



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

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Date 02-Mar-2005
Time 17:25:37
Login Name Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

CF-OPG-OIAUNICEF - Operations Group - Office of Internal Audit Record Series
Draft

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-OPG-OIA-001 CF/RA/SR/USAA/DB01/2004-00701	HQ Divisions - Correspondence Files	Correspondence Filed by HQ Divisions e.g. Memos from/to Div. Directors, Div. Staff, Circulars, policies, reports and misc.		
UNICEF-OPG-OIA-002 CF/RA/SR/USAA/DB01/2004-00750	OIA Workshops File - by year	Info., regarding Workshop agenda for bi-annual OIA Workshops.		
UNICEF-OPG-OIA-003 CF/RA/SR/USAA/DB01/2004-00881	Annual Inventory - Report of laptops and accessories	Inventory of computer laptops and accessories		
UNICEF-OPG-OIA-004 CF/RA/SR/USAA/DB01/2004-00914	Travel Authorisations and Travel Claims - by year, staff member and trip number.	Travel TAs, Claims details for S/M official, home leave and education grant travel.		
UNICEF-OPG-OIA-005 CF/RA/SR/USAA/DB01/2004-01021	OIA Budget Files - by year	Budget Reports, and Info. regarding OIA yearly budget.		
UNICEF-OPG-OIA-006 CF/RA/SR/USAA/DB01/2004-01096	Country Office Correspondence File	Correspondence Filed by Region/Country e.g. Memos from/to COs, audit notificaion memos, action plans, audit recommendation responses.		
UNICEF-OPG-OIA-007 CF/RA/SR/USAA/DB01/2004-01221	OIA Personnel File - by Staff Member	OIA Staff Member's personnel file includes PERs, GROWTH, and misc.		
UNICEF-OPG-OIA-008 CF/RA/SR/USAA/DB01/2004-01194	SSA file by Year, Consultant and by Contract Number	SSA file - info. on Special Service Agreements		
UNICEF-OPG-OIA-009 CF/RA/SR/USAA/DB01/2004-01428	OIA Correspondence Chrono. File	OIA correspondence - Inter-office memos, outgoing letters that are given chronological numbers for easy reference.		
UNICEF-OPG-OIA-010 CF/RA/SR/USAA/DB01/2004-01784	Electronic (diskette) Files of all Audit Reports - by year and Country	Electronic Diskettes of Audit Reports.		
UNICEF-OPG-OIA-011 CF/RA/SR/USAA/DB01/2004-01789	Correspondence File - UN Board of Ext. Auditors	Memos from UN Board of Auditors informing of audits being undertaken by Ext. Auditors. Correspondence regarding external audits.		



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UNICEF-OPG-OIA-012 CF/RA/SR/USAA/DB01/2004-01790	Correspondence File - UN Office of Internal Oversight Services (OIOS)	Memos and correspondence from OIOS.		
UNICEF-OPG-OIA-013 CF/RA/SR/USAA/DB01/2004-01791	Correspondence File - Joint Inspection Unit (JIU)	Memos and correspondence from JIU.		
UNICEF-OPG-OIA-014 CF/RA/SR/USAA/DB01/2004-01782	Audit Reports - Master File	Original Audit Reports filed in yearly order e.g.: 98/001 to 98/034/		
UNICEF-OPG-OIA-015 CF/RA/SR/USAA/DB01/2004-01783	Audit Reports - Spare Copies	Spare Copies of Audit Report for the past two audits for each Country/Regional/Sub-office.		
UNICEF-OPG-OIA-016 CF/RA/SR/USAA/DB01/2004-01792	Correspondence File - Institute of Internal Auditors	Correspondence, reports, info. regarding IIA courses.		
UNICEF-OPG-OIA-017 CF/RA/SR/USAA/DB01/2004-01798	Confidential - Investigations File - by Country	Confidential docs. Relating to CO audits under investigation.		
UNICEF-OPG-OIA-018 CF/RA/SR/USAA/DB01/2004-01778	Follow-up Audit Recommendations Implementation by Audit Report year.	Audit recommendation follow-up by CO Reps, HQ Div. Heads and RO Directors, Responses/actions taken regarding audit recommendations made in the Audit Report.		
UNICEF-OPG-OIA-019 CF/RA/SR/USAA/DB01/2004-02128	OIA Annual Workplans - by year	Work Plans for OIA		
UNICEF-OPG-OIA-020 CF/RA/SR/USAA/DB01/2004-02304	Audit Working Papers - By Region and Country	Working Papers from audits done in the CO's, RO's and Sub-offices. They contain info. pertaining to the audit -payment vouchers, CAG info. Bank statements, Personnel info., draft audit report, all info. pertaining to the audit.		

End of Report

UNICEF

Dataset CFRAMP01