



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

Page 1
Date 23-Feb-2005
Time 13:25:43
Login Name Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

CF-EDG-OED- UNICEF -Exec Dir Group - office of Exec Dir Record Series Draft

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-EDG-OED-001 CF/RA/SR/USAA/DB01/2004-00716	Individuals which the Executive Office maintains contacts and correspondence. Decision makers, partners, People
UNICEF-EDG-OED-002 CF/RA/SR/USAA/DB01/2004-00681	Admin/Outgoing mail
UNICEF-EDG-OED-003 CF/RA/SR/USAA/DB01/2004-00682	Diaries Dep. Executive Directors and or Special Assistants
UNICEF-EDG-OED-004 CF/RA/SR/USAA/DB01/2004-00746	Special Events and Programmes with significant participation by Executive Office – e.g World Summit for Children - records of historic event
UNICEF-EDG-OED-005 CF/RA/SR/USAA/DB01/2004-00747	External Relations - Special Events, Launch State of Worlds children, Global Movement for Children, Special Session on Children etc
UNICEF-EDG-OED-006 CF/RA/SR/USAA/DB01/2004-00745	Major Special Events - Executive Office Involvement



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

Page 2
Date 23-Feb-2005
Time 13:25:43

CF-EDG-OED- UNICEF -Exec Dir Group - office of Exec Dir 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-EDG-OED-007 CF/RA/SR/USAA/DB01/2004-00766	Current Administration Files, General including office Accommodations, services etc for executive office.	Parts possibly kept with in Each ASG records		
UNICEF-EDG-OED-008 CF/RA/SR/USAA/DB01/2004-00795	Meetings, Visits, Seminars, Discussions, Briefings, Round Table, Press conference attend by EX-DIR and /or Deputy Exec Dir			
UNICEF-EDG-OED-009 CF/RA/SR/USAA/DB01/2004-00794	Attendance to meetings - conferences and general missions	where the Office of Executive Director is invited or represented		
UNICEF-EDG-OED-010 CF/RA/SR/USAA/DB01/2004-00871	Gifts received by Executive Director on behalf of UNICEF Types of Gifts to be added			
UNICEF-EDG-OED-011 CF/RA/SR/USAA/DB01/2004-00930	Trips, Visits by Executive Director and deputies, details, agenda, talking points, I			
UNICEF-EDG-OED-012 CF/RA/SR/USAA/DB01/2004-00931	Travel, Trips Reports Visits By Exec. Director and Deputies to various Countries & organizations.			
UNICEF-EDG-OED-013 CF/RA/SR/USAA/DB01/2004-00922	Travel administration (authorisations /requests/claim s)			



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

CF-EDG-OED- UNICEF -Exec Dir Group - office of Exec Dir Record Series Draft

Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

Page

3

Date

23-Feb-2005

Time

13:25:43

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-EDG-OED-014 CF/RA/SR/USAA/DB01/2004-01049	Finance and Budget Records proposals received from various work units which required an Executive Decision / approval for implementation			
UNICEF-EDG-OED-015 CF/RA/SR/USAA/DB01/2004-01048	Financial, Budget or Accounts include Expense Reports etc for Executive Director and Deputies in OED.			
UNICEF-EDG-OED-016 CF/RA/SR/USAA/DB01/2004-01089	Greeting Card or Private Sector Fundraising which the Executive Office monitored or participated in.			
UNICEF-EDG-OED-017 CF/RA/SR/USAA/DB01/2004-01075	Contributions by major Donor nations, involvement or monitoring by Executive Office			
UNICEF-EDG-OED-018 CF/RA/SR/USAA/DB01/2004-01232	Human Resource - Personnel files of EXD Appointments, recommendations, applications,	including staff relations training		
UNICEF-EDG-OED-019 CF/RA/SR/USAA/DB01/2004-01291	Awards received or provided by Executive Office Staff			



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

Page 4
Date 23-Feb-2005
Time 13:25:43
Login Name Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

CF-EDG-OED- UNICEF -Exec Dir Group - office of Exec Dir Record Series Draft

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-EDG-OED-020 CF/RA/SR/USAA/DB01/2004-01307	Subject files related to special Organization or Management issues or projects: e.g. Management Excellence			
UNICEF-EDG-OED-021 CF/RA/SR/USAA/DB01/2004-01478	Handbooks and Directories used at Reception area			
UNICEF-EDG-OED-022 CF/RA/SR/USAA/DB01/2004-01476	Electronic copies of Chron Log – From OED USG and ASGs			
UNICEF-EDG-OED-023 CF/RA/SR/USAA/DB01/2004-01502	Indexes or References to Documents, Manuals, Publication used by Executive Office in decision making process			
UNICEF-EDG-OED-024 CF/RA/SR/USAA/DB01/2004-01536	Human Resource Related Records and Subjects of special interest or involvement of Executive Office			
UNICEF-EDG-OED-025 CF/RA/SR/USAA/DB01/2004-01534	Information Files of EXD Publications, clippings, documents, indexes etc.			
UNICEF-EDG-OED-026 CF/RA/SR/USAA/DB01/2004-01535	Information Files of EXD Publications, clippings, documents, indexes etc.			



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

CF-EDG-OED- UNICEF -Exec Dir Group - office of Exec Dir Record Series Draft

Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

Page

5

Date

23-Feb-2005

Time

13:25:43

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-EDG-OED-027 CF/RA/SR/USAA/DB01/2004-01457	Incoming Chron Log - photocopies of faxes, letters and memos			
UNICEF-EDG-OED-028 CF/RA/SR/USAA/DB01/2004-01456	Administration, Chron files including Travel			
UNICEF-EDG-OED-029 CF/RA/SR/USAA/DB01/2004-01655	Photos involving the Executive Director, see also the DOC Photo Unit			
UNICEF-EDG-OED-030 CF/RA/SR/USAA/DB01/2004-01699	Legal instruments signed by the executive director or deputies -	kept with functional division assigned responsibility.		
UNICEF-EDG-OED-031 CF/RA/SR/USAA/DB01/2004-01854	National Committees			
UNICEF-EDG-OED-032 CF/RA/SR/USAA/DB01/2004-01873	Testimony of the Executive Director, Deputies or representatives to Committees or special national or other orums etc.			
UNICEF-EDG-OED-033 CF/RA/SR/USAA/DB01/2004-01855	National Committees & NGO Meetings and Contacts attended or represented by Executive Office			
UNICEF-EDG-OED-034 CF/RA/SR/USAA/DB01/2004-01878	Executive Board, Deputy Exec Director Notes, Board Documents Special Issues			



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

Page 6
Date 23-Feb-2005
Time 13:25:43

CF-EDG-OED- UNICEF -Exec Dir Group - office of Exec Dir 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-EDG-OED-035 CF/RA/SR/USAA/DB01/2004-01877	Executive Board related correspondence for Executive Office			
UNICEF-EDG-OED-036 CF/RA/SR/USAA/DB01/2004-01884	Organization & Management EXD Authority, Organization Charts Internal Meetings UNICEF etc.			
UNICEF-EDG-OED-037 CF/RA/SR/USAA/DB01/2004-01892	Organization & Management EXD Authority, Organization Charts Internal Meetings UNICEF etc.			
UNICEF-EDG-OED-038 CF/RA/SR/USAA/DB01/2004-01899	Various Management Studies related to restructure/review of UNICEF. E.g 1970s SIAR Study, Jackson Report,			
UNICEF-EDG-OED-039 CF/RA/SR/USAA/DB01/2004-01893	Organization & Management Internal Meetings and Issues related management/Audit etc			
UNICEF-EDG-OED-040 CF/RA/SR/USAA/DB01/2004-01894	Organization, Internal Meeting			
UNICEF-EDG-OED-041 CF/RA/SR/USAA/DB01/2004-02130	UNICEF Office/Work Units FIELD Correspondence, work plans issues or meetings with unit or Chief-with Executive Office			



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

CF-EDG-OED- UNICEF -Exec Dir Group - office of Exec Dir Record Series Draft

Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

Page

7

Date

23-Feb-2005

Time

13:25:43

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-EDG-OED-042 CF/RA/SR/USAA/DB01/2004-02107	Programme Related Themes	Programme Related files of Executive Office e.g., Health, Nutrition, Water. etc. some special projects could also be under ER		
UNICEF-EDG-OED-043 CF/RA/SR/USAA/DB01/2004-02071	Programme Division Major Regional issues and correspondence	e.g. Africa, Asia, Latin America, Middle East, General		
UNICEF-EDG-OED-044 CF/RA/SR/USAA/DB01/2004-02076	Geographic Areas files of office of the Executive Director and Deputies Correspondence, work plan issues or meetings			
UNICEF-EDG-OED-045 CF/RA/SR/USAA/DB01/2004-02140	Regional Offices - Exec Office instructions and correspondence			
UNICEF-EDG-OED-046 CF/RA/SR/USAA/DB01/2004-02176	Special Projects which the Executive office is involved:	e.g. Structural Adjustment, IMF World Bank, Africa Crisis Adjustment with Human Face, Debt Relief for Child		
UNICEF-EDG-OED-047 CF/RA/SR/USAA/DB01/2004-02183	Institutions - Executive Directors affiliations or contacts			
UNICEF-EDG-OED-048 CF/RA/SR/USAA/DB01/2004-02206	Public Affairs/Advocacy by members of Executive Office or monitored by Executive Office			
UNICEF-EDG-OED-049 CF/RA/SR/USAA/DB01/2004-02249	External Relations files EXD Contacts with organisations/ Individuals outside UNICEF			



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

CF-EDG-OED- UNICEF -Exec Dir Group - office of Exec Dir Record Series Draft

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

Page 8
Date 23-Feb-2005
Time 13:25:43

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-EDG-OED-050 CF/RA/SR/USAA/DB01/2004-02248	External Relations, Governmental, External Audit, External Meetings			
UNICEF-EDG-OED-051 CF/RA/SR/USAA/DB01/2004-02246	External Relations contacts and meetings with United Nations Community System including Brenton Woods Organizations: World Bank, IMF etc			
UNICEF-EDG-OED-052 CF/RA/SR/USAA/DB01/2004-02259	Speeches and Statements of Executive Director and Deputy Executive Directors to [mostly] External Audiences			
UNICEF-EDG-OED-053 CF/RA/SR/USAA/DB01/2004-02260	Speeches, Statements etc EXD Press conference and TV prog			