



Interoffice Memorandum

To: HQ Content Managers

Date: 15 October 2004

From: 
Karunesh Bhalla
Director
Administrative Services Division, OFA/BOM

Extension: 5514

Subject: COMMON SERVICES DIGITAL ARCHIVES PROGRAMME

File:

In 2003 the Task Force on Common Services approved and funded a project to undertake strategic planning for the development of a Digital Archives Programme [DAP] within the Common Services framework. The project is under the management of the Common Services Working Group on Archives and Records Management [WGARM] with representation from Participating Organizations [UNPOs] UNDP, UNICEF, UNFPA, UNOPS and the UN Secretariat.

The goal of DAP is to ensure that digital information of long-term value is appropriately captured, maintained, preserved and made available as a corporate resource. When implemented, the DAP will enable business units to identify archival records in digital formats at the beginning of their life cycle and apply appropriate retention criteria.

This planning phase of DAP comprises three elements:

1. An assessment and analysis of technical and administrative infrastructure, which includes current policies, practices and technologies, relating to the creation, identification and preservation of digital records;
 2. The design of a DAP framework which includes a comprehensive set of digital standards, specifications, requirements, preservation strategies and appropriate DAP model[s];
 3. An implementation plan that describes a high level approach linking the current technical and administrative infrastructure to the proposed DAP design.
- The project is being undertaken by a consulting firm, under the management of a DAP Project Manager.

The consulting firm will require to interview representatives of bureaux to receive information on current practices and technologies. It is therefore requested that in your role of Content Manager you will represent your bureau and confirm your willingness to undertake this very interesting and dynamic programme. UNDP's WGARM representatives [Rosie Cross, BOM/OFA/ASD, ext 5514 and Patrick Gremillet, BOM/CBS, ext 6682] will contact you shortly to confirm your availability and schedule necessary appointments.

Thanking you in advance for your co-operation.

c.c.: Bureaux Directors



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