

Function	sub-funct	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
ICT	INT	Correspondence Files - Internet [ICT]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3083
ICT	INT	Website Documentation - Internet [ICT]	All documents posted electronically in the Document Repository, UN Affairs View, as well as all other views, are essential. If all printed records were	CS-RAS-USAA-DB01-1277-3083
ICT	NET	Secure Remote Operations Files - Networks [ICT]	Requests in the form of Secure Remote Network Operations User Registration Form to issue Secured Cards for UN users.	CS-RAS-USAA-DB01-1252-3080
ICT	OPS	Service Performance Surveys - Operations [ICT]	Files containing quality assurance survey results gathered from clients by telephone	CS-RAS-USAA-DB01-1257-3019
ICT	OPS	Documentation & Testing Files - Operations [ICT]	Documentation on development, testing and management of software, infrastructure	CS-RAS-USAA-DB01-1025-3019
ICT	OPS	Telecommunications - Operations [ICT]	Documents relating to the Telecommunications including the receipt of Faxes and telexes as well as audio/video maintenance.	CS-RAS-USAA-DB01-1083-3019
ICT	OPS	Administrative Files - Operations [ICT]	collection of outgoing/incoming correspondence, fax, email, related to particular org function or subject such as office management, daily operations, general	CS-RAS-USAA-DB01-1001-3019
ICT	OPS	Data Centre Management Files - Operations [ICT]	Regular updates of Equipment Layout, Emergency Fire and Evacuation plan for S-1967, Reports of computer operators on daily inspections of the Data Centre	CS-RAS-USAA-DB01-1253-3019
ICT	OPS	Support Level Agreements - Operations [ICT]	Materials relating to level of support or service between two entities	CS-RAS-USAA-DB01-1019-3019
ICT	OPS	Problem Management TRacking Records - Operations [ICT]	Consolidated service desk software using Peregrine Systems' ServiceCenter; comprised of problem management files used in tracking Help Desk reports;	CS-RAS-USAA-DB01-1256-3019
ICT	OPS	Service Performance Reports - Operations [ICT]	Monthly reports submitted on workload statistics and client satisfaction	CS-RAS-USAA-DB01-1258-3019
ICT	OPS	Maintenance Files - Operations [ICT]	The records relate to the maintenance and use of FMSS and United Nations electronic information applications.FMSS Computer Technology Files: COE &	CS-RAS-USAA-DB01-1352-3019
ICT	OPS	Mainframe Usage Reports - Operations [ICT]	Hard copies of CIMS IOS2 reports (Monthly, YT, Year) produced by ICC in Geneva.	CS-RAS-USAA-DB01-1255-3019
ICT	SFT	Software Serial Numbers - Software [ICT]	Serial numbers for software, not supported by ITD, but purchased for individual web team members	CS-RAS-USAA-DB01-1276-3025
ICT	SFT	Human Resource Systems Files - Software [ICT]	Materials related to HR Systems	CS-RAS-USAA-DB01-1369-3025
ICT	SFT	Y2K Issues - Software [ICT]	The records deal with UN preparation for the technical transfer to the year 2000.	CS-RAS-USAA-DB01-1332-3025
ICT	SFT	Aperture System Files - Software [ICT]	A computer-aided design and drafting (CADD) system and a facilities management system, which contains all floor plans of all buildings in the UNHQ	CS-RAS-USAA-DB01-1337-3025

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ICT	SFT	Computerized Maintenance Management System (CMMS) -	Generates work orders for maintenance of all buildings in the UN headquarters complex; maintains schedules for preventive maintenance tasks; maintains,	CS-RAS-USAA-DB01-1344-3025
ICT	SFT	Documentation & Testing Files - Software [ICT]	Documentation on development, testing and management of software, infrastructure	CS-RAS-USAA-DB01-1025-3025
ICT	SFT	Payroll System Files - Software [ICT]	Analysis, functional data definition, design deliverable documents.	CS-RAS-USAA-DB01-1026-3025
ICT	SIS	Card Access Records - System Integration & Security [ICT]	Requests in the form of Card Access System Registration Forms to provide access to the ITSD facilities for ITSD and departmental staff. Inventory reports.	CS-RAS-USAA-DB01-1251-3052
ICT	SIS	System Access Files - System Integration & Security [ICT]	Requests from users and replies for access to ODS, IMIS, IP, Mainframe	CS-RAS-USAA-DB01-1084-3052
ICT	TEL	Telephone Files - Telecommunications [ICT]	Record of telephone/fax usage reports by staff member and reimbursement of charges made for personal use	CS-RAS-USAA-DB01-1293-3079
ICT	TEL	Mail Management Files - Telecommunications [ICT]	Logs and tracks all incoming registered mail. Weighs outgoing packages for charge backs. Logs and tracks all incoming and outgoing pouches from all UN	CS-RAS-USAA-DB01-1342-3079
ICT	TEL	Office Directories - Telecommunications [ICT]	Record of all Field Offices stored on the Intranet; contains the address of the office; mail address and a visitor's address; the name of the Head of the Office,	CS-RAS-USAA-DB01-1246-3079
ICT	TEL	Telephone Directory - Telecommunications [ICT]	Memoranda, letters in connection with changes to the Directory and departmental listings; he application keeps track of a staff member's office	CS-RAS-USAA-DB01-1343-3079