



TEST CF Item = Barcode Top - Note at Bottom =
CF_Item_One_Barcode_BC5-Top-Sign-narrow

Page 1
Date 9/15/2004
Time 12:36:16 PM
Login Name Dhurjati Muelle



CF/RAD/USAA/DB01/1998-01467

Expanded Number **CF/RAD/USAA/DB01/1998-01467**

External ID **CF/EXD/1995-023**

Title

Cleaning up of Records

Date Created
11/9/1995

Date Registered
1/16/1997

Date Closed

Primary Contact **Karin Sham Poo**

Owner Location **Office of the Executive Director, UNI = 5001**

Home Location **Record not available due to inadequate security profile.**

Current Location/Assignee **At Home Location: Record not available due to inadequate security**

FI2: Status Certain? **No**

FI3: Record Copy? **No**

101: In, Out, Internal Rec or Rec Copy

Contained Records

Container **Access denied**

Number 3

Field 1

Field 2

Full Classification Number

Date Published

d3: Doc Type - Forma

1: Date First Publish

Priority

Record Type **A03 DOC ITEM: CF/RAD REPOSITORY WORTHY ORG SERIES**

Source Document

Document Details **Record has no document attached.**

Alt Bar code = RAMP-TRIM Record Number: **CF/RAD/USAA/DB01/1998-01467**

Notes

Print Name of Person Submit Image

D Mueller

Signature of Person Submit

Number of images
without cover

2

CF/EXD/1995-023
9 November 1995

5

FOR ACTION

To: All Staff at NYHQ

From: Karin Sham Poo
Deputy Executive Director, Operations

Subject: CLEANING UP OF RECORDS

As the end of 1995 approaches, and with it the move to 633 Third Avenue and the restacking of UNICEF House, all staff must invest some time to clearing out unnecessary files and papers. This will considerably reduce space requirements in both premises and identify materials that need to be properly appraised, preserved and subsequently archived.

I am asking division directors to co-ordinate the clean up process with the criteria defined below in mind. This initiative in no way replaces the established procedures for managing and archiving UNICEF records. I would like each and every staff member to devote one day between now and the end of the year to cleaning records in his/her work area. Records that answer directly to one or more of the following statements may be discarded. These statements are as follows: AI may discard this record because:

- it is a copy of an original document issued by another division and is no longer needed for current working purposes.
- it is a copy of an official UNICEF issuance (CF/EXD, AI, IC, ...) which is available on microfiche stored with DRU or library.
- it is a copy of a non-UNICEF produced document (such as a UN Information Circular ST/AI, ST/IC, ...) which can be obtained from the issuing office.
- it is a copy of an official ECOSOC or UNICEF Executive Board document (E/ICEF, etc.).
- it is an outdated, telephone directory, publication or newsletter and neither I, nor my division is responsible for its publication.
- it is a manual that is no longer current or for which I have no further need. I know that the original record copy may be obtained from the issuing office if necessary.

Further to this, I am asking OAM to provide appropriate hampers on each floor to centrally collect all discarded materials. I am certain that these will often be filled to capacity as the clean up exercise is put into practice.

Finally, and in parallel to the above initiative, IRM Office will continue to encourage all staff at HQ to attend RAMP training and then properly list their important, and/or historical records. I want to encourage staff to transfer records to the archives for safekeeping as this will also help with our space requirements in UNICEF House and 633 Third Avenue.

Thank you.