Functiona	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
HRM		Title to be checked	Personnel files on consultants/ experts hired for client projects. Copies of memos, requests, Terms of Reference, CVs/P11s, visas, Checklist, CRC	
HRM	A&P	Appointment and Promotion Files - Appointments &	Documents from initiation of vacancies to approval of either promotions or recruitments; Field Service and Field Service Local - reports, presentations;	CS-RAS-USAA-DB01-1077-3049
HRM	ATT	Annual & Special Leave Records - Attendance, Leaves &	needs follow up	CS-RAS-USAA-DB01-1400-3058
HRM	ATT	Attendance Records - Attendance, Leaves & Vacations	Copies of monthly attendance form, leave request form, annual and sick leave report.	CS-RAS-USAA-DB01-1108-3058
HRM	BEN	Pension Files - Benefits [HRM]	Materials related to Pension issues; Monthly Reports etc.	CS-RAS-USAA-DB01-1367-3088
HRM	BEN	Social Security Files - Benefits [HRM]	needs follow up	CS-RAS-USAA-DB01-1401-3088
HRM	CMP	Salary Surveys - Compensation [HRM]	Comparators review (for the sake of comparison with other agencies and outside companies to determine salaries), correspondence etc.	CS-RAS-USAA-DB01-1366-3087
HRM	CMP	Salary Scales - Compensation [HRM]	Filed alphabetically by Country Office	CS-RAS-USAA-DB01-1372-3087
HRM	CMP	Salary Administration Files - Compensation [HRM]	needs follow up	CS-RAS-USAA-DB01-1397-3087
HRM	ENT	Workers' Compensation Records - Entitlements [HRM]	Documents worker's compensation claims from inception to resolution	CS-RAS-USAA-DB01-1079-3050
HRM	H&S	Medical Facilities Files - Health & Safety [HRM]	Materials regarding medical facilities of each duty station, UN Dispensary and its personnel; CVs of candidates or dispensary physician, nurse or laboratory	CS-RAS-USAA-DB01-1062-3044
HRM	PEI	Contractors Files - Personnel Information [HRM]	copies of memos, requests; documentation on national & International experts/ Consultants, engaged to work on projects, brochures, featuring marketing	CS-RAS-USAA-DB01-1029-3004
HRM	PEI	Personnel Medical Records - Personnel Information [HRM]	Medical records of worldwide staff members of the UN, its Funds and Programmes. These contain medical examinations include laboratory test	CS-RAS-USAA-DB01-1061-3004
HRM	PEI	Personnel Files - Personnel Information [HRM]	Official documentation relating to individual staff members such as recruitment, appointment, contracts, promotions, separation etc.	CS-RAS-USAA-DB01-1003-3004
HRM	PEI	Contact Information Records - Personnel Information [HRM]	Contact information on various staff members, contracts held, etc.	CS-RAS-USAA-DB01-1111-3004
HRM	PEM	Disciplinary Measures Records - Personnel Management [HRM]	needs follow up with org unit	CS-RAS-USAA-DB01-1404-3016
HRM	PEM	Gender Issues Files - Personnel Management [HRM]	Material relating to Gender Issues including: mainstreaming a gender perspective in peacekeeping operations, focal points for women in all	CS-RAS-USAA-DB01-1173-3016

Functiona	sub-fund	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
HRM	PEM	Weekend Duty Officer Records - Personnel Management [HRM]	Record of Duty Officers on a weekly basis, as well as a beeper sign up and return sheet.	CS-RAS-USAA-DB01-1265-3016
HRM	PEM	Job Descriptions - Personnel Management [HRM]	Requests for classification from the field, APC, and Divisions; requests for classification from the field, APC, and Divisions. Review of post requirements;	CS-RAS-USAA-DB01-1110-3016
HRM	PEM	Statistical Reports - Personnel Management [HRM]	Reports generated to identify various demographic statistics or other identifiers of employees.	CS-RAS-USAA-DB01-1080-3016
HRM	PEM	Awards & Honors Records - Personnel Management [HRM]	needs follow up	CS-RAS-USAA-DB01-1308-3016
HRM	PEM	Staffing Tables - Personnel Management [HRM]	Collection of staffing tables issued on a monthly basis	CS-RAS-USAA-DB01-1112-3016
HRM	PEM	Subject Files [A-Z] - Personnel Management [HRM]	Official documentation, including correspondence, fax, email, reports and related materials associated with a specific function, subject or area.	CS-RAS-USAA-DB01-1008-3016
HRM	PEM	Case Files - Personnel Management [HRM]	Requisitions, Bids, List of Invitees, Statements of Awards, HCC Presentation, HCC Minutes, Contracts/ICA, Purchase Order, copies of all these documents,	CS-RAS-USAA-DB01-1137-3016
HRM	PEM	Staff Status Files - Personnel Management [HRM]	Official status files of inactive staff members. Sometimes contain field files of former field staff that have transferred to NYHQ or VN (recruitment) files.	CS-RAS-USAA-DB01-1365-3016
HRM	PEM	Administrative Files - Personnel Management [HRM]	collection of outgoing/incoming correspondence, fax, email, related to particular org function or subject such as office management, daily operations, general	CS-RAS-USAA-DB01-1001-3016
HRM	PEM	Staff Changes Monthly Reports - Personnel Management [HRM]	Monthly Issue	CS-RAS-USAA-DB01-1373-3016
HRM	PEM	Medical Examinations Files - Personnel Management [HRM]	follow up needed	CS-RAS-USAA-DB01-1398-3016
HRM	PEM	Separation from Service Records - Personnel	needs follow up	CS-RAS-USAA-DB01-1403-3016
HRM	REC	Vacancy Notices/Bulletin Files - Recruitment [HRM]	Vacancy cases for recruitment or promotion	CS-RAS-USAA-DB01-1052-3026
HRM	REC	Resumes - Recruitment [HRM]	A record of vetted CVs of suitable candidates for possible employment; CV's, P-11, EAD Data Sheet, Correspondence with Experts and Candidates,	CS-RAS-USAA-DB01-1068-3026
HRM	REC	Recruitment Files - Recruitment [HRM]	Materials relating to recruitment to staff positions in DOC including job descriptions, advertisements, applications, review of candidates,	CS-RAS-USAA-DB01-1027-3026
HRM	REC	Recruitment Process Files - Recruitment [HRM]	Records which document the recruitment and hiring process; Copies of documentation on the process of recruiting National Staff, Consultants &	CS-RAS-USAA-DB01-1078-3026
HRM	REC	Language Examination Records - Recruitment [HRM]	Language competitive exam results/rosters/ ranking of candidates	CS-RAS-USAA-DB01-1051-3026

Functiona	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
HRM	REC	Test Results - Recruitment [HRM]	Test results of applicants at the General Service category	CS-RAS-USAA-DB01-1098-3026
HRM	REC	I-Slip Files - Recruitment [HRM]	Copies of memorandum to Departments on recruitment of candidate for a GS vacancy, request of Dept, etc.	CS-RAS-USAA-DB01-1099-3026
HRM	REC	Vacancy Statistics - Recruitment [HRM]	correspondence and allotment advices	CS-RAS-USAA-DB01-1116-3026
HRM	REC	TOKTEN Files - Recruitment [HRM]	Fielding International Consultants as a means of stemming "BRAIN DRAIN" trend	CS-RAS-USAA-DB01-1096-3026
HRM	REC	Candidates' Rosters - Recruitment [HRM]	General files (follow up with org unit)	CS-RAS-USAA-DB01-1295-3026
HRM	REC	Outgoing Personal Package Data - Recruitment [HRM]	Logs "Special" information for envelopes going to special rooms	CS-RAS-USAA-DB01-1341-3026
HRM	SAF	Staff Safety Programmes Files - Safety [HRM]	The material covered includes crisis management, hostage crises (staff or civilians), security phases, security training.	CS-RAS-USAA-DB01-1177-3073
HRM	SAF	Incident Files - Safety [HRM]	Reports on all incidents, including Board of Inquiry reports, and all information related to their aftermaths and dispositions	CS-RAS-USAA-DB01-1168-3073
HRM	SR	Staff Management Relations Files - Staff Relations [HRM]	Materials relating to staff welfare and staff management issues includes JAC, Staff Association and Union and SMCC.	CS-RAS-USAA-DB01-1046-3035
HRM	SR	Staff Relations Files - Staff Relations [HRM]	needs follow up	CS-RAS-USAA-DB01-1402-3035
HRM	SR	Staff Affairs Files - Staff Relations [HRM]	Materials related to Staff Affairs	CS-RAS-USAA-DB01-1371-3035
HRM	TRN	Training Files - Training [HRM]	Training policies; Staff training policy; Planning for training; Staff development policy; How to Organize and Run training workshops booklet; Training Planning	CS-RAS-USAA-DB01-1017-3015
HRM	TRN	Memorandum of Understanding Files - Training [HRM]	Materials related to Memorandum of Understanding (MOU)	CS-RAS-USAA-DB01-1294-3015
HRM	TRN	Training Materials - Training [HRM]	Materials related to Training including memos, training requests, approvals and submissions. Translations: Request for Translation Services, as well as	CS-RAS-USAA-DB01-1278-3015
HRM	TRN	General Education Files - Training [HRM]	ADEA, World Bank, Comprehensive Educational Analysis, CIES, Child Labour, Consultants, Education as a right, Education Update, EFA, EFA 2000	CS-RAS-USAA-DB01-1272-3015
HRM	TRN	Education Grant Files - Training [HRM]	Forms, requests, correspondence, copies of submissions; Copies of requests for education grant, certification of school, etc.	CS-RAS-USAA-DB01-1049-3015