



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

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Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

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ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical store & ADA UR Series #	Comment for these records?
UNICEF-OPG-SD-FMAC-001 CF/RA/SR/USAA/DB01/2004-00798	Bids sent	Procedures, Invitations to Bid, Requests for Info [RFI], Request for Proposal [RFP], Bid Clauses, Joint Bids, Openings, Bidders List, Bid sample reports	160	[
UNICEF-OPG-SD-FMAC-002 CF/RA/SR/USAA/DB01/2004-00799	Bid response	Price Estimates, Non-Formal Bids, Notifications, Long Price Agreements, Adjudication, Tabulation of Bids, Award of Contract, Cancellation, Re-orders	161	[
UNICEF-OPG-SD-FMAC-003 CF/RA/SR/USAA/DB01/2004-00803	Material master / pricelist	Commodity Codes (abbreviation or shorthand representation or picture substitution); Code sources, Revisions, Code Groups, Numerical or Alpha Lists, Catalogue, Illustrations, History, Price List, Modifications, Common User items, non-standard, Items with out charge by Vendor or other source	165	[
UNICEF-OPG-SD-FMAC-004 CF/RA/SR/USAA/DB01/2004-00800	Market Research (Specification by Commodity)	Trade Shows, Vendor Samples, Sample Room Inventory Log,	162	[
UNICEF-OPG-SD-FMAC-005 CF/RA/SR/USAA/DB01/2004-00859	Suppliers	Supplier files,SEU minutes, Vendor master records and changes	221	[
UNICEF-OPG-SD-FMAC-006 CF/RA/SR/USAA/DB01/2004-00812	Purchase orders	Open / Closed, From Field, Reviews, Amendments, Distribution, Instructions and Notes, Register & Coding, Payment of POs, Guarantees, Commodity Service Agreements, Spare parts	174	[
UNICEF-OPG-SD-FMAC-007 CF/RA/SR/USAA/DB01/2004-00858	Vendors, Suppliers of goods or services contractors, Consult ants	Vendors Suppliers Codes, Contractual Arrangements with Vendors/Suppliers - UNICEF standard clauses, controls, Contract Service Type , Vendor Contribution in Kind, Vendor Providing item without charge, Financial Reports on Vendors (Dun & Bradstreet), Enquiries Regarding Vendors Performance, Vendors Correspondence (By Vendor), Vendors Catalogues & Product Sheets	220	[
UNICEF-OPG-SD-FMAC-008 CF/RA/SR/USAA/DB01/2004-00851	Monitoring Supply, Operation	Documentation Used in Connection with Monitoring of Supply Operations; TAD Target Arrival Date, Supplies in Warehouse & in Transit	213	[



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UNICEF-OPG-SD-FMAC-009 CF/RA/SR/USAA/DB01/2004-00848	Shipments General	Direct shipments, Sailing Files, Personal Shipments Files, Ship Admin Equipment & Supplies, Outturn reports - Acknowledgement of Receipt of Supplies, Courier, Carrier, Forwarder; Mode of Transport [land, sea, air], Container Freight, Freight Studies, Ocean Freight Consultant, Charges, Shipping Schedule
		210
UNICEF-OPG-SD-FMAC-010 CF/RA/SR/USAA/DB01/2004-00850	Standardisation	standards, norms and specification by Commodity, Category or Commodity Code; Labelling
		212
UNICEF-OPG-SD-FMAC-011 CF/RA/SR/USAA/DB01/2004-00842	Requests for procurement	Supply requisitions (SRQ), Procurement Services Requests, cost estimates, Local Purchase Authorisation requests, Administrative Procurement, Reorders, Stock Replenishment, PS Order Confirmation
		204
UNICEF-OPG-SD-FMAC-012 CF/RA/SR/USAA/DB01/2004-00891	Packing	Specification for packing Supplies, Packing Slips, Markings, Decals, Containers, Packing List Register
		253
UNICEF-OPG-SD-FMAC-013 CF/RA/SR/USAA/DB01/2004-00861	Materials Management (Guidelines)	handling of Dangerous Materials
		223
UNICEF-OPG-SD-FMAC-014 CF/RA/SR/USAA/DB01/2004-00900	Insurance of Goods and Materials in Transit	Insurance Policies, Sell Insured, ICC Ship - Excess value over defined limit \$100,000, Insurance Cost, Covers, Provisional Covers, Definite Covers, Floating Policy,
		262
UNICEF-OPG-SD-FMAC-015 CF/RA/SR/USAA/DB01/2004-00896	Claims	Log Book of Claim Actions, Possible Claims, Outstanding [Open] Claims, Settled Claim Reports, Closed Claims
		258
UNICEF-OPG-SD-FMAC-016 CF/RA/SR/USAA/DB01/2004-01004	Budget, Financial & Statistical 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 instructions; tracking allotments and expenditures; performance indicators; medium-term planning; accomplishment, activity and workload reports submitted to higher levels, Payment Vouchers, Bank files, Bank Reconciliations, Accounting Documents (General Ledgers, Accounts JV's & etc), Procurement Services Accounts Units Various Documents. PSB Minutes of Meeting. CRC Minutes of
		366



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UNICEF-OPG-SD-FMAC-017 CF/RA/SR/USAA/DB01/2004-01264	Human Resources Administrative Files	Copies of correspondence, memos, cables, 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 requests, leave and attendance, separation, Host Country Agreement documents etc.	622	
UNICEF-OPG-SD-FMAC-018 CF/RA/SR/USAA/DB01/2004-01565	UNICEF and United Nations Documents	Copies of executive directives, administrative instructions, information circulars, Secretary-General's bulletins, documents of United Nations principal organs, press releases and other Unicef or United Nations publications used only for information of staff. [Numbered document series such as CF/EXD/, ST/AI, ST/SGB, E/ICEF etc. master copy retained by issuing office or designated repository]	914	
UNICEF-OPG-SD-FMAC-019 CF/RA/SR/USAA/DB01/2004-01423	Chronological File	Copies of outgoing correspondence, memos, cables, faxes, etc., arranged chronologically for quick reference [identify if originals stored elsewhere - e.g. in subject or project files?]	772	
UNICEF-OPG-SD-FMAC-020 CF/RA/SR/USAA/DB01/2004-01581	Logistics	Assuring preparedness for contingencies and emergency, Reports on Appraisal of Logistics See Also SU-700 Distribution and Transport	930	
UNICEF-OPG-SD-FMAC-021 CF/RA/SR/USAA/DB01/2004-01587	WH deliveries	Warehouse deliveries and status	936	
UNICEF-OPG-SD-FMAC-022 CF/RA/SR/USAA/DB01/2004-01580	Warehouse, Storage & Packing (General)	Stock Number, Inventory List, Stock Taking, Breakage Register, Stock Pile, Non-stock Items in Storage [e.g. office Records / Administrative Equipment], Warehouse Storage Conditions (Heat, Light ect.), Warehouse Equipment(Used In Storage Area),	929	
UNICEF-OPG-SD-FMAC-023 CF/RA/SR/USAA/DB01/2004-01586	Stock Movement	Line items, Slow Moving Items, Stock Transfers, Stock Disposals	935	
UNICEF-OPG-SD-FMAC-024 CF/RA/SR/USAA/DB01/2004-01800	Inspections	Pre delivery inspections, GMP inspections,Planned inspections, OER files	1145	



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UNICEF-OPG-SD-FMAC-025 CF/RA/SR/USAA/DB01/2004-01862	Contract Review Committee	CRC minutes, submissions, decisions, documentation	1207	[
UNICEF-OPG-SD-FMAC-026 CF/RA/SR/USAA/DB01/2004-01943	Procurement policy	Procedures and Rules, Admin Procurement for Offices, release authorizations, Memorandum of Understanding Contracts	1264	[
UNICEF-OPG-SD-FMAC-027 CF/RA/SR/USAA/DB01/2004-02110	Quality Control	QC Reports, Test Reports by Code, Time Table Monitor, Complaints	1431	[
UNICEF-OPG-SD-FMAC-028 CF/RA/SR/USAA/DB01/2004-02298	Working Files	Drafts, rough notes, copies of correspondence, memos, cables, reports and annotated publications or documents assembled for reference purposes or for use in the analysis or preparation of other material.	1616	

End of Report

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