



UN Reform and Records and Information

Quick Guide for Managers and Records and Information Management Focal Points

TAKE CONTROL OF YOUR INFORMATION BEFORE THE REORGANIZATION

With the UN Reform implementation on 1 January 2019, numerous UNHQ Offices will change functions, move to new Departments and change their names.

Have you thought about the impact these changes will have on the paper and digital records and information your Office creates and stores? We need records and information to conduct our daily work and to make decisions and it is important to remember that they belong to the Organization. If your Office does not have a Records and Information Management Focal Point, Managers should nominate one to apply the advice below. Policies and processes apply to UN records and information so that they remain retrievable, trustworthy and sensitive content remains protected—make sure you review them.

If your Office changes its name, function(s), or moves to another Department/Entity:

- ◆ **Close all your current files** (even if they are still in active use) and open new files with the new Office name. All records and information need to be attributed to the Office which created them to provide context to the information. This applies to paper and digital files on the shared drives or enterprise systems such as *Unite Docs*. Your Office may also need to update or completely review its [file classification scheme](#) to reflect its current business.
- ◆ If some of your **Office's functions are transferred to another Office, transfer the active files only**. Your Office Focal point should keep track of this transfer of ownership and document the chain of custody. You can use ARMS inventory templates for [paper](#) and [digital](#) records to document it.
- ◆ Consider the implications for **information sensitivity and privacy** when transferring records and information to a new Office/Entity. Refer to [ST/SGB/2007/6](#) for guidance.
- ◆ If your files are managed digitally using the *Unite Docs* platform, please contact OICT using [this form](#).
- ◆ Update your **access and permissions** to digital files on the shared drives—OICT will do it for you in enterprise systems.
- ◆ Identify and dispose of your **obsolete files** in accordance with [these instructions](#).
- ◆ **Transfer your inactive files** to the Archives and Records Management Section (ARMS). Follow [these instructions](#) in accordance with approved records retention policies. If you are unsure on how to apply retention to your records and information contact [ARMS](#).

UN Records and
Information
Management
Policies

[ST/SGB/2007/5](#)
[ST/SGB/2007/6](#)

For Assistance:
arms@un.org
Further reading:
[https//
archives.un.org](https://archives.un.org)



UN Reform and Records and Information

Quick Guide for Managers and Records and Information Management Focal Points

If you are moving to a new Office:

- ◆ Nominate a **Records and Information Management Focal Point**.
- ◆ If your Office is taking over function(s) from other Office(s), Managers should ensure that the change of records custody is fully documented using these templates for [paper](#) and [digital](#) records and information.
- ◆ **Decide where your information and records will be stored** so that it is easily retrievable (e.g. work in progress in One Drive, final records on the shared drive, Unite Docs, SharePoint Online or paper, etc.). [Check OICT App catalogue](#).
- ◆ Define a [file classification scheme](#) to organize your paper and digital files.
- ◆ Define your **access and permissions** to digital files—OICT will implement them for you in enterprise systems.

UN Records and
Information
Management
Policies

[ST/SGB/2007/5](#)
[ST/SGB/2007/6](#)

For Assistance:
arms@un.org
Further reading:
[https//
archives.un.org](https://archives.un.org)