



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

DAP ANNEX 3 - for CF-PSD UNICEF - PS Group - Private Section Divisionn - RAM

Record Series Draft

A

B

| ExtRef: Local Series Year-#<br>Expanded Number | Record Series Title                    | Record Series Description                                                                                                                                   | Record Series<br>physical stored | Comment<br>for these<br>records? |
|------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|
| UNICEF-PSG-PSD-001                             | General correspondence -<br>Production | Memos, emails, faxes.                                                                                                                                       |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-00699                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-002                             | Procurement Files                      | Purchase requisitions, purchase orders, CRC submissions,<br>long-term agreements, insurance policies, correspondence                                        |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-00822                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-003                             | Accounts Payable Files                 | Processed invoices, payment requests, payment advices                                                                                                       |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-00946                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-004                             | Investment Funds Files                 | Application forms, letters of agreements, progress reports                                                                                                  |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-01128                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-005                             | Promotional Materials Files            | Country files by campaign containing purchase orders, copies of<br>correspondence, sample catalogues                                                        |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-01599                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-006                             | Card Samples                           | Two samples of each card                                                                                                                                    |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-01591                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-007                             | Direct Mail Packages<br>Samples        | Samples by campaign                                                                                                                                         |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-01594                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-008                             | Promotional Materials<br>Samples       | Samples of catalogues and brochures                                                                                                                         |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-01601                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-009                             | Card Files - Production                | Samples, films, slides, transparencies, progs (work materials),<br>artwork, printed history, correspondence with printers                                   |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-01641                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-010                             | Japan Committee -<br>Production        | Samples of catalogues, samples of direct mail packages, specs<br>on products, correspondence                                                                |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-01640                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-011                             | Japan Special Programme<br>Files       | By year containing copies of correspondence, agreements with<br>Japan National Committee, purchase requisitions and purchase<br>orders, financial documents |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-01639                  |                                        |                                                                                                                                                             |                                  |                                  |
| UNICEF-PSG-PSD-012                             | Legal Documents -<br>Production        | Leases, correspondence                                                                                                                                      |                                  |                                  |
| CF/RA/SR/USAA/DB01/2004-01750                  |                                        |                                                                                                                                                             |                                  |                                  |



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| UNICEF-PSG-PSD-013<br>CF/RA/SR/USAA/DB01/2004-01807 | Corporate Alliances Files  | Country files by alliance containing submissions to Coordination Committee, correspondence, drafts and copies of agreements                                                                                     |                                  |                                  |
| UNICEF-PSG-PSD-014<br>CF/RA/SR/USAA/DB01/2004-02005 | Country Files - PSFR       | Copies of correspondence, joint planning process agreements with National Committees                                                                                                                            |                                  |                                  |
| UNICEF-PSG-PSD-015<br>CF/RA/SR/USAA/DB01/2004-02095 | Partnerships Project Files | Country files by partnership containing correspondence, drafts and copies of agreements                                                                                                                         |                                  |                                  |
| UNICEF-PSG-PSD-016<br>CF/RA/SR/USAA/DB01/2004-02296 | Working Files              | Copies of correspondence, memos, faxes, emails assembled for reference purposes or for use in the analysis or preparation of other material, travel authorizations, claims, PERs, attendance, job descriptions. |                                  |                                  |