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CF-ERG-PFO- UNICEF -Exec Dir Group - UN Affairs and External Relations- Record Series Draft

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ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-ERG-UNAER-001 CF/RA/SR/USAA/DB01/2004-00729	Funds/Programmes/Other Bodies Series	United Nations Conference on Trade and Development (UNCTAD); United Nations Development Programme (UN Volunteers and UNIFEM); United Nations Environment Programme (UNEP); United Nations Population Fund (UNFPA); Office of the High Commissioner for Refugees (UNHCR); World Food Programme (WFP). Includes incoming correspondence and replies, reports, records of meetings, memoranda of understanding, speeches, general information, etc.		
UNICEF-ERG-UNAER-003 CF/RA/SR/USAA/DB01/2004-00737	Global Conferences Series			
UNICEF-ERG-UNAER-004 CF/RA/SR/USAA/DB01/2004-00740	Global Conferences Series	World Summit for Children; UN Conference on Environment and Development; World Conference on Human Rights; International Conference on African Development; International Conference on Population and Development; World Summit for Social Development; Fourth		
UNICEF-ERG-UNAER-005 CF/RA/SR/USAA/DB01/2004-00741	Global Conferences Series			
UNICEF-ERG-UNAER-006 CF/RA/SR/USAA/DB01/2004-00742	Global Conferences Series			
UNICEF-ERG-UNAER-007 CF/RA/SR/USAA/DB01/2004-01046	Administrative and Budgetary Files Series			
UNICEF-ERG-UNAER-008 CF/RA/SR/USAA/DB01/2004-01055	Administrative and Budgetary Files Series	All material related to the preparation of biennial budgets, as well as a record of all expenditures against those budgets (purchase orders, payment of invoices, official travel final settlements, OBOs, etc.). Also includes office management plans and su		
UNICEF-ERG-UNAER-009 CF/RA/SR/USAA/DB01/2004-01454	Chronological Files Series	All outgoing correspondence (letters, memos, faxes, notes, speeches, inputs to reports, selected e-mail messages, etc.) signed by the Director, UN Affairs, or sent in his name, as well as all correspondence prepared by UN Affairs for signature by the Executive Director, Deputies, or any other Director		



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UNICEF-ERG-UNAER-010 CF/RA/SR/USAA/DB01/2004-01504	Director's Reference Library	Incoming books, publications, magazines, etc. from the UN and other sources--valuable source of information and frequently referenced. Passed to UNICEF Library when there is no more room. Duplicate For Sale publications returned to UN.		
UNICEF-ERG-UNAER-011 CF/RA/SR/USAA/DB01/2004-01466	Chronological Files Series	(b) Chronological Files 1995-date		
UNICEF-ERG-UNAER-012 CF/RA/SR/USAA/DB01/2004-01465	Chronological Files Series	(a) Chronological Files 1988-1994		
UNICEF-ERG-UNAER-013 CF/RA/SR/USAA/DB01/2004-01543	Subject File Series	(c) Resident Coordinator System--Designation of RC/RRs 1994-1995		
UNICEF-ERG-UNAER-014 CF/RA/SR/USAA/DB01/2004-01544	Subject File Series	(d) Secretary-General's Office--Senior Officials Meetings 1994-1996		
UNICEF-ERG-UNAER-015 CF/RA/SR/USAA/DB01/2004-01540	Subject File Series	Subject Files Already Archived:		
UNICEF-ERG-UNAER-016 CF/RA/SR/USAA/DB01/2004-01503	Quick Reference G-8, G-77 and Others Binder	Communiqués, declarations, etc. issued by the G-8, G-77 and others of interest or import to UNICEF		
UNICEF-ERG-UNAER-017 CF/RA/SR/USAA/DB01/2004-01533	Subject Files Series	UN Affairs currently has on hand some 40 subject files: Armed Conflict; Bretton Woods Institutions; Common Manual; Common Premises/Common Services; Convention on the Rights of the Child; Country Strategy Note; Debt; Development Assistance Framework (UNDAF); Drug Control; Education; Globalization; HIV/AIDS; Holy See; Human Resources (ICSC, FICSA, safety and security of staff); Human Rights/Child Rights; Humanitarian Affairs/Emergency Operations; International Development Strategy; Joint Inspection Unit (JIU); League of Arab States (LAS); Least Developed Countries (LDC); Management/Internal Oversight; Non-Aligned Movement (NAM);		
UNICEF-ERG-UNAER-019 CF/RA/SR/USAA/DB01/2004-01539	Subject File Series	Surveys/Questionnaires (pertaining to field-level collaboration); Training/Reports (ILO Turin Training Center); Triennial Comprehensive Policy Review of Operational Activities of the UN System; UN Reform.		



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UNICEF-ERG-UNAER-021 CF/RA/SR/USAA/DB01/2004-01545	Subject File Series	(e) Training--ILO Turin Training Centre 1991-1998		
UNICEF-ERG-UNAER-022 CF/RA/SR/USAA/DB01/2004-01541	Subject File Series	(a) Humanitarian Affairs 1993-1995		
UNICEF-ERG-UNAER-023 CF/RA/SR/USAA/DB01/2004-01542	Subject File Series	(b) Interim Offices 1993-1994		
UNICEF-ERG-UNAER-024 CF/RA/SR/USAA/DB01/2004-01661	UNICEF Intranet Web Site Database	All documents posted electronically in the Document Repository, UN Affairs View, as well as all other views, are essential. If all printed records were destroyed in a natural or man-made disaster, the electronic database would be the minimum required to		
UNICEF-ERG-UNAER-025 CF/RA/SR/USAA/DB01/2004-01720	Signed Memoranda of Understanding (MOU) Binder	Signed agreements between UNICEF and various organizations (UN and other) in specific areas of cooperation, coordination, collaboration, etc. HIGHLY RECOMMENDED FOR DIGITIZATION		
UNICEF-ERG-UNAER-026 CF/RA/SR/USAA/DB01/2004-01812	Inter-agency Series	(a) Joint Consultative Group on Policy (JCGP-now defunct)		
UNICEF-ERG-UNAER-027 CF/RA/SR/USAA/DB01/2004-01817	Inter-agency Series	(d) Executive Committees (United Nations Development Group (UNDG), Executive Committee on Humanitarian Affairs (ECHA), Executive Committee on Peace and Security (ECPS), Executive Committee on Economic and Social Affairs (ECESA)		
UNICEF-ERG-UNAER-028 CF/RA/SR/USAA/DB01/2004-01823	Specialized Agencies Series	Food and Agriculture Organization (FAO); International Fund for Agricultural Development (IFAD); International Labour Organisation (ILO); International Monetary Fund (IMF); International Telecommunication Union (ITU); United Nations Educational, Scientific and Cultural Organization (UNESCO); World Health Organization (WHO); World Bank Group (which includes International Bank for Reconstruction and Development (IBRD), International Development Association (IDA), and International Finance Corporation (IFC) and Associated Agencies (CGIAR, ICSID, and MIGA)). Includes incoming correspondence and replies, reports, records of		



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UNICEF-ERG-UNAER-029 CF/RA/SR/USAA/DB01/2004-01814	Inter-agency Series	(a) Joint Consultative Group on Policy 1990-1997 (JCGP now defunct; superseded by the United Nations Development Group)		
UNICEF-ERG-UNAER-031 CF/RA/SR/USAA/DB01/2004-01818	Inter-agency Series	Records of meetings, including all incoming material, briefing material produced prior to sessions, subsequent follow-up action, inputs to reports, etc.)		
UNICEF-ERG-UNAER-032 CF/RA/SR/USAA/DB01/2004-01815	Inter-agency Series	(b) Administrative Committee on Coordination (ACC) and its subsidiary machinery 1990-1994		
UNICEF-ERG-UNAER-033 CF/RA/SR/USAA/DB01/2004-01813	Inter-agency Series	(a) Chief Executives Board for Coordination--CEB (formerly the Administrative Committee on Coordination--ACC) and its subsidiary machinery; (b) Executive Committees (United Nations Development Group, Executive Committee on Humanitarian Affairs, Executive		
UNICEF-ERG-UNAER-034 CF/RA/SR/USAA/DB01/2004-01816	Inter-agency Series	(c) Administrative Committee on Coordination (ACC) and its subsidiary machinery 1995-date. Name changed to Chief Executives Board for Coordination (CEB) in October 2001. Final official ACC--now CEB--documents from 1991-date still on file in UN Affairs		
UNICEF-ERG-UNAER-035 CF/RA/SR/USAA/DB01/2004-01879	Executive Board Series	For quick reference, hard copies of regular series (i.e., E/ICEF/2002/XXX and administrative and budgetary series (E/ICEF/2002/AB/ L...)) are kept on hand; these are eventually destroyed in the office. However, official records of Executive Board sessions,		
UNICEF-ERG-UNAER-036 CF/RA/SR/USAA/DB01/2004-01911	Executive Directives Series	Hard copies of Executive Directives frequently referred to by UN Affairs or those of historical value have been retained (e.g. those related to Operational Activities and UN Reform).		
UNICEF-ERG-UNAER-037 CF/RA/SR/USAA/DB01/2004-01912	Executive Directives Series			



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UNICEF-ERG-UNAER-038 CF/RA/SR/USAA/DB01/2004-02016	Country File Series	(b) Cambodia 1989-1990		
UNICEF-ERG-UNAER-039 CF/RA/SR/USAA/DB01/2004-02012	Country Files Series			
UNICEF-ERG-UNAER-040 CF/RA/SR/USAA/DB01/2004-02013	Country File Series	Country files organized by region (i.e., regions as defined by UNICEF: WCARO, ESARO, MENA, CEE/CIS and the Baltics, EAPRO, ROSA, TACRO). General file maintained for each region. Country files contain country-specific information (e.g., Country Strategy		
UNICEF-ERG-UNAER-041 CF/RA/SR/USAA/DB01/2004-02015	Country File Series	(a) Africa Continent--1993-1995		
UNICEF-ERG-UNAER-042 CF/RA/SR/USAA/DB01/2004-02018	Country File Series	(d) Commonwealth of Independent States (CIS) 1991-1994		
UNICEF-ERG-UNAER-043 CF/RA/SR/USAA/DB01/2004-02017	Country File Series	(c) USSR 1988-1991		
UNICEF-ERG-UNAER-044 CF/RA/SR/USAA/DB01/2004-02014	Country File Series	Country Files Already Archived:		
UNICEF-ERG-UNAER-045 CF/RA/SR/USAA/DB01/2004-02157	Partnerships Series	This will probably be deleted		
UNICEF-ERG-UNAER-046 CF/RA/SR/USAA/DB01/2004-02195	Intergovernmental Series	(a) General Assembly (by session) general file; GA statements; GA official documents; (b) ECOSOC (by session) general file; ECOSOC statements; ECOSOC official documents; (c) Security Council general file; SC sanctions files (Haiti, Former Yugoslavia, Iraq		
UNICEF-ERG-UNAER-047 CF/RA/SR/USAA/DB01/2004-02198	Intergovernmental Series	(c) General Assembly (by session) general file; GA statements; GA official documents 1995-date; Special Sessions of the GA;		



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UNICEF-ERG-UNAER-048 CF/RA/SR/USAA/DB01/2004-02199	Intergovernmental Series	(d) ECOSOC (by year) general file; ECOSOC statements; ECOSOC official documents 1995-date;		
UNICEF-ERG-UNAER-049 CF/RA/SR/USAA/DB01/2004-02200	Intergovernmental Series	(e) Security Council general file; SC sanctions files (Finalized, vetted UNICEF applications for humanitarian supplies submitted to UN Security Council Sanctions Committees for Haiti, Former Yugoslavia, Iraq; requests for extensions of approvals; incoming		
UNICEF-ERG-UNAER-050 CF/RA/SR/USAA/DB01/2004-02201	Intergovernmental Series	(f) UN publications--i.e, the finalized bound volumes--of GA, ECOSOC, SC resolutions and decisions maintained separately.		
UNICEF-ERG-UNAER-051 CF/RA/SR/USAA/DB01/2004-02196	Intergovernmental Series	(a) General Assembly (GA) 1990-1994 general file; statements file; official documents file		
UNICEF-ERG-UNAER-052 CF/RA/SR/USAA/DB01/2004-02197	Intergovernmental Series	(b) Economic and Social Council (ECOSOC) 1990-1994 general file; statements; official documents		
UNICEF-ERG-UNAER-053 CF/RA/SR/USAA/DB01/2004-02256	Regional Commissions Series	Regional Commissions general file; Economic Commission for Africa (ECA); Economic Commission for Europe (ECE); Economic Commission for Latin America and the Caribbean (ECLAC); Economic and Social Commission for Asia and the Pacific (ESCAP); Economic and Social Commission for Western Asia (ESCWA). Incoming correspondence and replies, reports, general information, etc. (Small record series, as UN Affairs not the focal point)		
UNICEF-ERG-UNAER-056 CF/RA/SR/USAA/DB01/2004-02337	Working Papers/Files	All UN Affairs staff maintain their own working papers and files, and destroy same in office, as and when appropriate		

End of Report

UNICEF

Dataset CFRAMP01