

## Management Summary

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The *Taxonomy for Recordkeeping in Field Missions of UN Peacekeeping Operations* is one of a suite of recordkeeping tools being developed to establish consistent recordkeeping practices within and across field missions.

The *Taxonomy* is a classification scheme for field mission records. Based on an analysis of the functions and activities of field missions, it enables consistent classification of the records generated by all missions irrespective of their individual mandates, their organizational structures or the media and formats in which their records are held.

When applied, the *Taxonomy* will make it easier for field missions to comply with UN records management policies and it will deliver practical benefits for both mission staff and the UN as a whole by:

- improving intellectual control of mission records
- improving access to mission records, and to the information they contain, by mission staff and others
- reducing the costs of mission recordkeeping
- facilitating retention management of records

The *Taxonomy* should be used in all field missions as a framework for recordkeeping, with a primary role as the starting point for the development and implementation of mission file plans. In an established mission, where a mission file plan has already been developed and implemented, the *Taxonomy* should be used as a benchmark to review, improve and support this existing file plan. This will help the mission to comply with other UN records management policies. However, in a new or recently-established mission, the *Taxonomy* **must** be used as the starting point for developing the mission file plan. This will enable those responsible to develop the file plan quickly without 'reinventing the wheel' or adapting file plans from other missions. More importantly, the mission will be able to comply with UN records management policies and practices from the outset, and to realise the benefits of improved recordkeeping.

The *Taxonomy* will be used by the UN Archives and Records Management Section (ARMS) as a starting point for developing other generic recordkeeping tools for field missions (e.g. the *Peacekeeping Operations Retention Schedule*) and to support their own work on, for example, selecting mission records for permanent preservation in the UN Archives. It will also support and integrate with the UN's Enterprise Content Management (ECM) system.

For more information about the *Taxonomy*, or for advice or assistance in using it, contact the UN Archives and Records Management Section [arms@un.org](mailto:arms@un.org).