

Function	sub-funct	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb
ROC	CSR	Correspondence Files - UN Common System Reform [ROC]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3033
ROC	CSR	Reform Measures & Initiatives Files - UN Common System	Guidelines, Reform documents, country profiles, workshops, focal points, Learning Network, Country Assessments, Indicators, etc (both field and HQ)	CS-RAS-USAA-DB01-1043-3033
ROC	ER	Institutions Files - External Relations [ROC]	needs follow up	CS-RAS-USAA-DB01-1310-3065
ROC	ER	External Relations Files - External Relations [ROC]	NA	CS-RAS-USAA-DB01-1135-3065
ROC	ER	Correspondence Files - External Relations [ROC]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3065
ROC	FOU	Correspondence Files - Foundations [ROC]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3008
ROC	FOU	Board Reports - Foundations [ROC]	Copies of Board reports	CS-RAS-USAA-DB01-1013-3008
ROC	FOU	Founding Agreement - Foundations [ROC]	Relationship Agreement and Memorandum of Procedure between the United Nations and the United Nations Foundation, copies of historical	CS-RAS-USAA-DB01-1009-3008
ROC	FUN	Trust Fund files - Funds [ROC]	copies of documents of UN principal organs, inter-governmental bodies and treaty bodies, administrative instructions, information circulars, S-G's bulletins,	CS-RAS-USAA-DB01-1056-3062
ROC	IGR	Minutes & Documentation - Intergovernmental Relations [ROC]	(see 1063)	CS-RAS-USAA-DB01-1048-3037
ROC	IGR	Correspondence Files - Intergovernmental Relations [ROC]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3037
ROC	IGR	Cooperation Agreements - Intergovernmental Relations [ROC]	Signed agreements with host governments where UNPO's have programme of cooperation. Document describes how UNPO is to conduct its operation in the	CS-RAS-USAA-DB01-1245-3037
ROC	IGR	International Organizations Files - Intergovernmental	The material covered includes the Department's relations with any inter-governmental or non-governmental organization active where there are	CS-RAS-USAA-DB01-1182-3037
ROC	MAN	Communications Strategies - Management [ROC]	The material related to the development of communication strategies for MTSP priorities including strategy documents, work plans, correspondence,	CS-RAS-USAA-DB01-1202-3042
ROC	MAN	Public Information Activities Files - Management [ROC]	The material covered includes film-making, media relations, press releases and/or statements, UN radio stations.	CS-RAS-USAA-DB01-1186-3042
ROC	MAN	NGO Relations Files - Management [ROC]	needs follow up	CS-RAS-USAA-DB01-1391-3042
ROC	MAN	Statistical Commission Files - Management [ROC]	Materials related to the organization, administration, participation, and agenda of the Statistical Commission	CS-RAS-USAA-DB01-1230-3042

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ROC	MAN	Hospitality Files - Management [ROC]	needs follow up	CS-RAS-USAA-DB01-1390-3042
ROC	MAN	Statistical Files - Management [ROC]	Statistical tables (follow up needed)	CS-RAS-USAA-DB01-1057-3042
ROC	MM	Production Files - Media Management [ROC]	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-DB01-1159-3072
ROC	MM	Video Production Contacts - Media Management [ROC]	Contact information regarding editors, producers, cameramen, equipment cost etc.	CS-RAS-USAA-DB01-1240-3072
ROC	MM	Video Inventory - Media Management [ROC]	Physical inventory of film materials.	CS-RAS-USAA-DB01-1239-3072
ROC	MM	Video Scripts - Media Management [ROC]	Written scripts that correspond to all video materials, brolls, finished programs	CS-RAS-USAA-DB01-1237-3072
ROC	MM	Video Masters - Media Management [ROC]	Conversion and remastering of UN collection of films and videos on the question of Palestine into digital beta cam system	CS-RAS-USAA-DB01-1166-3072
ROC	MS	Correspondence Files - Member States [ROC]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3024
ROC	MS	Rosters - Member States [ROC]	needs follow up	CS-RAS-USAA-DB01-1042-3024
ROC	MS	Submissions - Member States [ROC]	Reports on the standard reporting forms, copies of correspondence, publications or documents assembled for reference purposes. Country files by	CS-RAS-USAA-DB01-1033-3024
ROC	NGO	Technical Assistance Files - Non-Governmental Organisations [ROC]	Materials concerning the preparation and disseminating of technical and operational guidance on various aspects of reproductive health regarding Non-	CS-RAS-USAA-DB01-1127-3063
ROC	NGO	Donor Relations Files - Non-Governmental Organisations [ROC]	General correspondence on donor relations and policy issues with NGO donors (GAVI, UNF, Rotary International etc) including briefing notes prepared	CS-RAS-USAA-DB01-1224-3063
ROC	NGO	Correspondence Files - Non-Governmental Organisations [ROC]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3063
ROC	PAI	Meeting Minutes & Documentation - Partners &	Notes for the record, agendas, participants and related meeting information.	CS-RAS-USAA-DB01-1063-3006
ROC	PAI	Committee Minutes & Documentation - Partners &	The material covered includes preparation for and reports on informal consultations, Council committees on various subjects, violations of resolutions.	CS-RAS-USAA-DB01-1187-3006
ROC	PAI	Annual Reports - Partners & Academic Institutions [ROC]	copies of annual report and their related materials of a particular office or organization	CS-RAS-USAA-DB01-1011-3006
ROC	PAI	Advisory Board Materials - Partners & Academic Institutions	drafts, rough notes, copies of correspondence, memos, cables, reports and annotated publications or documents assembled for reference purposes or for	CS-RAS-USAA-DB01-1032-3006

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ROC	PAI	Correspondence Files - Partners & Academic Institutions [ROC]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3006
ROC	PR	Correspondence Files - Public Relations [ROC]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3081
ROC	PR	External Relations Contacts - Public Relations [ROC]	needs follow up with org unit	CS-RAS-USAA-DB01-1312-3081
ROC	PR	Production Files - Public Relations [ROC]	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-DB01-1159-3081
ROC	PR	External Relations Files - Public Relations [ROC]	Records concerning organizations outside the UN system.	CS-RAS-USAA-DB01-1135-3081
ROC	PRS	Press Releases - Press Relations [ROC]	Copies of press releases, press briefings and publications of different project files	CS-RAS-USAA-DB01-1104-3057
ROC	PRS	Articles - Press Relations [ROC]	NA	CS-RAS-USAA-DB01-1282-3057
ROC	PRS	Press Clippings - Press Relations [ROC]	Clippings of newspapers coming from different Offices on different subjects, filed chronological order	CS-RAS-USAA-DB01-1250-3057
ROC	RGC	Correspondence, Minutes & Documentation - Regional	Materials concerning seminars, training programmes, minutes of meetings.	CS-RAS-USAA-DB01-1129-3064
ROC	SPE	Speaking Engagement Files - Speeches [ROC]	needs follow up	CS-RAS-USAA-DB01-1388-3084
ROC	SPE	Speech Files - Speeches [ROC]	needs follow up	CS-RAS-USAA-DB01-1311-3084
ROC	TRE	Depository Notifications - Treaties [ROC]	Official notifications to Member States informing them of actions related to treaties deposited with SG.	CS-RAS-USAA-DB01-1382-3039
ROC	TRE	Correspondence Files - Treaties [ROC]	working copies of all outgoing/incoming correspondence, fax, email, reading files etc filed by subject (see Chron files)	CS-RAS-USAA-DB01-1006-3039
ROC	TRE	Authentic Treaty Instruments - Treaties [ROC]	Authentic Treaty Instruments deposited with the SG. These are the only country instruments in the world.	CS-RAS-USAA-DB01-1381-3039
ROC	TRE	Conference Files - Treaties [ROC]	Materials related to administrative, budgetary and organizational arrangements as well as substantive preparations for and conduct of conferences of States	CS-RAS-USAA-DB01-1053-3039
ROC	TRE	Monthly Treaty List - Treaties [ROC]	Monthly series containing listing of all treaties and actions registered, filed and recorded each month.	CS-RAS-USAA-DB01-1379-3039
ROC	TRE	Indices - Treaties [ROC]	Publications serving as a subject and alphabetical guide to the UN Treaty series.	CS-RAS-USAA-DB01-1378-3039

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ROC	TRE	Authentic Treaties - Treaties [ROC]	internal and external audit-related documents, observations, recommendations, comments, follow-ups, internal discussions, etc.	CS-RAS-USAA- DB01-1377-3039
ROC	TRE	MultiLateral treaties - Treaties [ROC]	Contains lists of countries parties and treaties deposited with the SG	CS-RAS-USAA- DB01-1380-3039