

Good afternoon,

This is an exciting time for UNICEF as we are in the midst of our archival review. We have made significant headway in the evaluation of records and preparation of plans for external archival access. This has included the hiring of archival staff to assess, organize, and maintain archival material, as well as well as put in place formal archival management systems.

I would like to share some of the many positive opportunities and initiatives currently underway.

- ECM remains in communication with outside entities, including the Section of International Organizations (SIO) within the International Council on Archives (IOA), regarding the management and preservation of digital and physical materials while finalizing our organization-wide information management and archival policies. These policies will be used to inform the selection of archival management tools and will shape how access will be granted in the future.
- UNICEF is exploring options for its Archive Management System (AMS) and Trusted Digital Repository (TDR).
- The UNICEF archivists initiated work on the identification, digitization, and management of records, and plan to start updates in microfiche within the next month. One of the ongoing projects is the digitization of the microfiches collection that will entail the investigation and digitization of Office of the Secretary of the Executive Board meeting documents.
- The UNICEF archivists initiated work on processing the UNICEF History Project collection, which includes historical information from 1946 onward.
- The ECM Team has met with UNICEF management and mapped ideas to address archives accessibility as we move forward in our archival resourcing plans. Updates will continue to be provided in the coming months via quarterly update emails, and we are exploring adding these updates to UNICEF's Transparency and Accountability website.

Along with these updates, I would like to reiterate our organizational commitment to effective records and archives management, and our devotion to meaningful research and access to information by all citizens. While we regret that the archives will remain closed to external

and academic researchers throughout this process in order to protect sensitive and confidential information, we reassure you that once formal search and retrieval mechanisms are in place, and content has been adequately sorted to protect sensitive information, external access will be granted. I would like to thank you for your time and interest in the UNICEF archives, as well as your patience and understanding while we work through our review process.

In the interim, we suggest that all interested parties visit the [UN Official Document System](#) and the [UN Dag Hammarskjöld Library](#), both of which hold a wealth of information pertinent to UNICEF.

Please feel free to reach out to ecm@unicef.org if you have any additional or comments.

With kind regards,
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UNICEF