H	10	Maintain System Parameters for Archives Management Module	This function allows ARMS to set parameters which are used in other parts of the system	CF-R	M.6.A	
E.03c7	H	10	Maintain System Parameters for Records Management Module	This function allows originating office to set parameters which are used in other parts of the system, for their office only.	CF-R	M.7.A	
E.03d	M	6	Work Unit Status	Status of RAMP implementation contact with Division /Office and specific work unit. Last contact, items requiring action, Next review date, Notes etc. % conformance to RAMP plan.	Fut	M.8.A	
E.03d1	H	12	Work Unit Status Counts	Number of box folder/item etc for each work unit.	CF-R	simple table need	

Para	Pri	We	Item Title	Subject Covered	CF-R	UN-A	UN-P
E.03d2	M	6	REVIEW "BROUGHT FORWARD" TASKS	This function lists on the screen, printer or both all the ARMS/Client Interaction Notes that have brought forward entries. The user can choose to list one of the following: all entries created since a given date; all entries where the BF Status is assigned (i.e. not complete) The user may also choose the sorting criteria for the list, by selecting up to four of the following fields: Client Organization, BF Date, BF Assigned to, BF Status. The main sort is by the first field selected, with subsidiary sorts by the other fields in the order that they were selected. Sorts by BF Date show the oldest first. The user may select any item from the output list to have all details of that ARMS/Client Interaction Note displayed.	fut	4.2.A	
E.03d2	M	6	Work Unit Status Progress Contacts	Note of contact made with work unit what was agreed, next follow up date, action completed etc. big comment field. Allow link to related specific item profile which may give more details	CF-R		
E.03d3	M	6	PRODUCE WORKLOAD REPORT	The user enters the month for which the report is to be produced. Some workload items are not tracked by the system and must be entered by hand. However, once they are entered for a month, the system retains the information and uses it for previous months and year and uses the stored information to calculate YTD totals. The items to be entered into system each month are marked with an asterisk in the list of inputs below.	Fut	M.1.A	
E.03e	M	6	Org work unit/Directory Link	Application uses or links to X.500 directory service to manage the Organization table with relationships for use in application. A directory service maintains information describing "communication entities" such as humans, organizations, applications, distribution lists and hosts. See 1992 ACCIS working Group on Electronic Records para 5.1 "The Directory Service" page 60-68	CF-R	M.3.A	
E.03e1	M	6	Organization Table & Directory Links	RAMP Organization table maintenance. Links to Organigram, PAT Table, and Personal Index no. table, Display Hierarchical relationships/ Authority/Originating office. RAMP System admin views of lists of work units by Division or users by work unit. Previous and successor work units. Valid date for Org codes and Current status. Links to Security Authorization to records, level of User, History of Training Attended. And Status of RAMP implementation contact with work unit.	fut		
E.03f	L	2	Bar Code/Pass	Bar Code for each user or workgroup to track actions where readers available and link to Personnel Table or Researcher/consultant table for similar info if not in personnel Table.	CF-R		
E.03f1	L	2	Bar Code/Pass: Group	Bar code for each work group used for example on Acknowledgement of receipt of files delivered	fut-4	?	
E.03f2	L	2	Bar Code/Pass: User	Bar code for each user used for example on acknowledgement receipt of folders delivered	fut		
E.04	M	6	Vocabulary Control, Thesaurus, Authority lists, Glossary	Vocabulary control and shorthand notation, Relationships Connections (Broader, narrower, related) Substitutions (use, use for, See, See also); Hierarchical (Tree structure, organization model presentation)	fut		
E.04a	M	6	Thesaurus Admin	Link to standard UNICEF package which has relationships defined and/or table for RAMP applications. Possible to call various language thesaurus. Reference alternative multi UNICEF Thesaurus both for data checking on input and for retrieval searches, alternative strategies..	fut	M.9.A; M.11.A;	
E.04a1	M	6	Maintain Authority lists	For specific tables in the Application control the vocabulary for users or system Admin adding data. Such as Organization Work unit names, Series or record group descriptions or title.	fut	M.14.A?; 5.7.A	
E.04a2	M	6	Maintain Stop lists	For specific tables in the Application control the works that will not be allowed or which will not be indexed	fut	M.14.A	
E.04b	M	6	Maintain File Classification Notation/ Shorthand for Local/Global Folders	Allows Organized shorthand notation or coding (see note RAM/88-068 p.4). Allows links to alternative schemes [Alpha, Numerical and Alpha-Number codes] Need valid date for code for global codes and predecessor, successor codes[ not visible to user]. Limitation of Number of Characters (21), possible to allow more than one coding structure per Office for Local folders	fut	M.14.A	
E.04c	M	6	Maintain Vocabulary For Describing Restrictions on a Series	This function allows the user to maintain a set of standard phrases for describing restrictions on a series	CF-R		
E.05	M	6	PERFORM CLEARANCE CHECK	The function supports ARMS staff in checking the status of records before an employee of the United Nations leaves. Upon receipt of a request to do a clearance check, the user enters information about the Person Leaving. The system check if the Person Leaving has any folders that must be returned and generates a memo and mailing label to request the return of the folders. Also, if the Person Leaving is a P4 or above, the system issues an ARMS/Client Interaction Note with a BF requesting that the records be inspected. The system also generates a clearance form.	Fut	M.16.A	
E.06	L	2	Validations & Notifications	RAMP maintenance tools, flags new data or inconsistency and identifies violated rule [e.g. validation of new folders and Codes entered], flags, request confirmation for deletions/consequences, relationships and notification of orphans. Some violations allows user to proceed after notification for future action by RAM Unit.	Fut	M.2.A	
E.06.a	L	2	Validation Flags New	Flags new data until RAM officer changes status flag	Fut	M.18.A	

**QuatPro Doc RAM/95-112/K02**

Dir: [akeefe at unicef.org] doc: RAM95112 LAN:\F:\Workgrup\irmram\pi\rm.un.pc (SS:IRM125) - Page: 11 of 11 - 04-Jun-95