Functiona	sub-fund	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
IAM	ARM	Tracking Records - Archives & Records Management [IAM]	Logs, registers, etc., in paper or electronic form, used to trace action status or whereabouts of correspondence, memos, reports and other records,	CS-RAS-USAA-DB01-1021-3021
IAM	ARM	Subject Files [A-Z] - Archives & Records Management [IAM]	Official documentation, including correspondence, fax, email, reports and related materials associated with a specific function, subject or area.	CS-RAS-USAA-DB01-1008-3021
IAM	ARM	Correspondence Files - Archives & Records Management [IAM]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3021
IAM	C&R	Code Cable Files - Collections & Reference Materials [IAM]	Copies of incoming/outgoing code cables	CS-RAS-USAA-DB01-1275-3000
IAM	C&R	Chronological Files - Collections & Reference Materials [IAM]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by date (see Correspondence Files)	CS-RAS-USAA-DB01-1000-3000
IAM	C&R	UN Documents - Collections & Reference Materials [IAM]	copies of documents of UN principal organs, inter-governmental bodies and treaty bodies, administrative instructions, information circulars, S-G's bulletins,	CS-RAS-USAA-DB01-1058-3000
IAM	C&R	Finding Aids - Collections & Reference Materials [IAM]	Thesaurus, Glossary of Terms, documentation and procedures used in UN community as reference,	CS-RAS-USAA-DB01-1234-3000
IAM	C&R	Key Documents and Publications - Collections &	Copies of those used for reference and those produced by the Section [not covered by UNICEF or UN numbered doc series]	CS-RAS-USAA-DB01-1263-3000
IAM	C&R	UN Publications - Collections & Reference Materials [IAM]	All official UN publications	CS-RAS-USAA-DB01-1119-3000
IAM	C&R	Handbooks & Directories - Collections & Reference Materials	needs follow up	CS-RAS-USAA-DB01-1313-3000
IAM	C&R	Reference Files - Collections & Reference Materials [IAM]	Copies of administrative instructions, information circulars, bulletins, documents, Publications, reports, booklets, books, video tapes, slides, floppy	CS-RAS-USAA-DB01-1034-3000
IAM	C&R	Subject Files [A-Z] - Collections & Reference Materials [IAM]	Official documentation, including correspondence, fax, email, reports and related materials associated with a specific function, subject or area.	CS-RAS-USAA-DB01-1008-3000
IAM	C&R	United Nations Documents - Collections & Reference Materials	copies of administrative instructions, information circulars, directives	CS-RAS-USAA-DB01-1005-3000
IAM	C&R	Non-UN Publications - Collections & Reference Materials	Publications pertaining to the non UN subjects	CS-RAS-USAA-DB01-1165-3000
IAM	DIS	Warehouse Records - Distribution Management [IAM]	The material related to Warehouse deliveries and status	CS-RAS-USAA-DB01-1190-3076
IAM	DIS	Fulfillment Records - Distribution Management [IAM]	Internal and external requests for publications and videos received in Distribution Unit and tracking of fulfilment. Held electronically in distribution	CS-RAS-USAA-DB01-1209-3076
IAM	DIS	Inventories - Distribution Management [IAM]	Inventories and catalogues of publications and videos currently held in stock by distribution Unit.	CS-RAS-USAA-DB01-1208-3076

Functiona	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
IAM	DIS	OPerating Plans - Distribution Management [IAM]	Work plans for distribution unit and details of individual product distribution plans and related correspondence.	CS-RAS-USAA-DB01-1207-3076
IAM	DIS	Distribution System Files - Distribution Management [IAM]	Documentation relating to the computerized system used by Distribution Unit to manage the distribution function including development and modifications to	CS-RAS-USAA-DB01-1206-3076
IAM	DIS	Contacts - Distribution Management [IAM]	Contacts and mailing lists for distribution of publications and/or videos. Held electronically as part of Distribution System.	CS-RAS-USAA-DB01-1210-3076
IAM	DIS	Logistics Study - Distribution Management [IAM]	Assuring preparedness for contingencies and emergency, Reports on Appraisal of Logistics See Also SU-700 Distribution and Transport	CS-RAS-USAA-DB01-1192-3076
IAM	DIS	Publications Files - Distribution Management [IAM]	Newsletters and press releases, fact sheets, technical briefs, annual reports, AIDS Publications, Bibliographies, Sales publications, print and elect. Files	CS-RAS-USAA-DB01-1214-3076
IAM	DIS	Stock Movement Records - Distribution Management [IAM]	The material related to Stock Movement including Line items, Slow Moving Items, Stock Transfers, Stock Disposals	CS-RAS-USAA-DB01-1198-3076
IAM	DIS	Management Statistics - Distribution Management [IAM]	Sales publications, print and elect. files, Internet access c/ Print retained indefinitely. Databases retain up to 50 years record, but short-term elect. back-	CS-RAS-USAA-DB01-1384-3076
IAM	LIB	Acquisitions Records - Library Management [IAM]	Materials related to Acquisitions. Mainly products from or duplicating material available electronically in IMIS or DHL's Integrated Library Management System	CS-RAS-USAA-DB01-1270-3082
IAM	PRE	Speeches - Presentations [IAM]	Includes briefing papers, meetings, speeches.	CS-RAS-USAA-DB01-1044-3034
IAM	PU	Submissions - Publications [IAM]	Reports on the standard reporting forms, copies of correspondence, publications or documents assembled for reference purposes. Country files by	CS-RAS-USAA-DB01-1033-3043
IAM	PU	Publications Programme Files - Publications [IAM]	Official and unofficial documents, agendas and reports relating to Publications Programme; records of Division publications	CS-RAS-USAA-DB01-1231-3043
IAM	PU	Promotional Materials Samples - Publications [IAM]	Samples of catalogues and brochures	CS-RAS-USAA-DB01-1157-3043
IAM	PU	Promotional Materials Files - Publications [IAM]	Country files by campaign containing purchase orders, copies of correspondence etc.	CS-RAS-USAA-DB01-1156-3043
IAM	PU	Direct Mailing Package Samples - Publications [IAM]	Samples by campaign	CS-RAS-USAA-DB01-1161-3043
IAM	PU	UN Documents - Publications [IAM]	copies of documents of UN principal organs, inter-governmental bodies and treaty bodies, administrative instructions, information circulars, S-G's bulletins,	CS-RAS-USAA-DB01-1058-3043
IAM	PU	Card Samples - Publications [IAM]	Two samples of each card	CS-RAS-USAA-DB01-1162-3043
IAM	PU	Graphic Design Files - Publications [IAM]	Graphic designs/templates for yearly projects (including Annual Report, SOWC), samples, logos	CS-RAS-USAA-DB01-1357-3043

Functiona	sub-fund	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
IAM	PU	Video Catalogues - Publications [IAM]	Electronic documents with descriptions of all new programs for input into video catalogue on website	CS-RAS-USAA-DB01-1241-3043
IAM	PU	Copyright Permissions - Publications [IAM]	Materials related to copyrights	CS-RAS-USAA-DB01-1233-3043
IAM	PU	Production Files - Publications [IAM]	Materials related to past or ongoing productions, such as script drafts, story ideas, proposals, budgets; Samples of catalogues, samples of direct mail	CS-RAS-USAA-DB01-1159-3043
IAM	PU	Publications Files - Publications [IAM]	Newsletters and press releases, fact sheets, technical briefs, annual reports, AIDS Publications, Bibliographies, Sales publications, print and elect. Files	CS-RAS-USAA-DB01-1214-3043
IAM	PU	Direct Marketing Materials - Publications [IAM]	Technical articles, various nutrition publications, Newsletters and CD-ROMS	CS-RAS-USAA-DB01-1280-3043
IAM	PUP	Exhibits/Displays Files - Publications Production [IAM]	Individual ring binders on each exhibit/display showing layout, individual components, and other pertinent information; actual displays	CS-RAS-USAA-DB01-1358-3070
IAM	PUP	Production Files - Publications Production [IAM]	Materials related to past or ongoing productions, such as script drafts, story ideas, proposals, budgets; Samples of catalogues, samples of direct mail	CS-RAS-USAA-DB01-1159-3070
IAM	PUP	Celebrity Files - Publications Production [IAM]	Information and correspondence on past Celebes, ad hoc Celebes, UN Peace Ambassadors and their activities.	CS-RAS-USAA-DB01-1269-3070
IAM	PUP	Broadcast Files - Publications Production [IAM]	Materials relating to broadcasting including arrangements for equipment and frequencies, coordination with responsible national entities.	CS-RAS-USAA-DB01-1169-3070
IAM	PUP	Broadcast Programs Reports - Publications Production [IAM]	Copies of reports maintained in each language and in each unit, which are produced on a daily basis.	CS-RAS-USAA-DB01-1268-3070
IAM	PUP	Production Reports - Publications Production [IAM]	Copies of reports on series produced, such as child abuse, population, water. Each unit maintains their own files.	CS-RAS-USAA-DB01-1267-3070
IAM	PUP	Scripts - Publications Production [IAM]	Copies of radio scripts and blurbs archived in each section chronologically.	CS-RAS-USAA-DB01-1266-3070
IAM	PUP	Audience Research and Evaluation Files - Publications Production	The material related to research (including audience research) and evaluation including terms of reference, working documents, results and	CS-RAS-USAA-DB01-1201-3070
IAM	PUP	Audience Feedback Files - Publications Production [IAM]	Copies of letters from radio listeners worldwide with feedback on quality of reception and other such comments.	CS-RAS-USAA-DB01-1264-3070
IAM	PUP	Project Files - Publications Production [IAM]	Documentation concerning initiation, proposal, design, approval, implementation and completion throughout the duration of a project including,	CS-RAS-USAA-DB01-1012-3070
IAM	PUP	Broadcasters Database - Publications Production [IAM]	Database for requests from broadcasters for our materials, including contact information about the broadcaster	CS-RAS-USAA-DB01-1242-3070
IAM	PUP	Audio & Visual Information Files - Publications Production	needs follow up	CS-RAS-USAA-DB01-1389-3070

Functional	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
IAM	SMM	Video Materials - Storage Media Management [IAM]	Video tapes; correspondence with external contributors/animation studios; internal communication and correspondence with unicef field offices on the	CS-RAS-USAA-DB01-1238-3071
IAM	SMM	Photographs - Storage Media Management [IAM]	Formats include original and duplicate negatives, slides, contact sheets, prints, plus backup tapes of database records.	CS-RAS-USAA-DB01-1164-3071