



CF Item = Barcode Top - Note at Bottom =
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Page 1
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CF/RAD/USAA/DB01/2002-01024

Document Register Number [auto] CF/RAD/USAA/DB01/2002-01024

ExtRef: Document Series / Year / Numb CF/AI/1983-355 Chart 01 [PDF version]

Document Record Title / Description

Chart Produced by DOP Re Personal Files and Official Status Files [to indicate for File section records created by, and access, data class, paper or elec for automation planning and protection of records discuss -1994 from Bob Tucker?[PDF Version]

Date Created
01-Jan-1994

Date Registered
15-May-2002

Date Closed

Primary Contact
Owner Location
Home Location
Current Location

Division of Human Resources, UNICEF N = 3009
Records & Archive Management Unit =80669443
CF/RAF/ZW/S124_-____-000033991 > Adhiratha Keefe (

F1: In Out Internal, Rec or Conv copy
Fd2: Language Orig Pub, Dist Lang
Fd3: Doc Type or Format

E

Container Record
Container Record (Title)

CF/RAF/ZW/S124_-____-000033991
Procedure for examining Official status files

Nu1: Number of Pages

Nu2: Document Year
0

Nu3: Document Number
0

Full GCG Code Plan Number
Record GCG File Plan

Da1: Date Published

Da2: Date Received

Da3: Date Distributed
01-Jan-1990

Priority
E

Record Type A03 Doc Item: CF/RAD Repository Worthy Org Series

Electronic Details

No Document

DOS File Name

Alt Bar code = RAMP-TRIM Record Number

CF/RAD/USAA/DB01/2002-01024

Notes

related to Administrative Instruction CF/AI/1984-355 & Add.1, Part I through VI of Official Status files , Data class,
Created or provided by, Creation Medium etc.

Print Name of Person Submit Images

Signature of Person Submit

Number of images
without cover

A. Keefe

A. Keefe

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End of Report

UNICEF

DB Name cframp01

PART I to VI OFFICIAL STATUS FILES
CHART RELATED TO CF/AI/1993-355

KEYS	FILE SECTION	DATA CLASS	CREATED/ PROVIDED BY	CREATION MEDIUM (Electronic?)	FILE COPY USED BY	DATA ALSO USED BY
Index No.	PART I	Personal History Form	Candidate			
Name	Background and	Diplomas	Candidate			
Key words	Career Summary	Curriculum Vitae	Candidate / IPS	Generated by IPS		
Dates?		Job Descriptions	Remun / (IPS)	Currently Form; EDP applic being developed		
		Personnel action triggers	RSDS/IPS	IPS		
		Appointment, Transfer and Separation checkl lists	Form Checked by Pers Asst			
		Personnel Action Forms	IPS	IPS		
		Letters of Appointment	Typed by Pers Asst	Could be computerized		
	PART II	Performance Evaluation Reports	Form typed by S/M & supervisor	Form could be stored, completed and filed from VS		
	Personnel Status	Oath of Office	Form signed by S/M			
		Job Classification corres	S/M, Job Class Panel			
		Post Adjustment corres				
		Promotion corres	APC	**		
		Transfer/Assignment corres				
		Change in type or duration of appt corres				
		Five Year Review	PPSS, Supervisor, APC Summary			
		Certification of Employment	Typed by PPSS			
		Induction Questionnaire (P.1)	Form filled in by S/M			
		Nationality/Residence change	- S/M - P5	Paper IPS		
		Charges, comments and rebuttals on conduct and performance	S/M, Ombudsperson, Administration			
	PART III	Medical clearances	Pers Asst, UN Medical Director			
	Medical & Pension	Medical Insurance				

		<p>Medical Evacuation</p> <p>Life Insurance</p> <p>Sick Leave</p> <p>Pension Fund</p> <p>Security including MEA/EMEA</p> <p>Health and Accident claims including service incurred)</p> <p>Pension fund</p>	<p>S/M, Office, Medical Director</p> <p>IPS IPS</p>
	<p>PART IV</p> <p>FINANCIAL</p>	<p>Dependency Allowance including birth certificate marriage certificate adoption certificate</p> <p>Assignment grant</p> <p>Per Diem?</p> <p>Salary advances othe than personal emergency</p> <p>Authorization to deposit cheques</p> <p>Travel claims</p> <p>Rental Subsidy</p>	<p>S/M</p> <p>S/M</p> <p>Form filled in by S/M</p> <p>Form filled in by S/M</p> <p>Form filled in by S/M</p>
	<p>PART V</p> <p>Leave, Travel and Passes</p>	<p>Home Leave</p> <p>Annual Leave</p> <p>Special Leave (except study leave)</p> <p>Requests for Travel Authorization</p> <p>Travel Documents</p> <p>Visas</p> <p>Laissez-Passer</p> <p>UN Grounds Pass</p>	<p>Request form</p> <p>Request form</p> <p>Letter of request</p> <p>Request form</p> <p>Various</p> <p>Travel Section</p> <p>UN</p> <p>UN</p>
	<p>PART VI</p> <p>Training, Career Status</p>	<p>Appointment & Placement Committe Minutes</p> <p>Senior Staff Review Minutes</p>	<p>RSDS/APC Secretariat</p> <p>DepDirDOP/SSR</p>

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	Career Development	Training	SDTS/Training Committees
		Education	
		Study Leave	SDTS/Training Section
		Honours and Decorations	
		Outside Activities	

**** Note:** The storage of very confidential and extremely sensitive correspondence on any network carries the risk of breaches in security by other users as well as by system administrators.

BACKGROUN D - FOR PLANNING

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A) OFFICIALS HAVING ACCESS TO "PERSONAL FILES"

For staff administered in New York:

- Executive Director
- Deputy Executive Director (Operations)
- Director, Division of Personnel and Administration
- Assistant Director, Division of Personnel and Administration
- Chief, Personnel Services.
- Personnel Officer
- Personnel Clerk

For staff administered in offices outside New York:

- Regional Director
- UNICEF Representative/Director of Office
- Regional Personnel Officer
- Personnel Officer (or Administrative Officer in offices where there is no Personnel Officer).
- Personnel/Administrative Clerk

B) Contents of "Personal File"

- Emergency Salary Advances/Grants for personal/family reasons.
- Requests for UN/UNICEF assistance in the collection of Debts incurred by the staff member.
- Designation of Beneficiaries (Form P-2).
- Matters concerning personal/family situations.
- Adverse Material from outside sources.

Of CONFIDENTIAL From
CF/AI/1983-355

A) OFFICIALS HAVING ACCESS TO "OFFICIAL STATUS FILES"

For staff administered in New York:

- Executive Director
- Deputy Executive Director (Operations)
- Deputy Executive Director (Programmes)
- Director/Assistant Director, Division of Personnel and Administration
- Division Directors (and Deputy or Assistant Directors)
- Chief, Recruitment and Placement*
- Chief, Personnel Services*
- Chief, Training

For staff administered in offices outside New York:

- Regional Director
- UNICEF Representative/Director of Office (in large offices, a limited number of senior officials may be designated by the Representative)
- Head of Office/Liaison Officer in sub-Offices/Liaison Offices
- Regional Personnel Officer
- Personnel Officer (or Administrative Officer in offices where there is no Personnel Officer.)*

* As well as specifically authorized Personnel Assistants and Clerical staff in the performance of their usual personnel functions.

Administrative Instruction No 355/Add.1

22 February 1984

TO: All Staff Members

FROM: Michael R. Corbett, Officer-in-Charge
Division of Personnel

SUBJECT: Personal Files and Official Status Files

1. The purpose of this Addendum is to add to the list of officials having access to "Official Status Files", both in and outside New York, under Annex II A of Administrative Instruction No. 355, the Internal as well as External Auditors. Also, Audit Assistants who are designated by Internal Auditors to perform specific audit functions are authorized to have access to "Official Status Files".

2. Requests for salary advances are normally filed in the "Official Status File". However, only those emergency requests which are for personal family reasons should be placed in the "Personal File". Those latter requests will be made available to the above officials upon their specific request and in the course of conducting their audit functions. The log/charge-out form attached to the "Personal File" should indicate the date as well as the reason for examining any material filed therein.

3. The above provisions will be incorporated in the Personnel and Administration Manual.