Functional	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
PPM	CMM	Code Cables - Communications [PPM]	copies of coded cables between headquarters and the field offices	CS-RAS-USAA-DB01-1007-3007
PPM	CMM	Correspondence Files - Communications [PPM]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3007
PPM	COP	Country Office Files - Country Operations [PPM]	Copies of correspondence between NYHQ Admin Section and Field Offices	CS-RAS-USAA-DB01-1244-3053
PPM	COP	Correspondence Files - Country Operations [PPM]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3053
PPM	COP	Government Relations Files - Country Operations [PPM]	The material related to Government Relations including information about and communications with governments, political parties, insurgent forces, civil	CS-RAS-USAA-DB01-1185-3053
PPM	COP	Post Files - Country Operations [PPM]	Copies of monthly attendance form, leave request form, annual and sick leave report.	CS-RAS-USAA-DB01-1109-3053
PPM	COP	Programme Files - Country Operations [PPM]	Permanent Country, Regional Sub-Programme and Regional Files;	CS-RAS-USAA-DB01-1120-3053
PPM	COP	Project Files - Country Operations [PPM]	Documentation concerning initiation, proposal, design, approval, implementation and completion throughout the duration of a project including,	CS-RAS-USAA-DB01-1012-3053
PPM	COP	Country Files - Country Operations [PPM]	Copies of materials related to a particular country including general correspondence, country visits, multi-bi arrangements, documents relating to	CS-RAS-USAA-DB01-1085-3053
PPM	COP	Area Code File - Country Operations [PPM]	Listing of country/area codes and related correspondence by country and organization	CS-RAS-USAA-DB01-1232-3053
PPM	FO	Field Mission Files - Field Office Operations [PPM]	Notes, Reports, Papers, Publications on past events, mostly field missions.	CS-RAS-USAA-DB01-1213-3031
PPM	FO	Field Office Files - Field Office Operations [PPM]	Materials related to assignments and acquisitions in UNPO Field Offices. Original materials from offices that have moved or were unable to maintain their	CS-RAS-USAA-DB01-1039-3031
PPM	FO		working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3031
PPM	FO	Confidential Communications - Field Office Operations [PPM]	Originals of classified communications between Headquarters and the field offices, including - in ascending order of confidentiality, Situation Reports, Code	CS-RAS-USAA-DB01-1167-3031
PPM	MAN	Work Plans - Management [PPM]	goals and objectives set out for a specific period or project	CS-RAS-USAA-DB01-1002-3017
PPM	PPM	Quality Control Files - Programme Planning &	The material related to Quality Control including QC Reports, Test Reports by Code, Time Table Monitor, Complaints	CS-RAS-USAA-DB01-1194-3002
PPM	PPM	Special Sessions Files - Programme Planning &	Documentation relating to DOC preparations for the UN Special Session on Children 2002 including: work plans, budgets, donor contributions, planning	CS-RAS-USAA-DB01-1203-3002

Functiona	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
PPM	PPM	Work Plans - Programme Planning & Managment [PPM]	goals and objectives set out for a specific period or project	CS-RAS-USAA-DB01-1002-3002
PPM	PPM	Emergency Planning Files - Programme Planning &	The material related to Emergency Planning including electronic regional and country sub folders, sitreps, security reports, contact lists, emergency related	CS-RAS-USAA-DB01-1205-3002
PPM	PPM	Administrative Files - Programme Planning &	collection of outgoing/incoming correspondence, fax, email, related to particular org function or subject such as office management, daily operations, general	CS-RAS-USAA-DB01-1001-3002
PPM	PPM	Special Studies - Programme Planning & Managment [PPM]	needs follow up	CS-RAS-USAA-DB01-1411-3002
PPM	PPM	Election Conduct Files - Programme Planning &	The material covered includes assistance in the conduct of elections, electoral law.	CS-RAS-USAA-DB01-1179-3002
PPM	PPM	Planning Files - Programme Planning & Managment [PPM]	The material covered includes contingency planning, long-term planning, reactions to changes in mandates.	CS-RAS-USAA-DB01-1176-3002
PPM	PPM	Logistics Files - Programme Planning & Managment [PPM]	Working papers related to country specific logistics and Inter-Agency logistics activities including: initiatives, training, materials, proposals, guidelines/draft	CS-RAS-USAA-DB01-1175-3002
PPM	PPM	Programme Evaluation Files - Programme Planning &	Evaluation/lessons learned concerning Programming, operations, assignments and missions.	CS-RAS-USAA-DB01-1174-3002
PPM	PPM	Case Files - Programme Planning & Managment [PPM]	Requisitions, Bids, List of Invitees, Statements of Awards, HCC Presentation, HCC Minutes, Contracts/ICA, Purchase Order, copies of all these documents,	CS-RAS-USAA-DB01-1137-3002
PPM	PPM	Resource Mobilization Files - Programme Planning &	Materials concerning Fund-Raising, Multi-Bi Funding, Pledging, and Debt Swaps.	CS-RAS-USAA-DB01-1125-3002
PPM	PPM	Country Files - Programme Planning & Managment [PPM]	Copies of materials related to a particular country including general correspondence, country visits, multi-bi arrangements, documents relating to	CS-RAS-USAA-DB01-1085-3002
PPM	PPM	Statistical Files - Programme Planning & Managment [PPM]	Statistical tables (follow up needed)	CS-RAS-USAA-DB01-1057-3002
PPM	PPM	Division Publications - Programme Planning &	Copies of reports of expert group meetings/workshops/training courses, project documents,	CS-RAS-USAA-DB01-1114-3002
PPM	PPM	Management Plan - Programme Planning & Managment [PPM]	needs follow up	CS-RAS-USAA-DB01-1105-3002
PPM	PPM	Activity Reports - Programme Planning & Managment [PPM]	Regional management team reports and action points	CS-RAS-USAA-DB01-1066-3002
PPM	PPM	Correspondence Files - Programme Planning &	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3002
PPM	PPM	Quarterly Overview Reports - Programme Planning &	Copies of UNPOs' report on significant programme developments and future trimestrial plans.	CS-RAS-USAA-DB01-1328-3002

Functiona	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
PPM	PPM	Programme Files - Programme Planning & Managment [PPM]	Permanent Country, Regional Sub-Programme and Regional Files;	CS-RAS-USAA-DB01-1120-3002
PPM	PPM	Situation Analyses - Programme Planning & Managment [PPM]	needs follow up	CS-RAS-USAA-DB01-1364-3002
PPM	PPM	Programme Information Circulars - Programme Planning	needs follow up with org unit	CS-RAS-USAA-DB01-1363-3002
PPM	PPM	Programme Directives - Programme Planning &	Directives on programming.	CS-RAS-USAA-DB01-1362-3002
PPM	PPM	Programme Reports - Programme Planning &	needs follow up with org unit	CS-RAS-USAA-DB01-1406-3002
PPM	PPM	Peacekeeping Operations Files - Programme Planning &	Materials that relate to the organization and functions of the office, including policies and procedures which relate to the office's work programme.	CS-RAS-USAA-DB01-1351-3002
PPM	PPM	Recoverable Charges - Programme Planning &	Materials related to recoverable charges	CS-RAS-USAA-DB01-1334-3002
PPM	PPM	Experts Files - Programme Planning & Managment [PPM]	needs follow up with org unit	CS-RAS-USAA-DB01-1407-3002
PPM	PPM	Partnerships Project Files - Programme Planning &	Country files by partnership containing correspondence, drafts and copies of agreements	CS-RAS-USAA-DB01-1158-3002
PPM	PPM	Host Country Relations Files - Programme Planning &	The records deal with Host Country affairs; outside law enforcement agencies; Counter-terrorism Task Force; NYC Commission for the UN.	CS-RAS-USAA-DB01-1331-3002
PPM	PPM	Programme Monitoring Files - Programme Planning &	needs follow up with org unit	CS-RAS-USAA-DB01-1405-3002
PPM	PPM	Fellows Files - Programme Planning & Managment [PPM]	needs follow up	CS-RAS-USAA-DB01-1408-3002
PPM	PPM	Interdepartmental & Intergovernmental Reports -	Copies of UNPOs' programme outreach activities prepared for the SG's reports on thematic issues, or for Interdepartmental and Intergovernmental bodies .	CS-RAS-USAA-DB01-1327-3002
PPM	PPM	Evaluation & Review Files - Programme Planning &	needs followup	CS-RAS-USAA-DB01-1410-3002
PPM	PPM	Programme Theme Files - Programme Planning &	Programme Related files e.g., Health, Nutrition, Water. etc. some special projects could also be under ER	CS-RAS-USAA-DB01-1316-3002
PPM	PPM	Technical Reports - Programme Planning & Managment [PPM]	Materials, books and reference materials used for historic research on a topic; conferences/meetings and workshops.	CS-RAS-USAA-DB01-1288-3002
PPM	PPM	Programme Analysis Files - Programme Planning &	Analysis done by analysis group	CS-RAS-USAA-DB01-1287-3002

Functional	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
PPM	PPM	Programme Processes Files - Programme Planning &	needs follow up with org unit	CS-RAS-USAA-DB01-1286-3002
PPM	PPM	Agency Advisors Files - Programme Planning &	needs follow up	CS-RAS-USAA-DB01-1409-3002
PPM	PPM	Monthly Activity Reports - Programme Planning &	Copies of UNPOs' programme outreach activities submitted by email from the centres.	CS-RAS-USAA-DB01-1326-3002
PPM	PPM	Country Programme Files - Programme Planning &	Files on each UNPO Country office arranged alphabetically according to the Regional Offices.	CS-RAS-USAA-DB01-1260-3002
PPM	PPM	Resource Development Files - Programme Planning &	Orders, correspondence, copies of contracts, financial records	CS-RAS-USAA-DB01-1271-3002
PPM	PPM	Project Files - Programme Planning & Managment [PPM]	Documentation concerning initiation, proposal, design, approval, implementation and completion throughout the duration of a project including,	CS-RAS-USAA-DB01-1012-3002
PPM	PRI	Global Movement for Children Files - Programme Information	Documentation relating to the Global Movement for Children including meetings, brand and design work, products and work plans, relationship with	CS-RAS-USAA-DB01-1204-3028
PPM	PRI	Administrative Files - Programme Information [PPM]	collection of outgoing/incoming correspondence, fax, email, related to particular org function or subject such as office management, daily operations, general	CS-RAS-USAA-DB01-1001-3028
PPM	PRI	Research Files - Programme Information [PPM]	1)Research data for ongoing project, kept on workgroups and fact checking files (SOWC). (2) Country and subject files. Copyright files in print and	CS-RAS-USAA-DB01-1031-3028
PPM	PRI	Correspondence Files - Programme Information [PPM]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3028
PPM	PRI	Reference Databases - Programme Information [PPM]	Vit A databases: 1) annual coverage rates, 2) annual requirements & plans, 3) long term plans	CS-RAS-USAA-DB01-1281-3028
PPM	PRI	Technical Advice Files - Programme Information [PPM]	Materials relating to technical advice provided.	CS-RAS-USAA-DB01-1138-3028
PPM	PRI	Reference Materials - Programme Information [PPM]	Supplimentary background materials used for specific, general or research purposes (see Research Files)+E99	CS-RAS-USAA-DB01-1347-3028
PPM	ROM	Project Files - Regional Office Management [PPM]	Documentation concerning initiation, proposal, design, approval, implementation and completion throughout the duration of a project including,	CS-RAS-USAA-DB01-1012-3066
PPM	ROM	Regional Office Analysis Reports - Regional Office	Yearly regional analysis reports	CS-RAS-USAA-DB01-1361-3066
PPM	ROM	Regional Files - Regional Office Management [PPM]	Materials related to regional offices and headquarter offices outside of NY;	CS-RAS-USAA-DB01-1132-3066
PPM	ROM	Regional Management Team Meeting Files - Regional Office	PFO package on the status of funding, contribution management per Region and Country	CS-RAS-USAA-DB01-1228-3066

Functiona	sub-func	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
PPM	ROM	Programme Files - Regional Office Management [PPM]	Permanent Country, Regional Sub-Programme and Regional Files;	CS-RAS-USAA-DB01-1120-3066
PPM	WGM	Governmental Experts on Missiles - Working Group	Panel of Governmental Experts on Missiles (A/55/33A)	CS-RAS-USAA-DB01-1103-3010
PPM	WGM	Project Initiation Files - Working Group Materials [PPM]	Documentation preceding initiation of a project (e.g., Budget approval, etc.)	CS-RAS-USAA-DB01-1070-3010
PPM	WGM	Special Projects Files - Working Group Materials [PPM]	Materials relating to management consulting projects.	CS-RAS-USAA-DB01-1139-3010
PPM	WGM	Partnerships Project Files - Working Group Materials [PPM]	Country files by partnership containing correspondence, drafts and copies of agreements	CS-RAS-USAA-DB01-1158-3010
PPM	WGM	Thematic Project Files - Working Group Materials [PPM]	The files deal with preparation of conference arrangements, requests for funds to finance the project and seed money for promotional campaigns, invitations	CS-RAS-USAA-DB01-1259-3010
PPM	WGM	Project Files - Working Group Materials [PPM]	Documentation concerning initiation, proposal, design, approval, implementation and completion throughout the duration of a project including,	CS-RAS-USAA-DB01-1012-3010