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UNICEF-OPG-DOC-DIR-001 CF/RA/SR/USAA/DB01/2004-00752	Workshops	Copies of documents on World Congress on Commercial Sexual Exploitation, Oslo Challenge, etc.		
UNICEF-OPG-DOC-DIR-002 CF/RA/SR/USAA/DB01/2004-01036	Administrative and Budgetary Matters	Copies of UNICEF Administrative and Executive Directives, Generic Communication job descriptions; documents from senior management group meetings, routine inter divisional correspondence, copies of UNICEF policies, copies of minutes Regional Management Te		
UNICEF-OPG-DOC-DIR-003 CF/RA/SR/USAA/DB01/2004-01228	Confidential file	Copies of letters of appointment, separation, abolishment of posts, resignation and reprimand, technical assessment against vacant posts and documents on senior staff review		
UNICEF-OPG-DOC-DIR-004 CF/RA/SR/USAA/DB01/2004-01444	Chronological file	Copies of outgoing correspondence signed by the Director, Deputy Director of the Division of Communication and the Executive Director, incoming faxes and travel documents.		
UNICEF-OPG-DOC-DIR-005 CF/RA/SR/USAA/DB01/2004-01532	Subject Files	Documents on issues such as child labor, child rights team, education, health, HIV/AIDS, landmines, polio, safe Motherhood, etc.		
UNICEF-OPG-DOC-DIR-006 CF/RA/SR/USAA/DB01/2004-01531	Media	Documents from news services, radio and TV networks. Records contain background documents on Article 19, corresponce with media such as the BBC, Sesame Workshop, WETV, Women Watch, etc.		
UNICEF-OPG-DOC-DIR-007 CF/RA/SR/USAA/DB01/2004-01803	United Nations Agencies	Documents from UN agencies, newsletters, Prep Comm Meetings, documents on the GA Special Session on Children, UN Policies. Records contain correspondence with all UN and specialized agencies, newsletters such as UNDP Choices, minutes of UN communication		
UNICEF-OPG-DOC-DIR-008 CF/RA/SR/USAA/DB01/2004-01852	National Committees	Copies of correspondence and minutes of annual meetings with UNICEF 37 National Committees		



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UNICEF-OPG-DOC-DIR-009 CF/RA/SR/USAA/DB01/2004-02139	Regional Offices	Copies of correspondence, documents, newsletters, minutes of meetings from UNICEF 7 regional offices and headquarter offices outside of NY.		
UNICEF-OPG-DOC-DIR-010 CF/RA/SR/USAA/DB01/2004-02247	External Relations	Documents on the Global Movement for Children; list of and correspondence with UNICEF Goodwill Ambassadors; background documents, correspondence and presentations by the PR agency, TBWA on positioning UNICEF for the future; documents on the Second Summit		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-00665	DOC office administration	Documents and files relating to general office management such as office space allocation, office supplies, equipment purchases, internal correspondence relating to office management.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-00774	Visitor Centre	Documentation relating to the refurbishment of the visitor centre, as well as the promotion, visit scheduling and maintenance of the centre. (recent file - no disposal arrangements made)		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-00952	Invoices and Payments	Copies of invoices and payments and supply requisitions (DFAM/SD maintains originals - held electronically in SAP system).		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01007	Biennial budget submission	Documents relating to biennial budget submission including Office Management Plan, budget guidance and instructions, retreats and meetings, working documents and versions of submission, final submission, PBR observations, post tables, worksheets, job desc		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01006	Distribution Unit Budget File	A record of information on all the financial transactions undertaken in the director's office (distribution unit), including annual allotments and expenditure, approved distribution budget disbursements, etc.		



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UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01005	Director's Office budget File	A record of information on all the financial transactions undertaken in the director's office, including annual allotments and expenditure, approved travel and claim records, etc.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01219	Short Term Staff	A record of short term staff (TFTs), including P.11s, and request and approval history, and evaluation of TFT staff.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01218	DOC Personnel Files	Personnel files for DOC staff, including copies of PERs. (Note that these are parallel files to what is kept by DHR and therefore contain very little information).		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01220	volunteers & Interns	A record of volunteers and interns accepted by DOC, including educational background, the request and acceptance process, duration, letters of acceptance, and evaluation.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01297	Job Description Files	A record of all job descriptions in DOC, including organograms for each Section/Unit. (most recent held electronically -older on paper only)		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01315	Field Office Communication Officer Recruitment	Files relating to recruitment of communication officer positions in field offices especially job descriptions, advertisements, applications, review of candidates by field office, recommendations, and DOC technical assessment. (partial electronic, partial p		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01314	DOC Recruitment	Files relating to recruitment to staff positions in DOC including job descriptions, advertisements, applications, review of candidates, recommendations, SAP letter of appointment etc. (partial electronic, partial paper)		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01320	UNICEF WEB Roster	A record of vetted CVs of suitable candidates for possible employment for use by DOC.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01348	Training File	A record of training requests/approval/reimbursements of training costs for DOC Staff		



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UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01576	Distribution contacts and lists	Contacts and mailing lists for distribution of UNICEF publications and videos. Held electronically as part of Distribution System.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01578	Distribution requests and fulfilment	Internal and external requests for publications and videos received in Distribution Unit and tracking of fulfilment. Held electronically in distribution system with correspondence being maintained as e-mail.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01579	Inventories and catalogues of publications	Inventories and catalogues of publications and videos currently held in stock by distribution Unit. Held electronically as part of current distribution system.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01583	Distribution plans	workplans for distribution unit and details of individual product distribution plans and related correspondence.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01577	Distribution system	Documentation relating to the computerized system used by Distribution Unit to manage the distribution function including development and modifications to existing system and discussions and plans for a replacement system.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01632	Audience Research and Evaluation	Files relating to research (including audience research) and evaluation including terms of reference, working documents, results and recommendations, work with external agencies and consultants.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01698	Co-operation agreements	Documentation on agreements with external partners such as NGO agreements, Corporate partnership agreements, interagency agreements, MOUs. This includes correspondence, working documents, internal review and discussion, progress reports as well as the act		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01696	Individual Special Service Agreement (SSA) Files	A record of requests and approval of Special Service Agreements, for consultants, including P.11s, Biographical Data, competitive selection, Note for the record on the selection process, payment records, evaluation of services provided, etc.		



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UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01697	Corporate Special Service Agreement (SSA) Files	A record of requests and approval of Special Service Agreements for companies, including Certificate of Incorporation, competitive selection, Note for the record on the selection process, payment records, evaluation of services provided, etc.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01731	Branding	Files relating to the UNICEF branding project including work with brand agencies, internal discussions, core brand team meetings, presentations, working documents, workplans. (recent file - no disposal arrangements made)		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-01774	Audit questions	documents relating to internal and external audits including meetings, audit requests, audit observations and recommendations and office responses.		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-02048	Global movement for Children	Documentation relating to the Global Movement for Children including meetings, brand and design work, products and workplans, relationship with partners, Say Yes campaign. (recent file - no disposal arrangements made)		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-02080	DFID Capacity Building project	Documentation relating to the Dfid project to help UNICEF build capacity in responding to emergencies. Covers communication aspects of this project including correspondence, meetings, workplans, activities, presentations, reports. (recent file - no dispos		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-02127	Divisional Workplans and budgets	Files relating to annual Divisional and Section workplans, progress reports, workplanning meetings, reviews, retreats, reports, spreadsheets. (main files available electronically)		
UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-02120	UN Special Session on Children	Documentation relating to DOC preparations for the UN Special Session on Children 2002 including: workplans, budgets, donor contributions, planning meetings, briefing notes, preparation of products, work assignments and internal and external correspondenc		



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UNICEF-OPG-DOC-DIR-AU?-0 CF/RA/SR/USAA/DB01/2004-02202	MTSP Communication Strategies	Files relating to development of communication strategies for MTSP priorities including strategy documents, workplans, correspondence, information packs, communication products. (recent file - no disposal arrangements made, many but not all documents avai		
UNICEF-OPG-DOC-EPS-001 CF/RA/SR/USAA/DB01/2004-01447	Chronological Files	Copies of incoming corres., emails, faxes, memos on ongoing projects (Chief of section/Editors of the State of the World's Children Rep[ort (SOWC) and the UNICEF Annual Report		
UNICEF-OPG-DOC-EPS-002 CF/RA/SR/USAA/DB01/2004-01605	Production files	(1)Corres., design and printing bids, purchase orders, contracts and invoices of all ongoing projects. (2) List of designers and printers. (3) Contracts and working files of copublications and collaborations with outside authors/publishers. (4) Electronic		
UNICEF-OPG-DOC-EPS-003 CF/RA/SR/USAA/DB01/2004-01853	Publications Review Committee Files	(1) General correspondence (Chief of section), (2) Workplan log of past and present publications maintained by Research officer		
UNICEF-OPG-DOC-EPS-004 CF/RA/SR/USAA/DB01/2004-02055	Research Files	(1)Research data for ongoing project, kept on workgroups and fact checking files (SOWC). (2) Country and subject files. Copyright files in print and electronic daily updating UNICEF data in compliance with requests received from libraries. Files mainta		
UNICEF-OPG-DOC-EPS-005 CF/RA/SR/USAA/DB01/2004-02322	Working Files	(1)Complete correspondence of all projects underway in section (Chief of section). (2) Topical issues on ongoing project in print and email. Planning project from scratch -files and Clearance from all Divisions - files, all print and electronic - (Ann		
UNICEF-OPG-DOC-IBIS-001 CF/RA/SR/USAA/DB01/2004-00885	Unit Admin files (equipment)	Inventory of 'non-ITD-standard' computer equipment and software; copies of leasing/maintenance agreements with vendors; correspondence with vendors, including purchase orders and invoices.		



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UNICEF-OPG-DOC-IBIS-002 CF/RA/SR/USAA/DB01/2004-00873	Memorabilia	Items presented to James Grant during his tenure as Executive Director of UNICEF		
UNICEF-OPG-DOC-IBIS-003 CF/RA/SR/USAA/DB01/2004-01287	Unit Admin files (human resources)	Correspondence, memos, faxes, and hardcopies of important E-mail messages relating to planning and administrating design assignments and support functions, including recruitment, assignment, contracts, training, performance appraisals, travel, leave and		
UNICEF-OPG-DOC-IBIS-004 CF/RA/SR/USAA/DB01/2004-01468	Chronological File	Correspondence, memos, faxes, and hardcopies of important E-mail messages.		
UNICEF-OPG-DOC-IBIS-005 CF/RA/SR/USAA/DB01/2004-01585	Historical materials / graphic visual history	Historical samples of Unicef posters, publications and logos, including the respective work files (e.g. Baby Friendly)		
UNICEF-OPG-DOC-IBIS-006 CF/RA/SR/USAA/DB01/2004-01597	Graphic Design materials	Graphic designs/templates for yearly projects (including Annual Report, SOWC); samples of work design unit has done; paper samples; logos for Unicef, UN agencies, partnerships.		
UNICEF-OPG-DOC-IBIS-007 CF/RA/SR/USAA/DB01/2004-01638	Exhibits/Displays (master files)	Individual ringbinders on each exhibit/display showing layout, individual components, and other pertinent information.		
UNICEF-OPG-DOC-IBIS-008 CF/RA/SR/USAA/DB01/2004-01637	Exhibits/Displays (actual exhibits)	Exhibits/Displays : actual components of previous exhibits/displays		
UNICEF-OPG-DOC-IBIS-009 CF/RA/SR/USAA/DB01/2004-01658	Animation / Cartoons (still under 'Design Unit' - to be moved to TV Unit)	Video tapes; correspondence with external contributors/animation studios; internal communication and correspondence with unicef field offices on the subject matter.		
UNICEF-OPG-DOC-IBIS-010 CF/RA/SR/USAA/DB01/2004-02338	Work files	Supporting materials, correspondence, faxes, drafts and hardcopies of important e-mails in connection with ongoing or upcoming design assignments, special projects and external communications.		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-01298	Personnel	job descriptions, contracts, SSAs		



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UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-01630	Video Catalogue	electronic documents with descriptions of all new programs for input into video catalogue on website		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-01643	ICDB (international children's day of broadcast	reports from field offices and broadcasters, scripts for programs by year, brochure text, communication/correspondence		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-01635	Broadcasters DATABASE	database for requests from broadcasters for our materials, including contact information about the broadcaster		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-01642	Past Productions	documents related to past productions, such as script drafts, story ideas, proposals, budgets, correspondence		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-01657	PSA Campaigns	scripts, video briefs, kits		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-01656	video library (electronic word documents)	new productions descriptions and format for new website. Programs before 2000 are listed on website and on CD rom. Program information is ultimately transferred to website. If it is permanently housed here then no need to digitize.		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-01712	contract support paperwork	letters of agreement, memorandums of understanding, rights agreements		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-01711	Contracts	SSA contracts for all vendors, staff, producers etc		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-02215	Video Production Contacts	contact information regarding editors, producers, cameramen, equipment cost etc.		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-02210	Current Productions	documents related to ongoing productions, such as script drafts, story ideas, proposals, budgets		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-02211	videos - located in the archive	physical inventory of unicef film materials. Presumable there is a copy at fort lee of this list as well. We are currently asking for it to be given to us in digital format. Estimate 2,500 items		



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UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-02214	video library - actual videos located in our on site library	7000 original masters of UNICEF productions including finished programs, raw footage from field trips, as well as celebrity footage of their field missions		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-02216	Video scripts	written scripts that correspond to all video materials, brolls, finished programs, exist in paper for productions prior to 1998. Broll scripts (post 2000 completed program scripts) are loaded onto internet site. Question: after the pages are updated, i		
UNICEF-OPG-DOC-IBIS-BWU' CF/RA/SR/USAA/DB01/2004-02212	video list of what's in archive	3 binders listing all physical inventory of unicef film materials. Presumable there is a copy at fort lee of this list as well. We are currently asking for it to be given to us in digital format. Estimate 2,500 items		
UNICEF-OPG-DOC-IBIS-PHO-' CF/RA/SR/USAA/DB01/2004-00725	Library Services records	Chronological logs charting research request fulfillment, subject and collection reference books, plus caption indexes pertaining to the active sections of the library including UNRRA, ICEF and UNICEF HQ images.		
UNICEF-OPG-DOC-IBIS-PHO-' CF/RA/SR/USAA/DB01/2004-00724	Library Services records	Chronological logs charting research request fulfillment, subject and collection reference books, plus caption indexes pertaining to the active sections of the library including UNRRA, ICEF and UNICEF HQ images.		
UNICEF-OPG-DOC-IBIS-PHO-' CF/RA/SR/USAA/DB01/2004-00723	Library Services records	Chronological logs charting research request fulfillment, subject and collection reference books, plus caption indexes pertaining to the active sections of the library including UNRRA, ICEF and UNICEF HQ images.		
UNICEF-OPG-DOC-IBIS-PHO-' CF/RA/SR/USAA/DB01/2004-01043	Budget and Financial Records	Correspondence, faxes and e-mail (in hardcopy) relating to planning/administrating photography assignments and photo processing/reproduction, plus special publications and events. This includes the supporting documents for budget preparation and manageme		



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UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-01002	Budget and Financial Records	Correspondence, faxes and e-mail (in hardcopy) relating to planning/administrating photography assignments and photo processing/reproduction, plus special publications and events. This includes the supporting documents for budget preparation and manageme		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-01044	Budget and Financial Records	Correspondence, faxes and e-mail (in hardcopy) relating to planning/administrating photography assignments and photo processing/reproduction, plus special publications and events. This includes the supporting documents for budget preparation and manageme		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-01276	Human Resources Admin. Files	Correspondence, faxes and e-mail (in hardcopy) relating to planning and administrating photography assignments and support functions, including recruitment, assignment, training, performance appraisal, travel, leave and attendance documents.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-01278	Human Resources Admin. Files	Correspondence, faxes and e-mail (in hardcopy) relating to planning and administrating photography assignments and support functions, including recruitment, assignment, training, performance appraisal, travel, leave and attendance documents.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-01260	Human Resources Admin. Files	Correspondence, faxes and e-mail (in hardcopy) relating to planning and administrating photography assignments and support functions, including recruitment, assignment, training, performance appraisal, travel, leave and attendance documents.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-01653	Photographic materials	Formats include original and duplicate negatives, slides, contact sheets, prints, plus backup tapes of database records. UNICEF Executive Director, Special Representatives and celebrity photographs, including non-UNICEF owned images kept for the record.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-01654	Photographic materials	Formats include original and duplicate negatives, slides, contact sheets, prints, plus backup tapes of database records. UNICEF Exective Director, Special Representatives and celebrity photographs, including non-UNICEF owned images kept for the record.		



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UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-01651	Photographic materials	Formats include original and duplicate negatives, slides, contact sheets, prints, plus backup tapes of database records. UNICEF Executive Director, Special Representatives and celebrity photographs, including non-UNICEF owned images kept for the record.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-02043	Field Office files	Correspondence, documents and electronic copies of photography related assignments and acquisitions in UNICEF Field Offices. Original materials from offices that have moved or were unable to maintain their collections.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-02040	Field Office files	Correspondence, documents and electronic copies of photography related assignments and acquisitions in UNICEF Field Offices. Original materials from offices that have moved or were unable to maintain their collections.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-02042	Field Office files	Correspondence, documents and electronic copies of photography related assignments and acquisitions in UNICEF Field Offices. Original materials from offices that have moved or were unable to maintain their collections.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-02174	Special projects files	Correspondence, background documents and image files assembled for special communication projects in book, web and poster fomats. Samples/stock of distributed copies of these special publications.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-02175	Special projects files	Correspondence, background documents and image files assembled for special communication projects in book, web and poster fomats. Samples/stock of distributed copies of these special publications.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-02172	Special projects files	Correspondence, background documents and image files assembled for special communication projects in book, web and poster fomats. Samples/stock of distributed copies of these special publications.		



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UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-02326	Working files	Supporting materials, correspondence, faxes, drafts and e-mail (in hardcopy) used in the analysis and preparation of upcoming, ongoing and future photography assignments, special projects and external communications.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-02297	Working files	Supporting materials, correspondence, faxes, drafts and e-mail (in hardcopy) used in the analysis and preparation of upcoming, ongoing and future photography assignments, special projects and external communications.		
UNICEF-OPG-DOC-IBIS-PHO- CF/RA/SR/USAA/DB01/2004-02333	Working files	Supporting materials, correspondence, faxes, drafts and e-mail (in hardcopy) used in the analysis and preparation of upcoming, ongoing and future photography assignments, special projects and external communications.		
UNICEF-OPG-DOC-IBIS-WEB- CF/RA/SR/USAA/DB01/2004-00679	Official documents	Copies of correspondence, memos, cables, faxes, reports in paper form. The records deal with planning the substantive and administrative activities of an office; proposing budgetary resources for those activities; submitted to higher levels.		
UNICEF-OPG-DOC-IBIS-WEB- CF/RA/SR/USAA/DB01/2004-00793	Agenda and Notes/Minutes	Agendas and ntoes/minutes from meetings pertaining to the content of the UNICEF website		
UNICEF-OPG-DOC-IBIS-WEB- CF/RA/SR/USAA/DB01/2004-01037	Budget files	Copies of correspondence, memos, cables, faxes, E-mail and reports in paper form. The records deal with planning the substantive and administrative activities of an office; proposing budgetary resources for those activities; budget preparation instruction		
UNICEF-OPG-DOC-IBIS-WEB- CF/RA/SR/USAA/DB01/2004-01272	Human Resources Administrative Files	Copies of correspondence, memos, faxes, E-mail and reports in paper form. The records deal with staff administration including recruitment, assignment, training, job description, post classification, performance appraisal, promotion, travel plans and requ		



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

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Series Draft

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Date

02-Mar-2005

Time

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ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-OPG-DOC-IBIS-WEB- CF/RA/SR/USAA/DB01/2004-01660	Website	This is the official live UNICEF website and its contents (www.unicef.org) in all three languages.		
UNICEF-OPG-DOC-IBIS-WEB- CF/RA/SR/USAA/DB01/2004-01659	Webmaster correspondence (English)	Copies of correspondence to and from the Netmaster -- the organization's official English online persona. Records of people/organizations who have applied for and received permission to link to the UNICEF website and/or make use of specific UNICEF materia		
UNICEF-OPG-DOC-IBIS-WEB- CF/RA/SR/USAA/DB01/2004-01678	Software Serial Numbers	Serial numbers for software, not supported by ITD, but purchased for individual webteam members		
UNICEF-OPG-DOC-IBIS-WEB- CF/RA/SR/USAA/DB01/2004-02314	Working files	Drafts, rough notes, web pages or components in development, material assembled for reference purposes or for use in the analysis or preparation of other material. These may be held on individual PC hard drives, digital storage media (e.g. CDs, disks, Jaz		
UNICEF-OPG-DOC-PPS-001 CF/RA/SR/USAA/DB01/2004-00704	OED Letters	Copies of letters written for Executive Director's signature		
UNICEF-OPG-DOC-PPS-002 CF/RA/SR/USAA/DB01/2004-00917	Travel File	Travel requests, TA's on all celebrity travel		
UNICEF-OPG-DOC-PPS-003 CF/RA/SR/USAA/DB01/2004-01442	Chronological File	Copies of outgoing correspondence and documents		
UNICEF-OPG-DOC-PPS-004 CF/RA/SR/USAA/DB01/2004-01530	Subject Files (includes Admin and Budget files	Correspondence and documents on events such as Special Session on Children, Audrey Hepburn Reception, UN Gathering of celebs, Gift of Song; programme information e.g. HIV/AIDS		
UNICEF-OPG-DOC-PPS-005 CF/RA/SR/USAA/DB01/2004-01636	Other Celebrities	Information and correspondence on past celebs, ad hoc celebs, UN Peace Ambassadors. Their activities within UNICEF		
UNICEF-OPG-DOC-PPS-006 CF/RA/SR/USAA/DB01/2004-01652	Photo Files	Portrait shots of celebrities and photos from field missions and events		



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ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-OPG-DOC-PPS-007 CF/RA/SR/USAA/DB01/2004-01714	Contract Files	Copies of Letters of Appointment for all celebrities, Laissez-Passer and national passport info.		
UNICEF-OPG-DOC-PPS-008 CF/RA/SR/USAA/DB01/2004-01851	National Committees/Regional Ambassadors	Correspondence and information on National and Regional Ambassadors.		
UNICEF-OPG-DOC-PPS-009 CF/RA/SR/USAA/DB01/2004-02138	Regional Files	Correspondence and information on regional celebrities (past, current and proposed). Activities, general information		
UNICEF-OPG-DOC-PPS-010 CF/RA/SR/USAA/DB01/2004-02167	Project Proposals (External Relations)	Correspondence and documents on proposals for projects and events. Activities		
UNICEF-OPG-DOC-PPS-011 CF/RA/SR/USAA/DB01/2004-02250	Celebrity Files	General correspondence, trip/mission files, bios, press information		
UNICEF-OPG-DOC-PPS-012 CF/RA/SR/USAA/DB01/2004-02251	F Drive files	UNICEF celebrity bios, Listing of celebrity activities-by year, List of all celebrities (International, Regional and National) w/ appt. dates and nationalities, List of celeb contractual status and birthday info., contact information		

End of Report

UNICEF

Dataset CFRAMP01