



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

CF-OPG-DFAM-Comp UNICEF - Operations Group - DFAM- Comptroler Record  
Series Draft

Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

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Date

02-Mar-2005

Time

13:23:51

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-COMP-00  CF/RA/SR/USAA/DB01/2004-00717	<b>General Correspondence (Incoming): Remittance/Transmittal file</b>	Record of all funds received by UNICEF are logged and a recording kept for audit and other references		
UNICEF-OPG-DFAM-COMP-00  CF/RA/SR/USAA/DB01/2004-00707	<b>General Correspondence (Incoming): Correspondence/Reports from UN Organisations</b>	Correspondence/Reports from the following. A separate folder maintained for each source. - UN Secretariat - general information circulars, information requests, reports, issues of common interest- JIU- UNDP- UNFPA- WFP- ACABQ- Fifth Committee- Adm		
UNICEF-OPG-DFAM-COMP-00  CF/RA/SR/USAA/DB01/2004-00919	<b>Office Administration: Travel Authorisations and Travel Claims</b>	Copies of travel documents maintained by year/staff member and trip number		
UNICEF-OPG-DFAM-COMP-00  CF/RA/SR/USAA/DB01/2004-01126	<b>Statutory Financial Reports: UNICEF Financial Report and Audited Financial Statements and Report of the Board of Auditors</b>	Official copies of the audited financial reports and the Report of the Board of Auditors		
UNICEF-OPG-DFAM-COMP-00  CF/RA/SR/USAA/DB01/2004-01125	<b>Statutory Financial Reports: UNICEF Financial Report and Statements</b>	Original signed copies of biennium financial reports. These form part of the financial documents that are certified by the Board of Auditors		
UNICEF-OPG-DFAM-COMP-00  CF/RA/SR/USAA/DB01/2004-01141	<b>Permanent Files/Circulars: UNICEF Financial Rules and Regulations</b>	Copies of current UNICEF Financial Rules and Regulations.		
UNICEF-OPG-DFAM-COMP-00  CF/RA/SR/USAA/DB01/2004-01142	<b>Permanent Files/Circulars: PSD(GCO) Financial Rules and Regulations</b>	Copies of current PSD specific Financial Rules and Regulations.		
UNICEF-OPG-DFAM-COMP-00  CF/RA/SR/USAA/DB01/2004-01140	<b>Permanent Files/Circulars: Financial Circulars</b>	Financial Circular and related guidelines issued to all UNICEF offices from time to time. The office maintains the original documents.		



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UNICEF-OPG-DFAM-COMP-00 CF/RA/SR/USAA/DB01/2004-01277	<b>Office Administration: Human Resources Related files</b>	Originals and copies of HR related correspondence, PERs, SSA, interns etc		
UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01692	<b>Office Administration: Telephone Files</b>	Record of telephone/fax usage reports by staff member and reimbursement of charges made for personal use		
UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01748	<b>Permanent Files/Circulars: Deeds/Real Property documents</b>	Original papers related to deeds and real property owned by UNICEF.		
UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01797	<b>External Audit: Fraud Cases</b>	Case reports to BOA identified by log number, country and grouped by biennium		
UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01786	<b>Internal Audit: Internal Audit</b>	Visits to HQ and Field Offices (by region/country).- Internal audit reports and responsible office responses, action plans, follow-up reports.		
UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01793	<b>External Audit: External Audit/UN Board of Auditors</b>	Official correspondence related to communication received from UN Board of Auditors- External Auditors' visit records to HQ and UNICEF field offices- management letters (audit recommendations and responses, audit observations- Transmission reports to		
UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01874	<b>Working Papers: Contract Review Committee</b>	Papers related to Contract Review Committee, submission documents, general correspondence, approvals etc.		
UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01907	<b>Permanent Files/Circulars: Insurance Survey Board</b>	Documents related to Insurance Survey Board, submissios of ISB ckails abd general correspondence.		
UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01908	<b>Permanent Files/Circulars: Property Survey Board</b>	Documents related to office property, equipment sale/purchase, write-off, loss etc.		
UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01910	<b>Permanent Files/Circulars: UNICEF Manual</b>	Copies of manuals (programme operating statistics,, policy-procedure manual, supply, budget, accounts, finance, human resources, emergency, programme operattions, field manuals, etc. (copies only)		



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UNICEF-OPG-DFAM-COMP-01 CF/RA/SR/USAA/DB01/2004-01909	<b>Permanent Files/Circulars: UNICEF Documents</b>	Central files of copies of Board documentation and correspondence on financial issues maintained for reference purposes. This includes Executive Directives, Admin Instructions, Information Circulars		
UNICEF-OPG-DFAM-COMP-02 CF/RA/SR/USAA/DB01/2004-02045	<b>Working Papers: Medium-Term Plan</b>	Copies of UNICEF Medium-Term plan and related documentation		
UNICEF-OPG-DFAM-COMP-02 CF/RA/SR/USAA/DB01/2004-02327	<b>Working Papers: Financial Monitoring Reports</b>	Monthly compilation of income and expenditure expenses		
UNICEF-OPG-DFAM-COMP-02 CF/RA/SR/USAA/DB01/2004-02329	<b>Working Papers: Chronological Files</b>	Copies of all outgoing correspondence, memos, faxes, cables etc. arranged chronologically for quick reference		
UNICEF-OPG-DFAM-COMP-02 CF/RA/SR/USAA/DB01/2004-02328	<b>Working Papers: Office Management Plan</b>	Details of Annual Office Management Plan and related communication.		
UNICEF-OPG-DFAM-COMP-02 CF/RA/SR/USAA/DB01/2004-02332	<b>Working Papers: New Representative Briefings</b>	Briefing notes prepared on need basis		
UNICEF-OPG-DFAM-COMP-02 CF/RA/SR/USAA/DB01/2004-02331	<b>Working Papers: Briefing notes on UNICEF Field Offices</b>	Country notes prepared by the comptroller's office by field office and maintained on need basis.		
UNICEF-OPG-DFAM-COMP-02 CF/RA/SR/USAA/DB01/2004-02330	<b>Working Papers: General Correspondence files</b>	Communication within UNICEF and with external entities organised by subject, related party and year.		

End of Report

UNICEF

Dataset CFRAMP01