



UN-HABITAT



United Nations Human Settlements Programme

Programme des Nations Unies pour les établissements humains - Programa de las Naciones Unidas para los Asentamientos Humanos

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MEMORANDUM

To: Senior Managers

Reference: INF/ARMS/ISS

Through:

From: Mrs. Anna Tibaijuka, Executive Director

Date: 5 May 2005

Subject: **Establishment of a Records and Archives Management Programme**

1. UN-HABITAT has started to implement an Archives and Records Management programme in compliance with legal and United Nations regulations on records keeping, and to respond to OIOS recommendations on the establishment of an archives system.
2. The Archives and Records Management System will promote organizational learning by preserving records with continuing value and making them easily available to appropriate staff. It will also respond to the challenge of managing the rapid growth of our records and conserve valuable office space by centralizing the storage of inactive records and monitoring the destruction of duplicate and unnecessary records. The system will also facilitate the retrieval of documents by establishing an organization wide classification system for UN-HABITAT's official documents.
3. The new system will be implemented by the Information Management Unit of the Information Services Section (ISS) led by Anne Fraser. The successful implementation of the programme depends on your collaboration so I am requesting you to **appoint a Records Coordinator** who will be the focal point with ISS for this project and will ensure that the system meets your needs.
4. The Records Coordinator will not require a major time commitment but it is a critical position. The appointed staff should have a good overall knowledge of your department's operations and documents e.g., an Administrative Assistant or Secretary. The initial records assessment exercise, for instance, will require the assistance of Records Coordinators to identify the main categories of records maintained in your area. ISS will explain exactly what information is needed and provide the necessary guidance and training to the Coordinators.
5. Please let Anne Fraser know the name the Records Coordinator for your branch or section by **16 May 2005**. Also, if you have any questions about the programme, please contact Anne on extension 4229.

I appreciate your cooperation in this critical activity.