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**UNITED NATIONS  
ARCHIVES AND RECORDS MANAGEMENT SECTION**

**RETENTION COMPENDIUM PROJECT**

**Susan de Bary  
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## Introduction

The following document is the final report of the "Retention Compendium Project" for the United Nations Archives and Records Management Section. The project work commenced on May 1, 1995 and ended June 30, 1995 with this final report.

The goal of the project was to develop a Retention Compendium. The Compendium reflects the range of retention periods that have been assigned to records and/or record series with similar functions, such as "case files", "official status files", etc. Since the Compendium would provide a history on past retention decisions, it was thought that it could be used as a tool for developing future records retention schedules for the Secretariat departments of the United Nations.

This report describes the current records retention environment, provides a project description, discusses the project findings, and offers recommendations.

"Records", for the purpose of this discussion, are all documentary materials made or received regardless of physical type (books, paper, photographs, maps, electronic data, audiovisual, microforms, etc.) documenting decisions and transactions made in connection with official United Nations business. Library and museum materials made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents, such as printed "official records", preserved only for convenience of reference, and stocks of publications are not included within the definition of "records".

In the definition of records cited above, the phrase "regardless of physical type" means that records are not comprised only of paper materials. Attention must be given to electronic records including magnetic tapes and disks, etc.

## Current Records Retention Environment

The United Nations Archives and Records Management Section (ARMS) has the prime responsibility for providing efficient and cost effective records management services to the United Nations Secretariat departments, and to collect, preserve and make available for research historical records generated by the United Nations.

United Nations ARMS supports departments by developing uniform standards, procedures and techniques for handling information.

Records retention and disposition schedules are developed under ARMS supervision, and serve as the basis for retaining, disposing, and transferring records to storage; they also act as a mechanism for identifying and transferring to Archives records with permanent historical value.

Presently, there are several records retention schedules in existence for United Nations records including the Finance Manual and older schedules that were developed for various departments throughout the United Nations in the 1970's and 80's. Other sources of retention period information include file classification plans, records appraisals documented in the Records Retention Table and Accessions-Disposal Table of the United Nations Archives Data Base System, records accessions files, archives finding aids, and from interviews with ARMS staff.

### Project Description

The first step in the project was to become familiar with the organizational structure and basic operational procedures of the United Nations and ARMS. Information was gathered on the organizational structure from organization charts, descriptions of departments, annual reports, and through interviews with ARMS staff.

Next, an overall review took place of records retention schedules in existence, directives, official or informal retention decisions, studies and reports, file plans, archives finding aids, and retention decisions reflected in the Archives Data Base System.

During the review, a list of records titles and/or descriptions with similar type functions were compiled including the following:

1. Official Status Files
2. Intern Files
3. Applications
4. Correspondence - Chronological, Reading, and Letter Files
5. Cases - Project, Country, and Study Files
6. Petitions
7. Reports
8. Survey Records
9. Meeting Files - Committees, Boards, Panels, Agendas, and Minutes
10. Audiovisual Records

11. Ledgers, Registers, and Logs
12. Rules, Regulations, Policy and Procedures Files
13. Communication Files - Cables
14. Attendance, Leave, and Time Records
15. Maps, Plans and Architectural Drawings
16. Contract and Agreement Files
17. Budget Records
18. Purchasing and Accounting Records

Each record title was researched for their retention period assignments using the older retention schedules, Finance Manual, file plans, finding aids, and the "records description" fields of the Archives Data Bases previously mentioned above. Archives staff were also a good source of information.

Occasionally, it was difficult to determine retention periods assigned to records accessions documented in the Accession-Disposal Table of the Archives Data Base System because different methods of recording retention period information are used. In some cases the retention periods for records series is the difference between the latest date in the "inclusive date" field and the "review for disposition" date field.

In other cases, the records are scheduled from the date of accession regardless of inclusive dates of the record. Sometimes inclusive date information is missing. Also, there are multi-year record accessions for a given record series that are sometimes recommended for immediate disposal, and accessions sometimes consist of several different record series.

All series used in the project from the Accession-Disposal Table were cross checked against the hard copy Accession File. Sometimes additional information on record retention could be found from the Accession Control Sheet and the Request for Transfer of Inactive Records that are some of the document components of the Accession File.

### Project Findings

The records series generated as a result of the research conducted on the list of Compendium records are a mixture of records that would be found on general records schedules and retention schedules created for a department's unique program records. As a result there are many different retention periods listed in the Compendium for a given records title.

Some searches generated vast amounts of information, such as "case files". Others, such as "studies", and "maps, plans, and architectural drawings" did not. There are also many variations for a given record series title.

The Compendium does reflect past retention decisions. However, these retentions have not been assigned consistently. Many of the record series listed in the Compendium do not have the benefit of a records retention schedule. Others can be found on older retention schedules but they were not implemented. Some retention periods assigned are based on users needs and recommendations made at the time the records were accessioned to Archives' storage or on their limited value or use at the time of accession.

The retention periods assigned to records series listed in the Compendium, excluding financial records, are too varied to serve as a useful tool for creating future retention schedules.

However, the "Finance Manual", a general schedule for financial records, is being implemented both by ARMS and United Nations Secretariat departments in a consistent fashion. This is a positive signal. It could mean that users are recognizing the Manual as an authority on the retention of financial records, or, users find it easy to use and a fast way to get rid of unwanted records cluttering the office. Whatever the reason, it indicates that users are aware of a records management program and know how to use it.

### Recommendation

The recommendation resulting from this project is to develop a General Records Retention Schedule for the administrative records of the Secretariat departments of the United Nations. The Schedule would include an updated and enhanced version of the records listed in the Financial Manual.

The General Records Retention Schedule (General Schedule) would cover administrative records common to most or all departments. They provide departments with readymade schedules for the disposition of their records. These records are created mainly in administrative functions, and they usually constitute about one-third of all department records.

The General Schedule indicates the minimum length of time that records must be retained before they may be legally disposed of. The schedule will not include all records of a department;

it can be supplemented at a later time by schedules for unique programme records. The General Schedule operates independently of the organizational structure and does not have to be revised when the organization is restructured.

The purposes of the Schedules are:

- \* To ensure that records are retained as long as needed for their administrative, legal, and fiscal uses.
- \* To provide that records of enduring value are retained permanently for historical and research purposes.
- \* To encourage and facilitate the systematic disposal of those records no longer needed for the conduct of UN business.

Once the schedule has been adopted, records with minimal value may be disposed of continually as they meet their stated minimal retention periods. The advantages of a program for systematic disposal are:

- \* To destroy records that are no longer useful for the conduct of UN business.
- \* To guide in the management and disposition of electronic records.
- \* To minimize requirements for filing equipment and space and free storage space for new records as they are created. By storing semi-active and inactive files in the UN's low cost off-site records storage facility, as well as destroying obsolete records in a timely manner, departments avoid labor costs as well as costs incurred by the inefficient storage of office records.
- \* To facilitate the identification and preservation of archival records.

## Retention Compendium

The following is the project output resulting from the research conducted on the Compendium records titles. In some cases each title is discussed individually while others are discussed as a group.

Within these records titles, there are listings of records series generated as a result of research and subsequent analysis. Each listing or records series title is assigned to a subject area. The subject areas were determined by record function, office of origin, and records format. Some of the subject areas are subjective and others are an educated guess.

The listings within each subject area include a record series title, name of the office of origin or the records retention schedule, and a records retention period. Some series are prefaced by an accession number or series code for source identification.

Please see the Records Compendium listed below:

### 1. OFFICIAL STATUS FILES

Official Status Files or Personnel Files are kept for each United Nations employee either as regular staff or under some contractual agreement, for example, interns, Special Service Agreements, etc. According to the Personnel Records Procedures Manual (1991) this file constitutes the official record of an employee's career in the United Nations. Official Status Files are retained in the Personnel Records Unit for one year after the employee's separation from service. Files are periodically reviewed for transfer to Archives. The Manual does not specify how long the files should be retained in storage before final disposition.

Through discussion with staff two retention periods are attached to these files: 30 years from the employee's separation from service and a permanent retention.

If the personnel system is truly centralized, then copies of Official Status Files maintained by offices other than the Personnel Records Unit should be disposed of after a short period of time after termination of employment; copies of these files included, for example, in a supervisor's administrative file should only be kept for the retention period assigned to that file. Official documents should be transferred to the official status file maintained in the Personnel Records Unit upon the employee's separation from service.

If the system is decentralized, then the Official Status File maintained in each department for its employees must be retained for the full retention period.



The following list shows the varying retention periods associated with Official Status Files:

Electronic Data:

ED18 Personnel and Post Data (COM Tape) 20 yrs.  
IMIS/OGS

Executive Office:

A036 Personnel Files (UNIC) 3 yrs.  
Executive Office/DPI

Field Operations:

A017 Personnel (Staff) Files 5 yrs.  
Field Operational External Support Activities/FOD

A140 Personnel Files-International Staff 8 yrs.  
Peace Forces Adm Sect/OFOESA

A046 Personnel Files- Civilians, Military 25 yrs.  
UNTSO Headquarters/Jerusalem

A042 Personnel Files-MILOB 28 yrs.  
UNTSO Headquarters/Jerusalem

Finance:

A044 Official Status Files of Separated Staff 7,12 yrs.  
Accounts Div/OFS

Human Resources:

Personnel:

A035 Personnel Files 20 yrs.  
Personnel Records Unit/OPS

1991/0046 Personnel Files of Separated Staff 30 yrs.  
Personnel Records Unit/PAIS/OHRM

A033 Personnel Files 40 yrs.  
Personnel Records Unit/OPS

Public Affairs:

Information Centers:

A162 Personnel Files 7 yrs.  
UN Information Centre, Washington DC/DPI

**2. INTERN FILES**

The Intern Files listed originated from the Personnel Records Unit and

the Office of Public Information. The files listed seem to pertain to the intern's record of employment or Official Status File. According to the Personnel Records Procedure Manual (1991), an Official Status File is also kept for individuals employed by the United Nations as interns. The official record is maintained by the Personnel Records Unit. If this information is centrally maintained, then other copies should be retained for a shorter period of time after termination of employment with the United Nations. As mentioned in the section on "Official Status Files," Archives' staff have two different opinions on the retention period for this record series. Most of the records listed below are scheduled for either 30 years or permanently.

Please see the listing below:

Human Resources:

Personnel:

A036 Intern Case Files Personnel Records Unit/OPS	20 yrs.
A032 Intern Case Files Personnel Records Unit/OPS	30 yrs.
1986/0239 Selected Intern Case Files Personnel Records Unit/DPA/OPS	30 yrs.

Recruitment:

1982/0078 Chronological Files of Internship Program PER  
& General Intern Files  
Recruitment Programs Sect/DR/OPS

Public Affairs:

Education:

1970/0155 Selected Intern Case Files Educational Liaison Sect/OPI NOTE: Microfilming requested.	IND
1965/0259 Selected Intern Case Files Liaison & Special Projects/ERD/OPI NOTE: Proposed for microfilming when 6 years old.	30 yrs.

### 3. APPLICATIONS

A search for "applications" generated many series that fall in the category of human resources, while others were found in the legal, security, and travel related subject areas. The search produced record series consisting of application forms or series that contain an application in addition to other documents.

Not all records titles reflect the subject or function of the record series. Series that seem to be used for the same function, such as those in the travel section have varying retentions.

There are also discrepancies pertaining to the retention period for applications relating to employment. According to the Personnel Records Procedures Manual (1991) applications, opened for persons who apply to the United Nations for employment or internship, are reviewed once or twice a year for disposal.

The Personnel Records Unit only retains rostered application files. Those files removed from the roster are maintained by the Recruitment and Placement Division, and are disposed of during these periodic reviews. Rostered applications are sent to Archives. There is no mention of a retention period for rostered applications in the manual.

Applications pertaining to training are scheduled according to retentions prescribed in the Finance Manual.

*have we accessioned these records?*

Additional information is required for recommending retention periods for the other series listed in the other subject areas. Depending on the function of the series, and whether the application is accepted or rejected could determine the retention period.

Please see the following list of "applications":

Executive Office:

Applications for Specified Vacancies 6 yrs.  
Executive Office/OGS RRS

Human Resources:

Consultants:

1983/0138 AFD B Former UNFPA Consultants 2 yrs.  
Applications  
Personnel Branch/AFD/UNFPA

Examinations:

A012 Arabic Translators Exam Ap  
plication 1 yr.  
Examinations & Tests Section/RPD/OHRM

P019 HQ Language Proficiency Exam Application 2 yrs.  
Training

P011 Language Instructor Exam Application IND  
Training & Examination Services/OHRM

<b>Fellowships:</b>		
1975/0043 Applications for the Triangular Fellowship Programme-Non Awarded Special Projects Unit/ERD/OP		3 yrs.
<b>Personnel:</b>		
A034 Application Personnel Records Unit/OHRM		1 yr.
A037 Application Personnel Records Unit/OHRM		30 yrs.
<b>Recruitment:</b>		
TP03 Mission General Recruitment/OHRM		3 yrs.
1962/0804 Applications for Employment Secretariat Recruitment/OPS		1 yr.
<b>Scholarships:</b>		
1966/0253 Applications for Scholarships Communications, Archives & Records SVC/OGS		3 yrs. after microfilmed
<b>Legal:</b>		
A015 Committee on Applications for Review Secretariat of Administrative Tribunal		PER
<b>Public Affairs:</b>		
1985/0215 Accreditation Applications & Requests Photo Accreditation & Liaison/RVSD/DPI		13 yrs.
<b>Security:</b>		
1973/0208 Applications for Ground Passes Security & Safety Sect/BMS/OGS		3 yrs.
<b>Travel:</b>		
A118 UN Laissez-Passer Pt. 65 Travel Unit/Transportation Sect./CPTS/BCSD/OGS		15 yrs.
1962/0083 Applications for Laissez-Passer-Separated Staff Travel Unit/Transportation Sect/PTS/OGS		T+6 yrs.
NOTE:Applications are filed in Travel File 1 year after date of separation. Series is scheduled Termination of Travel File plus 6 years.		
Laissez-Passer Applications (Pt.65 & Pt.16) Travel Unit/Transportation Sect/P&T/OGS RRS		5 yrs.

UN Certificate & Family Certificate Application 5 yrs.  
(Pt.39 & Pt.64)  
Travel Unit/Transportation Sect/P&T/OGS RRS

#### 4. CORRESPONDENCE - CHRONOLOGICAL, READING, AND LETTER FILES

The lists generated by the Retention Table and the Accession-Disposal Table of the Archive Data Base is voluminous with many different retention period assignments, as well as records series titles. Correspondence was also mixed as a series with case, subject, administrative and working files.

It is suggested that correspondence et al continue to be described as subject files, reading or chronological files, with additional title descriptions reflecting its subject, function or importance. Routine office correspondence pertaining to administrative matters should be scheduled for about two to three years unless a longer period is justified. For example, factors such office of origin and value may influence the determination of the retention period. Significant correspondence maintained by the chief administrative officer, documenting significant policy or decision making may be scheduled with a permanent retention.

The letter files seem to contain correspondence written to United Nations officials from the public or employees filing complaints, petitions, etc.

The following list are examples of the types and the varying retention periods found for correspondence, chronological, reading and letter files:

##### Administration and Management:

A009 Correspondence Files PER  
Mgmt. Improvement/DAM

##### Building Management:

A050 Correspondence Files 6 yrs.  
Maintenance & Operations Sect/BMS/BCSD/OGS

##### Executive:

1994/0126 Correspondence 2 yrs.  
Office of USG/DAM

A015 Correspondence Files 4 yrs.  
Office of USG/DAM

A022 Correspondence Files Office of USG/DIESA	8 yrs.
A003 Correspondence, reports, etc Secretariat/ACABQ/OFS	14 yrs.
TC03 Correspondence Publications Board/OASG/OCS	IND
A075 Correspondence Files Office of USG & ASG/DTCB	IND
1983/0059 Correspondence OSG/Office for Special Political Affairs	PER
<b>Human Resources:</b>	
Career Development:	
A003 Correspondence Career Dev & Placement Unit/DPA/OPA	3 yrs.
Counselling:	
A068 Correspondence Files Staff Counsellor/OPS	13 yrs.
Job Description:	
TCD2 Job Descriptions	4 yrs.
Recruitment:	
TP02 Correspondence General Recruitment Sect/OPS	3 yrs.
A053 Correspondence Files Recruitment & Placement Div/OHRM	7 yrs.
A051 Correspondence Files Recruitment Program Sect/DR/OPS	11 yrs.
<b>Public Affairs:</b>	
Information Centres:	
A164 Correspondence UN Information Centre/DPI	13 yrs.
Program Development:	
A019 Correspondence Development Forum/DESI/DPI	7 yrs.
Public Services:	
T107 Correspondence Files Public Inquiries Unit/DPI	3 yrs.

A064 Correspondence NGO Sect/External Relations/DPI	4 yrs.
A137 Correspondence Public Services Sect/DPI	5 yrs.
A025 Correspondence Files Educ Info Programme/DPI	8 yrs.
A041 Correspondence Files External Relations Div/DPI	10 yrs.

Technical Assistance:

A079 Correspondence Population Branch/DAD/DTCD	5 yrs.
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Transportation:

G066 Household Goods & Personal Effects Case Traffic Unit/P & T/OGS	3 yrs.
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Chronological Files

Chronological files contain copies of incoming and outgoing correspondence arranged in chronological order, usually by month and can be found in most offices.

The following is a sampling of the different categories and retentions of Chronological Files found in the areas of Executive Offices, Human Resources, Public Affairs, Records, and Technical Assistance:

Executive Office:

1963/0020 Chron Files Executive Office/DESA	3 yrs.
A006 Chronological Files Dep to SG/ World Pop Conference/DIESA	PER
A007 Director's Chronological Files Administrative Office/OLC/LEG	PER
A017 Chronological Files Office of USG/DAM	IND
A026 Chronological Files Office of USG/DPA	PER

A058 Chronological Files Secretariat of the APP/OHRM	11 yrs.
A060 Chronological Files Office of ASG/OGS	IND
Finance:	
Claims:	
1988/0117 Chron Files Secretary of ABCC/OPPBF	5 yrs.
Human Resources:	
Benefits:	
1990/0017 Chronological Educational Grant Files Allowances & Benefits/SATD/OHRM	5 yrs.
Counselling:	
A067 Chronological Files Staff Counsellor/OHRM	5 yrs.
Examinations:	
A011 Chronological Files Examinations and Tests Sect/OHRM	5 yrs.
Medical:	
P029 Confidential Chronological Reading Files Medical Services/OHRM	2 yrs.
Recruitment:	
A050 Chronological Files Recruitment & Program Sect/DR/OPS	8 yrs.
Salary & Allowances:	
A002 Chronological Files, DSA Exceptions Salaries & Allowances Sect/DPC/OFS	6 yrs.
Training:	
A056 Chronological Files Staff Admin & Training Div/OHRM	5 yrs.
Public Affairs:	
Audiovisual:	
A178 Chronological Files Visual Materials Library/RVSD/DPI	7 yrs.
News and Press:	
A125 Chronological Files Press & Publications Div/DPI	7 yrs.



A065 Chronological Files News & Central Programs Sect/RVSD/DPI	10 yrs.
<b>Programs:</b>	
A097 Chronological Files Policy & Program Sect/ERD/DPI	5 yrs.
A130 Chronological Files Program Eval & Comm Research Unit/DPI	6 yrs.
<b>Public Services:</b>	
A025 Chronological Files Educ Info Program/ERD/DPI	6 yrs.
<b>Legal:</b>	
1986/0212 Chronological Files General Legal Div/OLA	PER
<b>Records:</b>	
G002 Chronological Reading Files Records Control Unit/Registry Sect/OGS	5 yrs.
A006 Chronological Files Documents Control Sect/EORD/DCS	10 yrs.
<b>Technical Assistance:</b>	
A066 Chronological Files Infrastructure Branch/NRED/DTCD	5 yrs.
A014 Chronological Files Cartography Sect/CISB/NRED/DTCD	9 yrs.
 <u>Reading Files</u>	
The following is a sampling of the different categories and retention periods found for Reading Files:	
<b>Commissions:</b>	
1967/0036 Reading Files Regional Commissions Sect/ECOSOC/DESA	5 yrs.
<b>Executive:</b>	
A018 Case Files (Compensation Claims, Chron) Secretariat of ABCC/OPPBF	7,8 yrs.

Field Operations:  
 A027 Reading Files (ONUC) PER  
 FOD/OFOESA

Finance:  
 Payroll:  
 F052 Monthly Reading Files (Pay Period Files) 4 yrs.  
 Payroll Unit/Disbursement Sect/OPPBF

Treasury:  
 A001 Finance Files, reading files 6 yrs.  
 Cashier's Sect/Treasury Div/OFS

Human Resources:  
 Medical:  
 P029 Confidential Chronological Reading Files 2 yrs.  
 Medical Services/OHRM

Recruitment:  
 1963/0409 Reading Files of TARS 5 yrs.  
 Technical Assistance Recruitment/OPS  
 NOTE: Accessions File for this record state  
 that a 5 year retention has been established  
 in the Secretariat for Chronological Reading Files.

Staff Services:  
 1983/0203 Reading Files PER  
 Staff Services/Personnel Adm/OPS

Public Affairs:  
 Public Services:  
 T106 Reading Files (Copy of Letters) 3 yrs.  
 Public Inquiries Unit/DPI

Records:  
 Registry:  
 G002 Chronological Reading Files 5 yrs.  
 Records Control Unit/Registry Sect/OGS

Letters

As mentioned above Letters are correspondence coming from the public or UN employees. Here are a few examples found:

Civil Service:  
 SI23 Letters of Grievance or Discrimination 3 yrs.  
 (ICSC 14)  
 ICSC

Executive Office:

A009 Letters 6 yrs.  
Office of the USG/DDA

A056 Letter Files 13 yrs.  
Secretariat of APB & C/OHRM

Public Affairs:

1992/0057 Letters 2 yrs.  
Public Inquiries Unit/PSS/DD/DPI

5. CASES -PROJECT, COUNTRY, AND STUDY FILES

A case file is a folder or other file unit containing material relating to a specific action, transaction, event, person, place, project, etc., such as official status files, contract files, or medical files. A project is a type of case file that contains records relating to an assigned task or problem. Because a tremendous amount of material, labelled "case file" was uncovered mixed with country, working, administrative, project, and study files, country and study files are also included in this category for their similarities and for discussion purposes.

As a rule these files should be scheduled with a fixed period after a predictable event, such as "after completion" for a study, project or audit; "after expiration" for a program; "after termination" for contracts; "after termination of employment or separation of employee" for Official Status Folders; "after acceptance or rejection" for applications, etc.

Additional research is needed to determine retention periods.

Please see the following records samples for case, project, country, and study files:

Audiovisual:

A014 Tapes of Oral Proceedings PER  
Administrative Tribunal  
(see "Legal"this section)

Commissions:

1993/0179 Cases Under Investigation 5 yrs.  
Commission on the Truth El Salvador  
Executive Office/DPA

Compensation Claims:		
A001 Compensation Case Files	Advisory Board on Compensation Claims/OFS	12 yrs.
1988/0262 Compensation Claims Case Files	Peace Keeping & Special Assignments/FMCD/OPPBF	5 yrs.
Disciplinary:		
S003 Disciplinary Case Files	OSG/DAM	IND
Equipment and Supplies:		
A018 Case Files	Equipment & Supplies Services/OGS	4 yrs.
Executive Office:		
A019 Case Files	Secretariat of JAB & JDC/OPS	10 yrs.
Finance:		
1973/0148 Project Case Files	Dep Adm & Finance/DESA	4 yrs.
Human Resources:		
Contracts:		
A047 Special Service Agreements	Professional Staffing Services/OHRM	5 yrs.
Fellowship:		
TCD3 Fellowship Cases-Not Awarded	Administration and Finance/DTCD	3 yrs.
A046 Fellowship Cases-Non Awarded	Fellowship Sect:SSB/PSD/DTCD	6 yrs.
A045 Fellowship Cases-Awarded	Fellowship Sect/SSB/PSD/DTCD	6 yrs.
Intern:		
A036 Intern Case Files	Personnel Records Unit/OPS	20 yrs.
1978/0021 Selected Intern Case Files	Personnel Records Unit/Registry Sect/OGS	30 yrs.
Recruitment:		
TP04 Case Files on Posts for Recruitment	Professional Recruitment Sect/OPS	3 yrs.

1979/0093 TARS Recruitment Project Case Files TARS/DR/OPS	3 yrs.
A118 Interregional Project Case Files Technical Assistant Recruitment & Administrative Services/PSD/DTC	8 yrs.
Staffing:	
A042 Case Files Professional Staffing Services/OHRM	6 yrs.
A043 Case Files Professional Staffing Services/OHRM	7 yrs.
Legal:	
A010 to A013 Administrative Tribunal Case Files in various stages-pending, original judgement, oral proceedings, withdrawn, completed, never considered, never put on list. Administrative Tribunal/Office of Legal Affairs	PER
1986/0049 Administrative Tribunal Cases Section of Administrative Tribunal/Office of Legal Affairs	PER
Program Development:	
1983/0111 Associate Case Files & Project Files Program Support Div/DTC	2 yrs.
Purchasing:	
G041 HQ Purchase Order Case File Processing Unit/P&T/OGS	6 yrs.
1992/0073 HQ Purchase Order Case File Processing Unit/CPTS/BCSD/OGS	6 yrs.
Records:	
G014 Accession and Disposal Files Archives Sect/OGS	PER
Technical Assistance:	
1985/0116 Project & Case Files Technical Assistance Recruitment & Adm Svc/ PSD/DTC	5 yrs.

The following "Case Files" are listed on the United Nations Departmental Retention Schedule for the USG Office of DAM. They are scheduled for 2 years in office with one exception; Disciplinary Case Files have an "indefinite" in office retention period. All cases have

a total retention period of "indefinite". The subject classifications may be significant later when creating a General Records Schedule. Please see the following:

- Administrative Decision Appeals Files
- Administrative Tribunal Case Files
- Disciplinary Case Files
- Joint Disciplinary Committee Case Files
- Panel on Discrimination & Grievances Files
- Joint Appeals Board Case Files
- Administrative Committee on Coordination Case Files
- Organizational Committee Case Files
- Consultative Committee on Administrative Questions Case Files
- Consultative Committee on Substantive Questions Case Files
- International Civil Servants Protection Case Files
- Liaison Case Files (with Member, Non-member and Permanent Observer)
- Submissions to Program Planning Budgetary Board Case Files
- UN Systems Case Files (Specialized Agencies & Autonomous Organizations within the system.)
- Staff Management Relation Working Groups Case Files
- Staff Association & Union Case Files
- Staff Management Coordination Committee Case Files

Project Files

Construction:

A010 Project Files	PER
Coord for Overseas Construction/OGS	

Electronic Data:

ED46 Project Standard Cost (COM Tape)	7 yrs.
IMIS/OGS	
ED41 Project Budget Stages (COM Tape)	7 yrs.
IMIS/OGS	
ED44 Final Approved Project Budget (COM Tape)	17 yrs.
IMIS/OGS	

Project Management:

A005 IMIS Project Files	10 yrs.
Integrated Mgmt Info Sys Project/DAM	

Human Resources:

Recruitment:

A125 Project Files (ANG - ZAI) 7 yrs.  
Tech Asst. Recruit & Admin Services/PSD/DTCD

Finance:

Budget:

A056 Project Files 7 yrs.  
Fin Mgmt & Budgetary Control/PSD/DTCD

A005 Project Files 11 yrs.  
Treasury Div/OPPF

Public Affairs:

A067 Africa Focus Project 5 yrs.  
Non Governmental Liaison Serv/DPI

Technical Assistance:

TCD5 Project Limestone Exploration Study 3 yrs.  
Natural Resources & Energy/DTCD

A113 South America Project Work Files 4 yrs.  
SA Sect/AMB/PID/DTCD

A008 Asia & Pacific Country Project Files 6 yrs.  
A & P Sect/CPEB/PPDPD/DTCD

A145 India Project Files 8,9 yrs.  
Water Resources Branch/NRED/DTCD

A086 Project Files 8 yrs.  
Population Branch/DAD/DTCD

A094 Yemen Project Files 11 yrs.  
Population Branch/DAD/DTCD

A090 Jordan Project Files 12 yrs.  
Population Branch/DAD/DTCD

Country Files

Executive:

A027 Country Files PER  
SG's Special Rep to Law of the Sea

Field Operations:

1986/0158 ONUC/UNEF Country and Administrative Files  
Peace Forces Administration Sect/OFOESA PER

Finance:

A076 Country Files 1 yr.  
Central Accts Sect/OPPBF

A061 Africa Country Files 3 yrs.  
Financial Mgmt & Budgetary Control Svcs/PSD/DTCD

O062 Latin America Country Files 4 yrs.  
Financial Mgmt & Budgetary Control Svcs/PSD/DTCD

A003 Africa Section Country Files 5 yrs.  
CPEB/PPDPD/DTCD

A008 Asia & Pacific Section Country Files 6 yrs.  
CPEB/PPDPD/DTCD

A006 America, ME & Interreg Section Country Files 7 yrs.  
CPEB/PPDPD/DTCD

A012 Caribbean Section Country Files 8 yrs.  
Americas Br/PSD/DTCD

Study Files

Construction:

A009 Feasibility Study 12 yrs.  
Coord for Overseas Construction/OGS

Technical Assistance:

TCD5 Project Limestone Exploration Study 3 yrs.  
Natural Resources & Energy/DTCD

A038 Study Files 13 yrs.  
Energy Resources Branch/NRED/DTCD

**6. PETITIONS**

The Petitions found are retained by various executive offices. It is assumed that those petitions pertaining to a significant subject or major policy-making or program development process or issue are potentially permanent; reference copies may be scheduled for a shorter



time period. However, records should be appraised on a case by case basis. Additional research needs to be conducted on this series to determine retention.

Please see the following list of petitions and retention periods:

Executive Office/Political Affairs:

A033 Petitions USG/PSCA	1 yr.
A004 Petitions Coord, World Disarmament Campaign Sect/DDA	3 yrs.
A008 Petitions Office of USG/DDA	4 yrs.
1980/0131 Petitions Centre for Disarmament/SCPCD/DPSCA	6 yrs.
1982/0146 Petitions (sampled) OASG/DPI	PER
A006 Petitions DDA	PER

## 7. REPORTS

Many different types of reports were found that seem to be used for reference and administrative purposes. These reports are scheduled from one to six years. These are not inappropriate retention periods.

"Administrative Reports" are scheduled with six, eight and ten year retentions; and, reports created in executive offices documenting significant matters are scheduled with permanent retention periods.

According to the Financial Manual, Monthly Allotment Reports (January to November) should be retained for one year; current and prior year reports for four years; and cumulative to December for seven years. The Manual does not list a retention for a microform format.

Whenever possible, reports should be identified by their statistical or narrative nature and by their frequency.

Please see the following list of different reports:

Building Management:

Garage Administration:

1992/0132 Garage Report 2 yrs.  
Garage Administration/BMS/BCSD/OGS

1987/0039 Delegation Night Parking Aging Report 2 yrs.  
Garage Administration/CMS/OGS

A038 Parking Aging Reports 5 yrs.  
Garage Administration/CMS/OGS

Executive Office:

1972/0008 Ballots and Tellers Reports 2 yrs.  
General Assembly Affairs/OSG

1987/0175 Attendance Record Cards and Leave Reports 5 yrs.  
Executive Office of SG/OGS

Administrative Management Service Reports 10 yrs.  
Executive Office/OGS RRS

1962/1119 Reports of UN Commissioners PER  
Executive Office of SG/OSG

1985/0074 UNMOGIP-Service Reports PER  
Office for Spec Political Office/OSG

Field Operations:

1964/0342 UNIC Subject & Administrative Report Files 5 yrs.  
Centres Administration Unit/FOS/OGS

1962/0010 Administrative Reports 6 yrs.  
UN Information Centre/FOS/OGS

A096 Administrative Reports 8 yrs.  
Off of Director/FOD/OGS

1988/0129 UNMOGIP Administrative Reports PER  
Field Personnel Sect/FOD/OGS

Finance:

Accounts:

1984/0223 Monthly Allotment Reports 4 yrs.  
Central Accts Sect/Accounts Div/OFS

1993/0088 Monthly Allotment Report 5 yrs.  
Accts Control Unit/CAS/AD/OPPBF

1967/Financial Reports (UN Gift Center) UN Gift Center/CMS/OGS	4 yrs.
1993/0125 Monthly Allotment (Microfilm Copy) Accts Control Unit/CAS/AD/OPPBF	PER
1965/0019 Audit Report UN Board of Audits	PER
<b>Meetings:</b>	
A145 Reports Radio & Visual Service Div/DPI	1 yr.
<b>Payroll:</b>	
F046 Payroll Reports & Coding Records Payroll Unit/OPPBF	4 yrs.
<b>Security and Safety:</b>	
1966/0079 Security Reports (Parking Fees) Op Sect/CMS/OGS	2 yrs.
Daily Kitchen Inspection Reports Fire Unit Operations/SSS/OGS RRS	3 yrs.
Security Incident Reports Fire Unit Operations/SSS/OGS RRS	3 yrs.
Tour & Conference Security Daily Reports Fire Unit Operations/SSS/OGS RRS	3 yrs.
Incident Reports Physical Security Unit/SSS/OGS RRS	IND
Incident Reports Special Service Unit/SSS/OGS RRS	3 yrs.
<b>Technical:</b>	
1971/0081 Draft Reports of OTC Experts Reports & Documentation Sect/OTC/DESA	1 yr.
A081 Mission Reports Population Branch/DAD/DTCD	4 yrs.
1982/0138 Technical Reports NRED/DTCD	5 yrs.
1988/0029 Project Reports Water Resources Branch/NRED/DTCD	IND

## 8. SURVEY RECORDS

Records documenting surveys may consist of the survey results, including an official copy of the survey form used and should be retained permanently. The forms completed by the survey participants would only have to be retained for a short period of time after the survey results have been prepared. As you can see, the following list of record series titles do not indicate the series content, whether they contain the final results or report, or if they are working files.

Please see the following series pertaining to surveys:

### Executive Office:

1963/0137 SG Group Survey Reports IND  
Executive Office of SG/OSG

### Human Resources:

#### Housing:

TP07 Survey of UN Housing Needs PER  
Staff Activities & Housing Sect/OPS

1973/0096 Housing Survey 3 yrs.  
Cost of Living Sect/SO/DESA

#### Civil Service:

1994/0051 Cost of living Survey 5 yrs.  
Cost of Living Div/ICSC

#### Salaries:

A003 General Service Salary Survey Records 6 yrs.  
Salaries & Allowances Sect/DPC/OFS

### Missions:

A033 Survey Records 6 yrs.  
HQ Registry/ONUCA

### Security:

Physical Security Surveys IND  
Physical Security Unit/SSS/OGS RRS

## 9. MEETINGS FILES - COMMITTEES, BOARDS, PANELS, AGENDAS AND MINUTES

The retention periods found for records pertaining to meetings, committees, boards and panels, and records created by these bodies including agendas and minutes, are varied. In most cases, it is difficult to determine the function of the file from the records

series title. Whether the series is the official copy or a reference copy should be considered when scheduling the record.

It is suggested that copies of records relating to the establishment, organization, membership, and policy of internal committees, boards and panels be retained for a short retention period after the termination of the committee. Copies of records created by committees, such as agendas, minutes, and final reports documenting the accomplishments of committees, etc. only need to be retained for a short period of time, such as two or three years or when no longer needed for reference. Official copies are potentially permanent.

Tapes, stenotype, and audio and video taped minutes used for transcription purposes should only be kept for a short period of time after transcription or approval of the minutes or proceedings. Please see the following sample of series relating to meetings, committees, boards and panels and records produced by these entities including agendas and minutes:

Executive Office:

S007 to S015 Organizational Committee Case Files IND  
(by type, by name, by year, by session)  
Office of USG/DAM

A006 Committee Files PER  
Administrative Office

Finance:

1965/0155 External Board of Auditors Files 1 yr.  
(Duplicates)  
External Board of Auditors

1979/0190 HQ Claims Board Files 6 yrs.  
Accounts Div/OFS

1967/0153 Reports to the Board of Auditors PER  
External Board of Auditors

1965/0121 Reports to the Board of Auditors 15 yrs.  
(Working Papers)  
External Board of Auditors

Committee on Contracts and Property Survey Board 3 yrs.  
Office of Coord for Overseas Construction/OGS RRS

Committee on Contributions (Sessions and Cases) IND  
Contributions Sect/Treasury Div/OFS RRS

Human Resources:

Pension:

PF06 Meetings 5 yrs.  
UN Joint Staff Pension Fund

Agenda

Please see the following sample retention periods for agendas:

Civil Service:

SI02 Agenda 3 yrs.  
ICSC

Executive Office:

1988/0254 Committee of Contract: Annotated 5 yrs.  
Agendas  
Secretary, Property Survey Board/OASG/  
OGS

A092 Annotated Agendas 5 yrs.  
Secretary, Property Board/OGS

1989/0131 ABCC Minutes, Agendas & Case 5 yrs.  
Presentations  
Secretariat of ABCC/OPPBF

1986/0242 Staff Committee Records including 10 yrs.  
Agendas  
Secretariat of UN Staff Committee

Statistics:

1962/1229 Draft Agenda IND  
Economic Statistic Office/DESA

NOTE: This series contains working papers and final report.

Minutes

Please see the following sample retention periods for minutes:

Executive Office:

1989/0131 ABCC Minutes 5 yrs.  
Secretariat of ABCC/OPPBF

1987/0045 APB&C Minutes 12 yrs.  
Secretariat of APB&C/OHRM

1988/0226 HPSB Minutes Secretary, Property Survey Board/OASG/OGS	15 yrs.
A001 Draft Minutes of ACABQ Meetings Secretariat of ACABQ/OFS	PER
Finance:	
1969/0151 Original Minutes on Committee on Contracts Committee on Contracts/OGS	2 yrs. after microfilming
NOTE:Office is holding original paper copy indefinitely.	
1968/0039 Draft Minutes on Committee on Contracts Committee on Contracts/OGS	1 yr.
A016 Mission Reports containing minutes Peacekeeping Unit/FMCD/OPPBF	19,22 yrs.
Human Resources:	
Personnel:	
1988/0003 APC Minutes Division of Personnel/UNICEF	PER
Property Management:	
A093 HPSB Minutes Secretary, Property Survey Board/OGS	10 yrs.

#### 10. AUDIOVISUAL RECORDS

Many of the retention periods listed below, such as those scheduled permanently are justified record retentions and coincide with established standards. Audio recordings made exclusively for note taking or transcription, excluding those of significant matters should be retained for only a short period of time after approval or transcription. Those of significant importance are potentially permanent. Recordings used for personnel training need only be kept for one year as illustrated below. Other series scheduled with indefinite retentions and with ten and thirty year retention periods need additional research to determine whether the stated retention is valid.

Generally, video recordings acquired from outside sources for

training, used for recording routine meetings and award presentations may be destroyed after completion of the program or when no longer needed.

Please see the following sample of audiovisual records:

Sound Recordings:

Human Resources:

Inquiry Board:

1986/0107 Audio Tape and files of Board of Inquiry 10 yrs.  
Case  
Staff Service/DPA/OPS

Retirement:

1982/0170 Recording Tapes for Pension Fund 30 yrs.  
Records Mgmt & Corres Unit/UNJSPB

Training:

A073 Language Training Audio Tapes 1 yr.  
Training and Examination Service/DPA/OPS

Legal Proceedings:

1995/0063 Cassette Tapes of Readings of Order of PER  
Court International Court of Justice

1991/0084 Tapes of Oral Proceedings PER  
Secretariat of Administrative Tribunal/OLA

Media Production:

1992/0151 Regular Tapes, T-Tapes, Journals, Recording IND  
Log Cards  
Broadcast & Conf Eng Unit/BMS/BCSD/OGS

Meetings and Conferences:

1985/0031 Sound Recording Tapes of Conferences-- PER  
HQ and outside Geneva  
Archives Sect/CARS/CRBSD/OGS

1982/0181 Tape Recordings of Official Meetings PER  
Held in NY Headquarters  
Archives Sect/CRBSD/OGS

1981/0059 Tape Recordings of Human Rights Committee IND  
International Instruments Unit/HRD/DIESA



Video Tape:

1993/0173 Commission on the Truth of El Salvador-- Video Cassettes and Tapes Executive Office/DPA	5 yrs. after review
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**11. LEDGERS, REGISTERS, AND LOGS**

The record series listed below pertaining to ledgers and registers have a financial function. Other ledgers and registers found but not listed also have a financial function. These series are scheduled appropriately as prescribed by the Financial Manual.

A search for logs generated a list of records used as tracking and control records to document the status of other records or series, such as circuit, driver's and fax logs. These series should be scheduled from the discontinuance or date of last entry in log with a short retention period. Other records found functioned as finding aids to provide access to related records. These records should be disposed of according to the retention period covering the related record.

Samples of these records are provided below:

**Audiovisual:**

1992/0151 Regular Tapes, T-Tapes, Journals, Recording Logs & Log Cards Broadcast & Conference Eng/BMS/BCSD/OGS	PER
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**Finance:**

A072 Check Register Central Accts/OPPBF	4 yrs.
A130 Daily Register Central Accts/OPPBF	4 yrs.
A096 Register Assets Control Sect/OFS	7 yrs.
F025 Monthly Check Register Revenue Accts/OPPBF	8 yrs.
A102 Check Register Pay & Allowance Unit/OFS	9 yrs.
PF18 Payroll Register Accts Sect/UNJSPF	33 yrs.

Mail:	A053 Outbound Pouch Logs Messenger Unit/MARS/BCSD/OGS	2 yrs.
Photography:	A088 Photographic Caption Log Photographs & Exhibits Sect/RVSD/DPI	8,10 yrs.
	A081 Black & White Log Cards Photo Unit/DPI	IND
Telecommunications:	1976/0045 UN Commercial Cable Logs, Telex Logs and GVA Network Circuit Logs Communications Serv/CARS/OGS	2 yrs.
	1963/0055 Circuit Logs for Outgoing & Incoming Cables Cable & Telephone Section/CARS/OGS	3 yrs.
	1990/0153 FAX Log Field Missions Procurement Sect/CPTS/OGS	5 yrs.
Transportation:	G062 Driver's Daily Log Traffic Unit/P&T/OGS	1 yr.
	G064 Import Log Traffic Unit/P&T/OGS	3 yrs.

## 12. RULES, REGULATIONS, POLICY AND PROCEDURES FILES

Searches were conducted for records relating to rules, regulations, policy and procedures. Some series found are representative of the subject matter. Most of the material found in the Archives Data Base System are series, such as, subject files, project files, reading files, working files, case files and administrative files, in which this subject matter is but one component of the series. These files, used for administrative purposes, exist in every level of the organization.

Official copies of formal rules, regulations, policies and procedures, and including directives and standards should be retained permanently. Many times this information is maintained in the organization's library. Other copies used for reference and informational purposes should be destroyed when superseded or obsolete.

The following is a list of the selected series:

Electronic Data Processing:	
F073 Computer Program and Procedures Library	2 yrs.
EDP Support Services Sect/OPPBF	
Executive Office:	
1962/1124 Guide to Notes on the Application of the	IND
Rules & Procedures of General Assembly	
General Assembly/OSG	
Human Resources:	
Civil Service:	
SI31 Staff Rules and Regulations (ICSC 27)	3 yrs.
ICSC	
SI34 Promotion Policy (ICSC 30)	3 yrs.
ICSC	
Compensation:	
A013 Individual Compensation Policy Files	14 yrs.
Peacekeeping & Special Assignment/FMCD/OPPBF	
Entitlement:	
ED15 Entitlement Rules (COM Tape)	20 yrs.
IMIS/OGS	
Pension:	
PF04 Regulations	5 yrs.
UN Joint Staff Pension Fund	
Recruitment:	
1968/0097 Recruitment Project Case Files &	3 yrs.
General Policy Files	
Technical Assistance Recruitment Svc/OPS	
Field Operations:	
1984/0044 UNEF II Standing Operating Instructions	IND
& Procedures	
Missions Administrative Section/OFOESA	
NOTE: Duplicates are disposed.	
1986/0152 Administrative Files: UN Service Medals	PER
Correspondence, Regulations	
Field Operations Div/OFOESA	

Finance:

Budget:

1994/0109 Budget Policy 5 yrs.  
Econ, Soc & Human Rights Svc/PPBD/OPPBF

Controller:

Policy And Administrative Files of Former PER  
Bureau of the Controller  
Office of the Controller

Mail Services:

G022 Operations of UNPA Offices-PP PER  
UNPA/CMS/OGS

Transportation:

1992/0081 Travel & Traffic Policy & Procedure, 3 yrs.  
Administrative Files of Transportation Section  
Transportation Sect/CPTS/BCSD/OGS

**13. COMMUNICATION FILES - CABLES**

Varying retention periods were found for cables. The record retention period should be based on the value of the information, office of origin, and if it is an official or duplicate copy. It is assumed that many communications record maintained in the Secretary-General's office are scheduled permanently. Other cables used for administrative purposes should be retained for a shorter retention period. A search for other communications records, such as "FAX", produced no results. However, other types of communications may be similarly scheduled.

Executive Office:

A035 Cables 5 yrs.  
Office of SG in Iran

A002 Cables 6 yrs.  
Office of Commission for Namibia

A016 Cables IND  
Office of USG/DAM

1980/0103 Secretary-General's Coded Cables PER  
Executive Office of SG/OSG

1987/0010 Master Cable Files PER  
Office for Special Political Affairs/OSG

Field Operations:		
A048 Cables	Field Pers Section/FOD/OGS	8 yrs.
A013 Code Cables	Field Op External Support/FOD/OGS	PER
Finance:		
Pay:		
A022 Cables (Payroll Unit)	Accts Div/OFS	4 yrs.
Mail:		
1964/0408 Cables-Incoming and Outgoing	Mail Operations Unit/Registry/CARS/OGS	2 yrs.
Public Affairs:		
Information Centers:		
A154 UN Information Center- Belgrade	DPI	2 yrs.
Transportation:		
1982/0004 Copies of Cables	Travel Unit/PTCSD/OGS	5 yrs.

#### 14. ATTENDANCE, LEAVE AND TIME RECORDS

Attendance, time and leave records were found as distinct records series and as components of other records series, such as Working Files and Administrative Files. Retention periods varied between two, seven and twenty years.

Information is needed on how the timekeeping system operates to schedule the record appropriately. For example, daily, weekly, bi-weekly, etc. timesheets should have a short retention if the information contained in them is posted to an annual record which would be maintained for a longer period of time.

Please see the following list:

Electronic Data:		
ED17 Leave and Attendance	IMIS/OGS	20 yrs.

Executive Office:

1994/0025 Attendance and Leave Records Executive Office/OCS	3 yrs.
T108 Leave Cards of UNIC Staff Executive Office/DPI	5 yrs.
A009 Leave Cards and Reports Executive Office/DIESA	6,7 yrs.

Field Operations:

A014 Leave Records Field Operations External Support Activities/FOD	7 yrs.
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Program Planning:

A020 Leave Cards and Reports Office for Programme Planning & Coord/DIESA	1 yr.
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Transportation:

1993/0116 Administrative Files including Attendance Records Transportation Sect/CPTS/BCSD/OGS	2 yrs.
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#### 15. MAPS, PLANS, AND ARCHITECTURAL DRAWINGS

All but one record series found in this category relate to building structures. Records containing valuable information on individual structures, used especially for regulation and inspection, may have continuing value for historical or other research value and may be retained permanently.

Maps, plans and drawings of temporary structures and buildings, of electrical, plumbing, or air conditioning systems, contract negotiation drawings, and space assignment plans should be disposed of when no longer needed for administrative purposes. Architectural models should also be kept for administrative purposes or when no longer needed. Plans and drawings included as part of a project should be scheduled after the project ends, as in the case of the Chinese Special Fund Project listed below.

Please see the following samples:

Building Management:	
A043 HQ Building Construction Drawing (Microfiche)	IND
HQ Construction Unit/BMS/OGS	

1992/0145 Microfiche of Secretariat and General  
Assembly Building (Probably same as above)  
Buildings Management Service/BCSD/OGS

PER

Cartographic:

A041 Maps  
UNTSO Headquarters/Jerusalem

IND

Special Projects:

1971/0179 Plans and Drawings for the Vessels  
developed for the Chinese Special Fund  
Project/National Maritime Institute  
Section for Asia & the Far East/OTC/DESA

7 yrs.

**16. CONTRACT AND AGREEMENT FILES**

According to the Finance Manual, official copies of contracts should be scheduled for seven years after termination of the contract. Additional information is needed on the series listed below with retentions of more than seven years. For example, knowledge of centralization versus decentralization of contracts, legal factors and whether the files contain official or duplicate copies of contracts will influence the determination of the retention periods.

Please see the following list of contracts:

Field Operations:

A141 Contracts  
Peace Forces Administrative Sect/OFOESA/UNDOF

30 yrs.

Financial:

Loans:

1974/0109 Loan and Title Transfer, Agreements  
Comptroller's Div/UNICEF

7 yrs.

Human Resources:

Housing:

1982/0015 Copies of Lease Agreements  
Staff Activities & Housing/DPA/OPS

5 yrs.

Insurance:

A012 Subject Files including Contracts  
Insurance Sect/FMCD/OPPBF

13 yrs.

<b>Personnel:</b>		
A047	Special Service Agreements Professional Staffing Serv/OHRM	5 yrs.
A054	Special Service Agreements Field Personnel/FOD/OGS	8 yrs.
<b>Training:</b>		
P012	Teacher's History File Training & Examinations Serv/OHRM	10 yrs.
1978/0028	Special Service Agreements UN Institute for Training and Research	PER
<b>Mail:</b>		
A044	Postal Contracts and Permits Mail Operations Sect/MARS/BCSD/OGS	IND
<b>Printing:</b>		
T101	Registry Files External Publications/DD/DPI	10 yrs.
<b>Transportation:</b>		
A078	Contract Files Processing Unit/PTS/OGS	6 yrs.
G042	Contract Files Processing Unit/PTS/OGS	7 yrs.

**17. BUDGET RECORDS**

All Budget documents including biennium are consistently scheduled for 7 years.

**18. PURCHASING AND ACCOUNTING RECORDS**

This category of records including purchase orders vouchers, invoices, requisitions, and vendor files are assigned retention periods as prescribed by the Financial Manual in a consistent manner.