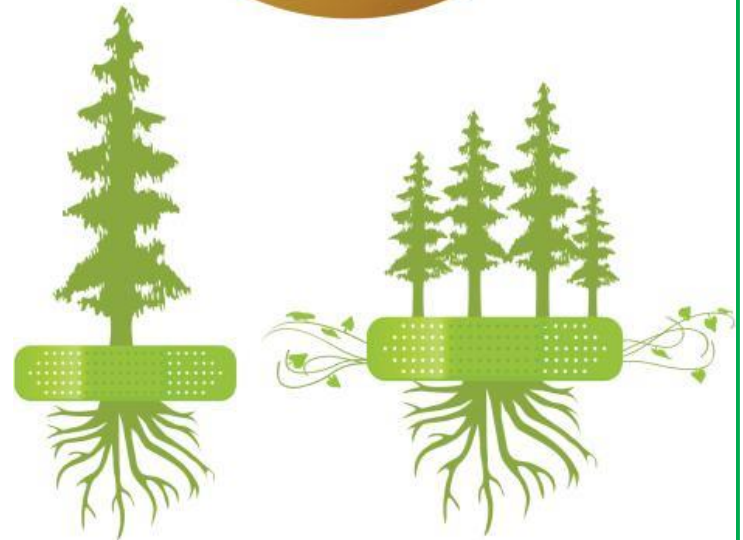


# Document Management within Umoja ESS

In a strategy towards reducing its carbon footprint, the UN has a target to become paperless, wherever feasible. Umoja supports this by facilitating the attachment of scanned documents into relevant transactions within the system. This reduces the need for multiple copies and allows access to the documents by authorized roles from any UN location.

The Document Management solution within Umoja ESS is referred to as “**Umoja Records Management**”. This solution enables you to associate the uploaded documents to specific Umoja processes in order to maintain the appropriate paper trail for reporting and auditing purposes. In addition, being able to review uploaded documents through **Umoja Records Management** expedites the review process of activities requiring approvals via workflow.



# Policy: Attached Documents in Umoja ESS

Documents attached in Umoja processes such as **Maintain Family Status** will be considered **original documents from a trusted source**, provided the following guidelines are followed:



If received via email, the original document is considered to be the combination of the email message as well as the attached document. Both documents should be attached in the corresponding process in Umoja.



If received via postal mail or hand delivery, the original document is considered to be the document itself.



The scanned version of a document in the corresponding Umoja process will also be considered an original document from a trusted source.