



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

CF-OPG-DFAM-AM UNICEF - Operations Group - DFAM- Admin Manage Record
Series Draft

Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

Page

1

Date

02-Mar-2005

Time

13:20:00

A		B		
ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-OPG-DFAM-AM-001 CF/RA/SR/USAA/DB01/2004-00777	UNDG Common Premises Files	Copies of MOU (Memorandum of Understanding) and general correspondence on 'UN' Houses or Common Premises; that is premises occupied by UNICEF, UNDP, UNFPA, WFP and other agencies.		
UNICEF-OPG-DFAM-AM-002 CF/RA/SR/USAA/DB01/2004-00776	Headquarters Services Files	Chronological Files: record of memos issued by DFAM/Admin Services in electronic and paper forms; memos stored in electronic and paper forms. Copies of requests for Conference Services, Rental of Labouisse Hall, Maintenance Services and office moves and c		
UNICEF-OPG-DFAM-AM-003 CF/RA/SR/USAA/DB01/2004-00888	Non-Expendable Property Record - NYHQ	Record of all assets purchased by UNICEF; computer equipment, printers, fax machines, photocopiers, furniture, audio visual equipment, motor vehicles. Does not include telephones; stored in Access/Aperture Databases.		
UNICEF-OPG-DFAM-AM-004 CF/RA/SR/USAA/DB01/2004-00889	Non-Expendable Property Record - Field Offices	Record of all assets purchased by Field Offices: computer equipment, printers, fax machines, photocopiers, furniture, audio visual equipment, motor vehicles in paper form. Does not include telephones.		
UNICEF-OPG-DFAM-AM-005 CF/RA/SR/USAA/DB01/2004-00901	Worldwide Vehicle Insurance Files	Copy of UNICEF Worldwide Vehicle Insurance policy and premiums paid in paper form; individual files for each office showing list of UNICEF official vehicles and accident reports, if any, also in paper form.		
UNICEF-OPG-DFAM-AM-006 CF/RA/SR/USAA/DB01/2004-00906	Office Premises - Security Files	Copies of video tapes of activities at UNICEF House, 633 Third Avenue and LIC Warehouse. EZ-Lobby : an electronic tracking system which is used at UNICEF House to issue photo identifications to visitors to UNICEF House. Control Access System: electronic r		
UNICEF-OPG-DFAM-AM-007 CF/RA/SR/USAA/DB01/2004-00916	Travel Files	Copies of completed travel claims of all travellers who travelled on official UNICEF business in paper form; also stored in SAP/FLS (Financial and Logistics System); the originals in paper form are stored by DFAM/Finance Section (Cashier's Office)		



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

CF-OPG-DFAM-AM UNICEF - Operations Group - DFAM- Admin Manage Record
Series Draft

Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

Page

2

Date

02-Mar-2005

Time

13:20:01

A		B		
ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-OPG-DFAM-AM-008 CF/RA/SR/USAA/DB01/2004-00967	Capital Asset Fund Files	Historical record of approved capital expenditure projects implemented; improvements to UNICEF office premises in paper form.		
UNICEF-OPG-DFAM-AM-009 CF/RA/SR/USAA/DB01/2004-01025	OMP, Budget, Financial & Statistical Files	Copies of the 2002-003 Office Management Plan; proposed 2002-2003 biennium budget submission; approved budget allotments in paper form; Monthly status of budgetary allotments & expenditure reports in excel; Special Service (SSA) Agreements, some in paper		
UNICEF-OPG-DFAM-AM-010 CF/RA/SR/USAA/DB01/2004-01064	Remittance Transmittal Notices	Copies of notices sent to DFAM/Finance/Cashier's Office listing checks and other monies received by Headquarters & Travel Sections and the Mailroom. Receipts are usually for rental income for use of Labouisse Hall, rebates from various airlines and donati		
UNICEF-OPG-DFAM-AM-011 CF/RA/SR/USAA/DB01/2004-01688	UNICEF Field Office Directory	Record of all UNICEF Field Offices stored on the UNICEF Intranet; contains the address of the office; mail address and a visitor's address; the name of the Head of the Office, working hours, holidays and contact number for telephone and fax.		
UNICEF-OPG-DFAM-AM-012 CF/RA/SR/USAA/DB01/2004-01753	UNICEF Office Lease & Legal Files	Copies of signed leases for UNICEF Field Offices; correspondences on any legal matters pertaining to the office stored in paper form.		
UNICEF-OPG-DFAM-AM-013 CF/RA/SR/USAA/DB01/2004-01752	Lease Files - Field Offices	Lease information of UNICEF office premises; stored in Aperture Database on the World Wide Web; contains location of premises, terms fo the lease agreement, address of the landlord, lease amount and method of payment.		
UNICEF-OPG-DFAM-AM-014 CF/RA/SR/USAA/DB01/2004-01751	Lease Files - NYHQ	Copies of signed original and amended leases for UNICEF NYHQ premises in paper form: Three United Nations Plaza, 633 Third Avenue and Long Island City Warehouse.		
UNICEF-OPG-DFAM-AM-015 CF/RA/SR/USAA/DB01/2004-01904	Administrative Instructions and Information Circulars	Administrative Instructions and Information Circulars issued in paper form.		



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

CF-OPG-DFAM-AM UNICEF - Operations Group - DFAM- Admin Manage Record
Series Draft

Login Name Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

A	B			
ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-OPG-DFAM-AM-016 CF/RA/SR/USAA/DB01/2004-02021	UNICEF Country Office Files	Copies of correspondence between NYHQ/DFAM/Admin Section and Field Offices stored in paper form.		
UNICEF-OPG-DFAM-AM-017 CF/RA/SR/USAA/DB01/2004-02190	Basic Cooperation Agreements	Signed agreements with host governments where UNICEF has programme of cooperation. Document describes how UNICEF is to conduct its operation in the country.		