



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

Page 6  
Date 26-Sep-2003  
Time 3:16:06 PM  
Login dmueller



UN/CS/RAI/USAA/DB01/2003-00298

Full Item Register Number [auto] **UN/CS/RAI/USAA/DB01/2003-00298**

ExRef: Document Series/Year/Number

Record Item Title

**Niwa coversheet to CSTF concerning DAP and ADA exercise, dated 4 March 2002**

Date Created / on Item  
26-Sep-2003

Date Registered  
26-Sep-2003

Date Closed/Supceeded

Primary Contact  
Owner Location Common Service Task Force  
Home Location WGARM Working Group Archives & Records Management  
Current Location Common Service Task Force

Fd1: Type: IN, OUT, INTERNAL?  
, Cross Ref or Language Orig or Dist?  
Fd3: DocTypeFormat-Weblink

Container Record  
Container Record (Title)

UN-CS-RAF-USAA-DB01-2002-0002  
Common Service Task Force - WGARM

N1: Numb of Pages  
0

N2: Doc Year  
0

N3: Doc Numb  
0

Full GCG Code Plan Number  
Record GCG File Plan

Da1:Date Published

Da2:Date Received

Date 3

Priority

Record Type A02b Item UN/CS/RAI/ Common Service eg ARM

Electronic Details

No Document

DOS File Name

Alt Bar code = RAMP-TRIM Record Number

**UN/CS/RAI/USAA/DB01/2003-00298**

Notes

Print Name of Person Submit Images

Signature of Person Submit

Number of images  
without cover

D. Mueller

1

United Nations  Nations Unies

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR


TO: Members  
A: Task Force on Common Services

DATE: 4 March 2002

REFERENCE:

THROUGH:

S/C DE:

FROM:  Toshiyuki Niwa, Assistant Secretary-General  
DE: for Central Support Services

SUBJECT: **Digital Archive Project - Common Services**

OBJET:

1. In our Task Force meeting of December 2000, we agreed to initiate Phase 1 of the Digital Archive Project that was initially planned in 1998. This preliminary phase would run parallel to the Appraisal Decision Assistance Project that is currently underway.
2. The two ARM projects have a common objective of eliminating redundant documentation, preserving and ensuring continued access to core records with legal, financial, historical and other institutional values. Mr. Tom Ruller (consultant) has been commissioned by the Working Group to revise the 1998 Statement of Work that is required to develop a Comprehensive Strategic Plan RFP.
3. As requested in the Task Force meeting of 18 January, we are attaching a copy of the Action Plan that has been developed by the Working Group for your perusal. I have also asked the Working Group and the consultant to be present in our next Task Force meeting of 8 March, in order to respond directly to your queries pertaining to the Action Plan.
4. Similar to the Appraisal exercise, we need substantive inputs from all concerned parties during the design stages in order to expedite this Phase 1. I believe that your respective Working Group members will be in touch with you directly to request for your support and to ensure that the relevant technical staff in your organizations are briefed and participate in the design stage.

Thank you.