Functiona	sub-fund	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
ACP	AD	Administrative Files - Administration [ACP]	collection of outgoing/incoming correspondence, fax, email, related to particular org function or subject such as office management, daily operations, general	CS-RAS-USAA-DB01-1001-3078
ACP	AM	Correspondence Files - Administrative Management [ACP]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3001
ACP	AM	Administrative Files - Administrative Management [ACP]	collection of outgoing/incoming correspondence, fax, email, related to particular org function or subject such as office management, daily operations, general	CS-RAS-USAA-DB01-1001-3001
ACP	AM	Contact Lists - Administrative Management [ACP]	Compilations of name, addresses (& also some CVs) of consultants, UNICEF Nutrition Focal Points, UNICEF Representatives, and nutrition network around	CS-RAS-USAA-DB01-1279-3001
ACP	AM	Library Services Records - Administrative Management [ACP]	[Maybe part of IAM] Chronological logs charting research request fulfilment, subject and collection reference books, plus caption indexes pertaining to the	CS-RAS-USAA-DB01-1163-3001
ACP	AM	Daily Activities Records - Administrative Management [ACP]	Calendars, appointment books, and schedules created and maintained in paper and electronic form.	CS-RAS-USAA-DB01-1054-3001
ACP	AM	Dummy Record Series for Query Validation - Administrative	?	CS-RAS-USAA-DB01-9999-3001
ACP	AM	Subject Files [A-Z] - Administrative Management [ACP]	Official documentation, including correspondence, fax, email, reports and related materials associated with a specific function, subject or area.	CS-RAS-USAA-DB01-1008-3001
ACP	C&S	Special Events Files - Conferences & Seminars [ACP]	Materials related to Special Events including letters, memoranda, business cards, delivery receipts, invoices	CS-RAS-USAA-DB01-1274-3032
ACP	C&S	Workshop Materials - Conferences & Seminars [ACP]	Information, correspondence regarding Workshop agenda.	CS-RAS-USAA-DB01-1094-3032
ACP	C&S	Conference Materials - Conferences & Seminars [ACP]	Materials related to conferences including reference and background materials	CS-RAS-USAA-DB01-1060-3032
ACP	C&S	Conference Records - Conferences & Seminars [ACP]	Materials related to conferences and meetings that are held inside and outside the UN system	CS-RAS-USAA-DB01-1041-3032
ACP	C&S	Seminar Files - Conferences & Seminars [ACP]	Materials related to Business Seminars and Delegations from Missions	CS-RAS-USAA-DB01-1089-3032
ACP	DIS	Inventory Records - Property Assets Management [ACP]	The material related to Inventory Management including Stock Number, Inventory List, Stock Taking, Breakage Register, Stock Pile, Non-stock Items in	CS-RAS-USAA-DB01-1189-3020
ACP	FAC	Facility Overview Files - Facilities [ACP]	Copies of contracts on premises, government contributions, classification of staff posts, personnel records, financial documents, correspondence. All	CS-RAS-USAA-DB01-1324-3086
ACP	FM	Facilities Maintenance Files - Facilities Management [ACP]	Documentation on Facilities Management, General Administration, Security etc.	CS-RAS-USAA-DB01-1075-3018
ACP	FM	Space Planning Files - Facilities Management [ACP]	includes office space, building management, commercial contracts, procurement, travel, optical disk, security and safety services, Construction	CS-RAS-USAA-DB01-1040-3018

Functiona	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
ACP	FM	Master Plan - Facilities Management [ACP]	Materials relating to UN Master Plan	CS-RAS-USAA-DB01-1140-3018
ACP	FM	Work Orders - Facilities Management [ACP]	Logs and tracks all work orders for various services provided	CS-RAS-USAA-DB01-1065-3018
ACP	FM	Premises Files - Facilities Management [ACP]	Materials that relate to requests for, allocation and maintenance of, space and facilities and security measures; Copies of MOU (Memorandum of	CS-RAS-USAA-DB01-1018-3018
ACP	FM	Office Management Files - Facilities Management [ACP]	Parts possibly kept with in Each ASG records (see Office Operations Files, 1284)	CS-RAS-USAA-DB01-1306-3018
ACP	FM	Garage Operations Files - Facilities Management [ACP]	Computerized Delegation night parking billing and accounting system; including decal master list (logs), regular/temporary session decal, rental limo decal,	CS-RAS-USAA-DB01-1339-3018
ACP	FM	Service Requisition Files - Facilities Management [ACP]	Requisitions requesting services by FMD; logs and tracks all BMS66 requisitions received and processed by the Division	CS-RAS-USAA-DB01-1338-3018
ACP	FM	Project Files - Facilities Management [ACP]	Documentation concerning initiation, proposal, design, approval, implementation and completion throughout the duration of a project including,	CS-RAS-USAA-DB01-1012-3018
ACP	FM	Off Site Storage Records - Facilities Management [ACP]	Inventory reports received monthly from the off-site storage vendor on UNPO media storage in Iron Mountain, list of UNPO focal points, Correspondence	CS-RAS-USAA-DB01-1254-3018
ACP	FM	Office Operations Files - Facilities Management [ACP]	Materials related to Office Operation including: work plan, staffing, office space, office move, computers, video, RAMP, training package production,	CS-RAS-USAA-DB01-1284-3018
ACP	MET	Meeting Records - Meetings [ACP]	Agendas and notes/minutes from meetings	CS-RAS-USAA-DB01-1055-3040
ACP	PAM	Shipment Files - Property Assets Management [ACP]	Specification for packing Supplies, Packing Slips, Markings, Decals, Containers, Packing List Register; specification for packing Supplies, Packing	CS-RAS-USAA-DB01-1107-3020
ACP	PAM	Moving Contractors Database - Property Assets Management	Logs and tracks labour costs for moves performed by moving contractors and provides the balance of the contract (by purchase order)	CS-RAS-USAA-DB01-1340-3020
ACP	PAM	Check title	Materials relating to the acquisition, replacement and inventory of equipment for Field Offices, including copies of requisitions, purchase orders, invoices,	
ACP	PAM	Dangerous Materials Handling Guidelines - Property Assets	The material related to the handling of Dangerous Materials	CS-RAS-USAA-DB01-1197-3020
ACP	PAM	Equipment Files - Property Assets Management [ACP]	Materials relating to the acquisition, replacement and inventory of equipment for Headquarters, including copies of requisitions, purchase orders, invoices,	CS-RAS-USAA-DB01-1035-3020
ACP	PAM	Vehicle Files - Property Assets Management [ACP]	Records related to vehicles in use at the centres and copies of copies of correspondence with Insurance Unit and Accounts Division; copies of invoices	CS-RAS-USAA-DB01-1322-3020
ACP	PAM	Disposed Equipment Records - Property Assets Management	Materials related to disposed equipment including correspondence, summary listings of disposed items, Memos, e-mails, Property Survey Board findings,	CS-RAS-USAA-DB01-1321-3020

Functiona	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
ACP	PAM	Non-Expendable Property Records - Property Assets	Record of all assets purchased by Field Offices: computer equipment, printers, fax machines, photocopiers, furniture, audio visual equipment, motor vehicles	CS-RAS-USAA-DB01-1243-3020
ACP	PAM	Gift Inventory Records - Property Assets Management [ACP]	Tracks financial transactions of accounts on a monthly basis; includes Financial Statements	CS-RAS-USAA-DB01-1307-3020
ACP	PAM	Equipment Records - Property Assets Management [ACP]	NA (see Equipment Files, 1035)	CS-RAS-USAA-DB01-1305-3020
ACP	PAM	Inventory Records - Property Assets Management [ACP]	Materials relating to non-expendable property and special items; computer equipment inventory; Headquarters Property Survey Board case reports and	CS-RAS-USAA-DB01-1020-3020
ACP	PRC	Purchase Orders - Procurement [ACP]	Requisitions and Purchase Orders for goods, equipment, services and blanket purchase orders;	CS-RAS-USAA-DB01-1064-3005
ACP	PRC	Purchase Records - Procurement [ACP]	Records documenting the procurement process; Purchase requisitions, purchase orders, CRC submissions, long-term agreements, insurance policies,	CS-RAS-USAA-DB01-1069-3005
ACP	PRC	Claims - Procurement [ACP]	Documents the settlement of claims from damaged or lost cargo	CS-RAS-USAA-DB01-1073-3005
ACP	PRC	Shipping Files - Procurement [ACP]	The material related to Shipping including direct shipments, Sailing Files, Personal Shipments Files, Ship Admin Equipment & Supplies, Outturn reports -	CS-RAS-USAA-DB01-1195-3005
ACP	PRC	Requisition Files - Procurement [ACP]	Requisitions, purchase orders, invoices, correspondence; materials related to the requisition process.	CS-RAS-USAA-DB01-1004-3005
ACP	PRC	Vendor Files - Procurement [ACP]	Records dealing with details of vendor's registration and technical cooperation; Standard clauses, controls, Contract Service Type , Vendor Contribution in	CS-RAS-USAA-DB01-1090-3005
ACP	PRC	Shipping Records - Procurement [ACP]	Records relating to the shipment of goods under the provision of the global freight forwarding agreements.	CS-RAS-USAA-DB01-1212-3005
ACP	PRC	Project Files - Procurement [ACP]	Documentation concerning initiation, proposal, design, approval, implementation and completion throughout the duration of a project including,	CS-RAS-USAA-DB01-1012-3005
ACP	PRC	Supply Requisitions - Procurement [ACP]	Materials related to Supply Requisitions including purchase orders and related materials.	CS-RAS-USAA-DB01-1262-3005
ACP	PRC	Commodity Codes & Prices - Procurement [ACP]	Commodity Codes (abbreviation or shorthand representation or picture substitution); Code sources, Revisions, Code Groups, Numerical or Alpha Lists,	CS-RAS-USAA-DB01-1193-3005
ACP	PRC	Products and Vendors - Procurement [ACP]	Materials related to background info, specification sheets, product literature and vendors information. Can contain project generated comparison of vendor or	CS-RAS-USAA-DB01-1236-3005
ACP	PRC	Bid Process Files - Procurement [ACP]	Bid Document, Prices quotes, Correspondence, Bid Record Sheet, Invitations to Bid, Requests for Info [RFI], Request for Proposal [RFP], Bid Clauses, Joint	CS-RAS-USAA-DB01-1091-3005
ACP	PRC	Contract Award Files - Procurement [ACP]	Formal solicitations of offers to provide products or services (e.g., ITB, RFP, RFQ, which were cancelled prior to award of a contract. Files include	CS-RAS-USAA-DB01-1211-3005

Functiona	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
ACP	PRC	Standards - Procurement [ACP]	Standards, norms and specification by Commodity, Category or Commodity Code;	CS-RAS-USAA-DB01-1117-3005
ACP	PRC	Supply Operations Files - Procurement [ACP]	Documentation used in connection with monitoring of supply Operations including Target Arrival Date, Supplies in Warehouse & in Transit etc	CS-RAS-USAA-DB01-1191-3005
ACP	PRC	Requisitions - Procurement [ACP]	Original Field request (requisition). Correspondence with the field offices (Faxes,E-mail, Letters) The Purchase Order with all attachments	CS-RAS-USAA-DB01-1131-3005
ACP	RM	Claims Log - Risk Management [ACP]	Log Book of Claim Actions, Possible Claims, Outstanding [Open] Claims, Settled Claim Reports, Closed Claims	CS-RAS-USAA-DB01-1196-3047
ACP	RM	Insurance Policies - Risk Management [ACP]	Insurance Policies, Self Insured, ICC Ship - Excess value over defined limit $100,000, Insurance Cost, Covers, Provisional Covers, Definite Covers,	CS-RAS-USAA-DB01-1072-3047
ACP	RM	Insurance Premiums - Risk Management [ACP]	Materials related to Insurance Premiums, and what should be charged to which project. Documentation concerning Proof of Insurance should a claim be	CS-RAS-USAA-DB01-1074-3047
ACP	RM	Personnel Insurance Records - Risk Management [ACP]	needs follow up	CS-RAS-USAA-DB01-1399-3047
ACP	SEC	Office Premises Video Tapes - Security [ACP]	Copies of video tapes of activities at UNPO offices; an electronic tracking system which is used to issue photo identifications to visitors; Control Access	CS-RAS-USAA-DB01-1248-3068
ACP	SEC	Emergency Files - Security [ACP]	Materials concerning evacuation plans and other emergency procedures relating to safety and security.	CS-RAS-USAA-DB01-1143-3068
ACP	SEC	Security Coverage Files - Security [ACP]	Confidential files. The records deal with security operations at UNHQ, security surveys of the premises, security threats, Senior Crisis Management Group,	CS-RAS-USAA-DB01-1329-3068
ACP	SEC	Envoy Protection Files - Security [ACP]	The records deal with general information, requests for close protection details, travel, and security arrangements.	CS-RAS-USAA-DB01-1330-3068
ACP	SEC	Overseas Offices Files - Security [ACP]	The records include the security of overseas offices - general; UNOG; UNOV; ECA;ESCWA;ECLAC; ESCAP;UNON;FAO;WFP;International Seabed	CS-RAS-USAA-DB01-1333-3068
ACP	SEC	Personnel Passes and Identification Records - Security	Materials related to requests, data and photo files of all passes issued at UNHQ	CS-RAS-USAA-DB01-1335-3068
ACP	TRA	Trip Files - Travel & Transportation [ACP]	Travel records of each Senior Officer by year	CS-RAS-USAA-DB01-1188-3075
ACP	TRA	Travel Records & Claims - Travel & Transportation [ACP]	Materials related to Travel Requests, Travel Authorizations, Travel Claims, Receipts	CS-RAS-USAA-DB01-1222-3075