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Page 7
Date 26-Sep-2003
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Full Item Register Number [auto] **UN/CS/RAI/USAA/DB01/2003-00299**

ExRef: Document Series/Year/Number

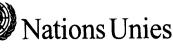*Record Item Title*

Niwa coversheet to CSTF members concerning DAP highlights and questions, dated 28 January 2002

Date Created / on Item	*Date Registered*	*Date Closed/Superceeded*
26-Sep-2003	26-Sep-2003	

Primary Contact	
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TO: Members   DATE: 28 January 2002
A: Task Force on Common Services

REFERENCE:

THROUGH:
S/C DE:

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

SUBJECT: **Common Services WGARM Digital Archive Project –**
OBJET: **Highlights and Questions from a Programme managers Perspective**

1. **Introduction**:
Digital technologies are being used in a growing variety of settings to support the conduct of official business. Electronic records are central to communication, transactions, and decision making. The technological advances in the creation, use, storage, retrieval, and complexity of digital records mean that the records management and archival strategies of the past are no longer adequate. The Task Force has recognized the need to strengthen our capacity to select, acquire and preserve digital records with enduring value. All legislative, legal or policy obligations must apply to digital as well as paper records; digital records of continuing value (archival) must be accessible and inviolate; and a digital information security plan must be implemented.

2. **Questions to be answered**:
The Digital Arches strategic plan will address the following questions, among others:

- Which model for digital archives best suits the United Nations: distributed, centralized, or hybrid?
- What are the technological, conceptual, and economic implications of capturing and retaining data, descriptive information, and contextual information in digital form from a variety of applications?
- How can software-development data objectives be retained for future use?
- What archival requirements have been addressed in major systems development projects (e.g. IMIS, Optical Disk System, Internet)?
- How can existing data dictionaries, information resource directory systems, and other metadata systems to be used to support electronic records management and archival requirements?
- What policies and guidelines are required to address archival concerns for the identification, retention, preservation, and

research use of electronic records? What strategies can be employed to encourage compliance with policies and guidelines?
- What functions and activities should be present in the United Nations Common Service digital records programme and how should they be evaluated?
- What incentives can contribute to creator and user support for digital records management concerns?
- What incentives can contribute to senior management support for digital records management concerns?
- What global scope needs to be present to reflect the eventual integration with PA regional offices and commissions, field offices and External partners

3.   **Information the RFP will Provide**
The RFP will provide the following information

Analysis and Comparisons of
- Function requirements
- Technical requirements
- Human Resource infrastructure

Budgetary estimates and alternatives:
- Hardware
- Software
- Facilities
- Human resource

4.   **Intended Results of the Strategic Plan:**

- The strategic Plan for a Digital Archives will serve as a budget planning and programming tool, providing options for phased and prioritized implementation schedules; and developed within the framework of common services.
- It will also be an advocacy paper, providing powerful cost-benefit analysis and arguments, and aligning the digital archives project with the United Nations broad information strategy, and within existing environments (e.g. document management).