

Function	sub-funct	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
OCM	AGE	Specialized Agency Files - Agencies [OCM]	Materials related to specialized agencies including FAO, IAEA, GATT, ICAO, ILO, IMF, IMO, ITU, UNESCO, UNIDO, WHO, WIPO, World Bank, EU.	CS-RAS-USAA-DB01-1045-3030
OCM	AGE	Inter-agency Coordination Files - Agencies [OCM]	Records of meetings concerning Inter-agency Coordination, including all incoming material, briefing material produced prior to sessions, subsequent	CS-RAS-USAA-DB01-1038-3030
OCM	AGE	Correspondence Files - Agencies [OCM]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3030
OCM	AGE	Transaction Files - Agencies [OCM]	IOVs (hard/softcopies CAS reports); UN Billing	CS-RAS-USAA-DB01-1146-3030
OCM	AGE	Goals - Agencies [OCM]	Innocenty Global Seminars; Global seminars; Participatory development workshops; Food for Thought presentations	CS-RAS-USAA-DB01-1285-3030
OCM	AGE	Pledging Event Files - Agencies [OCM]	Background information, general correspondence, input to and analysis of results of UN Pledging Events and Conferences	CS-RAS-USAA-DB01-1227-3030
OCM	CMT	Testimony - Committees [OCM]	needs follow up	CS-RAS-USAA-DB01-1314-3027
OCM	CMT	Committee Minutes & Documentation - Committees	The material covered includes preparation for and reports on informal consultations, Council committees on various subjects, violations of resolutions.	CS-RAS-USAA-DB01-1187-3027
OCM	CMT	Working Papers - Committees [OCM]	Papers related to Contract Review Committee, submission documents, general correspondence, approvals etc.	CS-RAS-USAA-DB01-1292-3027
OCM	CMT	Progress Reports - Committees [OCM]	Thirteen progress reports by the Secretary-General on IMIS, ACABQ and Fifth Committees	CS-RAS-USAA-DB01-1030-3027
OCM	CMT	Committee Materials - Committees [OCM]	Statements by delegations, information papers submitted to informal, journals, notes taken, draft resolutions, general materials	CS-RAS-USAA-DB01-1047-3027
OCM	CMT	Ad Hoc Committee Materials - Committees [OCM]	materials produced by Ad Hoc Committees	CS-RAS-USAA-DB01-1059-3027
OCM	CMT	Submissions - Committees [OCM]	Reports on the standard reporting forms, copies of correspondence, publications or documents assembled for reference purposes. Country files by	CS-RAS-USAA-DB01-1033-3027
OCM	CMT	Committee Reports - Committees [OCM]	Reports concerning the work of various Committees	CS-RAS-USAA-DB01-1136-3027
OCM	CMT	Committee Correspondence - Committees [OCM]	Materials concerning UN affiliated committees and organizations	CS-RAS-USAA-DB01-1128-3027
OCM	CMT	Committee Documents - Committees [OCM]	Copies of the pre-session, in-session and post-session documents for yearly sessions of the Committee on Contributions	CS-RAS-USAA-DB01-1100-3027
OCM	DEP	Correspondence Files - Departments [OCM]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3036

Function	sub-funct	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
OCM	GEB	Minutes & Documentation - Governing or Executive Board	(see 1063)	CS-RAS-USAA-DB01-1048-3085
OCM	GEB	Correspondence Files - Governing or Executive Board	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3085
OCM	MAN	Strategic Plans - Management [OCM]	Reference file in support of PFO focal point responsibility for a specific thematic area or emergencies.	CS-RAS-USAA-DB01-1226-3003
OCM	MAN	Administrative Files - Management [OCM]	collection of outgoing/incoming correspondence, fax, email, related to particular org function or subject such as office management, daily operations, general	CS-RAS-USAA-DB01-1001-3003
OCM	MAN	Policy Issues Files - Management [OCM]	Originals and copies of correspondence, memos, faxes, E-mail and reports in paper form. The records deal with policies regarding Decentralization, Approval	CS-RAS-USAA-DB01-1123-3003
OCM	MAN	Organisational Reports - Management [OCM]	Executive Director's Report, Annual Report	CS-RAS-USAA-DB01-1360-3003
OCM	MAN	Management Issues Files - Management [OCM]	needs follow up	CS-RAS-USAA-DB01-1387-3003
OCM	MAN	Meeting Minutes & Documentation - Management	Notes for the record, agendas, participants and related meeting information.	CS-RAS-USAA-DB01-1063-3003
OCM	MAN	Restructuring Studies - Management [OCM]	needs follow up	CS-RAS-USAA-DB01-1315-3003
OCM	MAN	Correspondence Files - Management [OCM]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3003
OCM	MAN	Cooperation & Consultation Files - Management [OCM]	needs follow up	CS-RAS-USAA-DB01-1386-3003
OCM	MAN	Legislation Files - Management [OCM]	needs follow up	CS-RAS-USAA-DB01-1385-3003
OCM	MAN	Authority Charts - Management [OCM]	not kept up to date at present. Rely on UNICEF internet and printed version of the post authorization table from DFAM	CS-RAS-USAA-DB01-1235-3003
OCM	P&P	Laissez-Passer & Visa Files - Policies & Procedures [OCM]	Materials related to the policy and procedures of issuance/renewal of the United Nations Laissez-Passer and United Nations Certificates/Family	CS-RAS-USAA-DB01-1106-3051
OCM	P&P	Procedures - Policies & Procedures [OCM]	Consolidated service desk software using Peregrine Systems' ServiceCenter; comprised of problem management files used in tracking Help Desk reports;	CS-RAS-USAA-DB01-1122-3051
OCM	P&P	Policy Administration Files - Policies & Procedures [OCM]	needs follow up	CS-RAS-USAA-DB01-1124-3051
OCM	P&P	Circulars - Policies & Procedures [OCM]	copies of all UNPOs Circulars;	CS-RAS-USAA-DB01-1130-3051

Function	sub-funct	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
OCM	P&P	Executive Directives - Policies & Procedures [OCM]	Hard copies of Executive Directives frequently referred to by UN Affairs or those of historical value have been retained (e.g. those related to Operational	CS-RAS-USAA-DB01-1355-3051
OCM	P&P	Policies - Policies & Procedures [OCM]	All matters on the establishment of policy, procedures and directives as well as interpretation and exceptions.	CS-RAS-USAA-DB01-1082-3051
OCM	P&P	Standards - Policies & Procedures [OCM]	standards, norms and specification by Commodity, Category or Commodity Code;	CS-RAS-USAA-DB01-1117-3051
OCM	P&P	Manuals - Policies & Procedures [OCM]	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-DB01-1155-3051
OCM	P&P	Policy Issues Files - Policies & Procedures [OCM]	Originals and copies of correspondence, memos, faxes, E-mail and reports in paper form. The records deal with policies regarding Decentralization, Approval	CS-RAS-USAA-DB01-1123-3051
OCM	P&P	Staff Duties, Obligations & Privileges - Policies &	needs follow up	CS-RAS-USAA-DB01-1396-3051
OCM	P&P	Policy Application Review (PAR) Files - Policies & Procedures	Filed by country where the PAR took place	CS-RAS-USAA-DB01-1133-3051
OCM	PLI	Humanitarian Policy Files - Policy Issues [OCM]	The material covered includes advocacy, coordination with donor and recipient governments, design of education programmes, mine surveys, preparation and	CS-RAS-USAA-DB01-1178-3074
OCM	PLI	Humanitarian Assistance Files - Policy Issues [OCM]	The material covered includes appeals, humanitarian flights/corridors, internally-displaced persons, missing persons, refugees.	CS-RAS-USAA-DB01-1180-3074
OCM	PLI	Human Rights Files - Policy Issues [OCM]	The material covered includes atrocities, detention of civilians, expulsion of populations, monitoring, prisons and prison camps, specific cases, trafficking in	CS-RAS-USAA-DB01-1181-3074
OCM	PLI	Drug Trafficking Files - Policy Issues [OCM]	The material related to drug trafficking including communications from individuals, drug trafficking.	CS-RAS-USAA-DB01-1184-3074
OCM	PLI	Literacy, Curriculum and Technology Files - Policy Issues	Regional files, workshops, Papers, Projects/Institutions, country curricula, Connectivity, countries, distance learning, Education, journals, funding, regions,	CS-RAS-USAA-DB01-1273-3074
OCM	PLI	Learning & Dissemination Files - Policy Issues [OCM]	Materials relating to the UNPO as a learning organization through different ways - web site, newsletters, workshop	CS-RAS-USAA-DB01-1300-3074
OCM	PLI	UN Issues - Policy Issues [OCM]	Copies of reports, correspondence, documents in paper form related to UN issues.	CS-RAS-USAA-DB01-1325-3074
OCM	PLI	Military Issues Files - Policy Issues [OCM]	The material covered includes advance (or reconnaissance) missions, air-liaison offices (or airfield monitors), arms embargoes, biological or chemical	CS-RAS-USAA-DB01-1183-3074