



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

CF-PRG-DPP-SI-RAM UNICEF - Programme Group - DPP Strategic Information -
RAM Record Series Draft

Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

Page

1

Date

02-Mar-2005

Time

17:53:47

A	B			
ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-PRG-DPP-SI-RAM-00 CF/RA/SR/USAA/DB01/2004-00808	Supply - Products and Vendors	Background info, specification sheets, product literature and vendors information. Can contain project generated comparison of vendor or products		
UNICEF-PRG-DPP-SI-RAM-00 CF/RA/SR/USAA/DB01/2004-01024	Organization- planning for RAM related Functions	Planning Strategies and Work plans, including budget costing proposals and allotments for the year related to RAM. For recent there is not much relevant. Budget was controled at section level with little advanced planning.		
UNICEF-PRG-DPP-SI-RAM-00 CF/RA/SR/USAA/DB01/2004-01349	Personnel - Training Related Information	Other work units training materials or manuals used by RAM work unit		
UNICEF-PRG-DPP-SI-RAM-00 CF/RA/SR/USAA/DB01/2004-01350	Personnel -Training Related to Records and Archives	Training material developed by the Records and Archive Management Function for use by other staff as well as system administration information related to UNICEF's use of software and RAM related applications.		
UNICEF-PRG-DPP-SI-RAM-00 CF/RA/SR/USAA/DB01/2004-01373	Records and Archive Management related Subjects, Policies, Procedures and Background working papers: Transfers, Retrievals, Destruction, Alt media	includes print out of record series for various locations, information on major records transfers to record center or UN archives, destruction retention decisions, information on Alternate media projects, status of Microfiche in UNICEF etc. Information on the various Recored storage facilities used or considered by UNICEF, LIC records Center, UN Archives facilities, UNICEF house basement.		
UNICEF-PRG-DPP-SI-RAM-00 CF/RA/SR/USAA/DB01/2004-01526	GCG Global Subject Classification Guide	Includes most recent codes and terms by main subject eg Administration, Presonnel, Supply etc. All earlier version of UNICEF Global Classification Guide and the codes from various organizations which were reviewed during development stage [UNDP, World Bank, UN Secretariat].		
UNICEF-PRG-DPP-SI-RAM-00 CF/RA/SR/USAA/DB01/2004-01546	Information on UNICEF Executive Board Documents	One copy of official document maintained for alternate media collection and verification of issuance. Note also process for microfiche production, verification and storage		



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

Page 2
Date 02-Mar-2005
Time 17:53:47

CF-PRG-DPP-SI-RAM UNICEF - Programme Group - DPP Strategic Information -
RAM Record Series Draft

Login Name Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

A	B			
ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-PRG-DPP-SI-RAM-001 CF/RA/SR/USAA/DB01/2004-01432	Chron Logs for the Records and Archive Management Functions as well as for the History Project	Records and Archive related as well as Correspondance related to the History Project in separate files. Contains information on Research queries as well as copies of all important invoices, requests etc.		
UNICEF-PRG-DPP-SI-RAM-001 CF/RA/SR/USAA/DB01/2004-01525	General Administrative subject material	Copies of Correspondance and background information or procedures sorted by main subject. Log for earlier years contains a detailed list in front of each binder. In recent years not as complete since the log is kep electronically for meta data. This is the most complete file, since there has been less time to file relevant correspondance in the related subject files.		
UNICEF-PRG-DPP-SI-RAM-011 CF/RA/SR/USAA/DB01/2004-02359	Information - On Research Projects and Presentation of results includes, User guidelines, FAQs and Publishing for internet access	tools and processes used for internal - external researchers. At present informal site to publish cf-hst.net		
UNICEF-PRG-DPP-SI-RAM-011 CF/RA/SR/USAA/DB01/2004-01620	History Monographs CF-HST-MON	Record copy of the Material used to produce History Monographs [Document Series CF/HST/Mon] with version used for digital scanning and microfiche versions		
UNICEF-PRG-DPP-SI-RAM-011 CF/RA/SR/USAA/DB01/2004-01891	Orgainzation Meetings - Internal	Notes for the record, agendas, participants and relted meeting information. Includes back and decisions taken. Not often keep up to date at present. Electronic files are relied on with print outs and collections registered in RAMP-TRIM.		
UNICEF-PRG-DPP-SI-RAM-011 CF/RA/SR/USAA/DB01/2004-01883	Organization Structure Related including Authority charts and lists	not kept up to date at present. Rely on UNICEF interanet and printed version of the post authorization table from DFAM		
UNICEF-PRG-DPP-SI-RAM-011 CF/RA/SR/USAA/DB01/2004-01957	Information on Manuals Produced by UNCEF	List of Manuals produced and in many cases at least one copy of the manual that could be scanned for the record copy. Note also the UNICEF Documetn Series list and status [in RAMP-TRIM]		



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

Page 3
Date 02-Mar-2005
Time 17:53:47

CF-PRG-DPP-SI-RAM UNICEF - Programme Group - DPP Strategic Information -
RAM Record Series Draft

Login Name Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

A	B			
ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-PRG-DPP-SI-RAM-01: CF/RA/SR/USAA/DB01/2004-01953	Personnel - Human Resource	Working copies of relted policies for Attendance, leave , job descriptions as well as convenience copies of recent PERs etc Drafts of RAM related Job descriptions.		
UNICEF-PRG-DPP-SI-RAM-01: CF/RA/SR/USAA/DB01/2004-02007	Country files - UNICEF Field, headquarters and regional Offices.	all correspondance related at o specific UNICEF location, including record lists and procedures or visit or a location. RAM Advice provided		
UNICEF-PRG-DPP-SI-RAM-01: CF/RA/SR/USAA/DB01/2004-02166	Project Files related to RAM	information from project proposal, design, costing selection of vendor or consultant, implementanion and evaluation. Recent efforts rely more on email attachments with most important documents registerd in RAMP-TRIM. Some linked to relevant Electronic folder. E.g. alternate media project, project to select a replacement for RAMP-WANG, RFI for Records and Archive Managment Systems [by UNPO workgroup - 1996-98]. Insome cases paper versions scanned to register / create an electronic file.		
UNICEF-PRG-DPP-SI-RAM-01: CF/RA/SR/USAA/DB01/2004-02182	External Relations Files	Includes background information on other UN organizations, record policies and procedures used as reference. Also Professional Associations and common Service initiatives e.g Working Group on Archives and Records Management [WGARM]		

End of Report

UNICEF

Dataset CFRAMP01