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UN/CS/RAI/USAA/DB01/2003-00157

Full Item Register Number [auto] **UN/CS/RAI/USAA/DB01/2003-00157**

ExRef: Document Series/Year/Number **IADB-RRDS-PRT01-PDF**

Record Item Title

**Records Retention/Destruction Schedule, Inter-American Development Bank,
Part 1 of 2 (ED-00 to 07, G-00 to 12, OF-00 to 16), PDF format**

Date Created / on Item
18-Jun-2003

Date Registered
18-Jun-2003

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Current Location **Common Service Task Force**

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Notes

Records Retention/Destruction Schedule, Inter-American Development Bank, issued 28 January 2000,

Print Name of Person Submit Images

Signature of Person Submit

Number of images
without cover

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RECORDS RETENTION / DESTRUCTION SCHEDULE

GRS

Responsible Office : _____ (Organization Code)

January 28, 2000
DATE _____(MONTH/DAY/YEAR)
PAGE ED - 1 of 2

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
ED-00	ED-General	Break file 12/31. Retain 3 years. DESTROY
ED-02	ED-Committee Name	Break file 12/31. Retain 3 years. DESTROY
ED-02.01	ED-Committee Name-Minutes	Break file 12/31. Retain 2 years in office of Committee Secretary. Send to inactive storage. PERMANENT
ED-03	ED-Conditions of Service-(Individual's name)	Break file 12/31 year of termination of appointment. Retain 2 years. Send to inactive storage. PERMANENT
ED-04	ED-Meetings	Break file 12/31. Retain 3 years. DESTROY
ED-04.01	ED-Meetings-Minutes	Break file 12/31. Retain 2 years. Send to inactive storage. PERMANENT



RECORDS RETENTION / DESTRUCTION SCHEDULE

GRS

Responsible Office : _____ (Organization Code)

January 28, 2000

DATE

(MONTH/DAY/YEAR)

PAGE ED-2 of 2

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
ED-05	ED-Order of Precedence and Voting Power	Break file 12/31. Retain 1 year. Send to inactive storage. PERMANENT
ED-01	ED-Policies and Procedures	Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT
ED-06	ED-Representation Agreements	Break file 12/31 year of termination. Send to inactive storage. PERMANENT
ED-07	ED-Resolutions	Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT

EXECUTIVE DIRECTORS

DESCRIPTION OF FILES COVERED BY THE GENERAL RECORDS SCHEDULE (GRS)

ED-00	<p>ED-General</p> <p>Records of a <u>general nature</u> related to the Board of Executive Directors and alternates of the Bank/ IIC/ Donors Committee of the MIF.</p> <p>Including but not limited to correspondence, transmittals, requests, communications, routine documentation, information submitted to the Board on various topics (CS-Series), periodic/ one-time/ ad-hoc reports relating to Executive Directors' activities in general or reports received/ produced by the Executive Directors.</p>	<p>ED-Gral</p> <p>Break file 12/31. Retain 3 years. DESTROY</p>
ED-02	<p>ED-Committee Name</p> <p>MIF Donors Committee, IDB/ IIC permanent/ ad hoc committees such as the Budget Committee of the Board, the Programming Committee of the Board, the Steering Committee of the Board, the Board Matters and Evaluation Committee, the Committee of the Whole, and any other committee created by the Board of Executive Directors to deal with various matters of interest of the Board.</p> <p>Meeting calls, integration of committees, attendance, pending issues, reminders, comments, "notas aclaratorias", follow-up on Board actions, documents distribution, aides memoir. Recordings (other than master) of committee meetings used by the Office of the Secretary of the Bank (SEC) for convenience in the preparation of minutes/ verbatim transcriptions.</p> <p>The Unit of the Secretary of the Committee is responsible for keeping the Committee's official files.</p>	<p>ED-Cmte, (name)</p> <p>Break file 12/31. Retain 3 years. DESTROY</p>

EXECUTIVE DIRECTORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

ED-02.01	<p>ED-Committee Name-Minutes</p> <p style="text-align: right;">ED-Cmte, (name)-Min</p> <p>Minutes of meetings of the MIF Donors Committee, IDB/ IIC Board of Executive Directors, and other committees created by the Board.</p> <p>Committee minutes, background, agenda and annotated agenda, synthesis, clearances, final version in each language issued.</p> <p>Minutes of the <u>IDB Board of Executive Directors Committees</u> constitute the following Registered Series:</p> <ul style="list-style-type: none"> <i>BEA</i> Minutes of Board Matters and Evaluation Committee <i>BFA</i> Minutes of the Budget, Financial Policies and Audit Committee of the Board <i>CGA</i> Committee of the Whole minutes <i>ORA</i> Minutes of the Organization, Human Resources and Board Matters Committee <i>PEA</i> Minutes of the Policy and Evaluation Committee of the Board of Executive Directors <i>PGA</i> Minutes of the Programming Committee of the Board <i>PLA</i> Minutes of the Policy Committee of the Board <p>Minutes of the <u>IIC Board of Executive Directors Committees</u> constitute the following Registered Series:</p> <ul style="list-style-type: none"> <i>CII/BFA</i> Minutes of the Budget, Financial Policies and Audit Committee of the IIC Board <i>CII/CEA</i> Minutes of the IIC Executive Committee <i>CII/CGA</i> IIC Committee of the Whole minutes <i>CII/FCA</i> Financial Policies and Audit Committee of the IIC Board <p>Minutes of the <u>MIF Donors Committee</u> constitute the following Registered Series:</p> <ul style="list-style-type: none"> <i>MIF/CDA</i> Minutes of the Donors Committee <p>The Unit of the Secretary of the Committee is responsible for keeping the Committee's official files.</p> <p>Note: Master audiovisual recordings of the Board of Executive Directors Committees meetings are kept in the Office of the Secretary of the Bank (SEC) for permanent retention.</p>	<p>Break file 12/31. Retain 2 years in office of Committee Secretary. Send to inactive storage. PERMANENT</p>
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EXECUTIVE DIRECTORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

ED-03	<p>ED-Conditions of Service-(Individual's name) ED-COS-(name)</p> <p>Membership of the IDB/ IIC Board of Executive Directors, and MIF Donors Committee representatives.</p> <p>Individual's file containing curriculum vitae, remuneration, expenses and leave, resignations, notification of changes, appreciation letters, recognition, welcoming, counselors' appointments of the Executive Directors office.</p> <p>Records related with administrative subjects of the Board of Executive Directors constitutes the <i>DR-Series</i>, which includes topics such as Executive Directors/alternates/temporary alternates appointments and resignations, terms of service, regulations, roster, order of precedence and voting power, index of approved minutes, list of pending business, establishment of Committees of the Board.</p> <p>Note: File documentation relating to the election of Executive Directors under GO- Executive Directors' Elections.</p>	<p>Break file 12/31 year of termination of appointment.</p> <p>Retain 2 years.</p> <p>Send to inactive storage.</p> <p>PERMANENT</p>
ED-04	<p>ED-Meetings ED-Mtg</p> <p>Regular/ executive meetings of the IDB/ IIC Board of Executive Directors.</p> <p>Convening, chairpersonship and integration, attendance, comments, pending issues, follow-up on Board actions, reminders, recess, working program, timetable. Recordings (other than master) of meetings used by the Office of the Secretary of the Bank (SEC) for convenience in the preparation of minutes/ verbatim transcriptions. Includes records of informal meetings with the President (such as TTTs: "Tuesday Tea Time").</p>	<p>Break file 12/31.</p> <p>Retain 3 years.</p> <p>DESTROY</p>

EXECUTIVE DIRECTORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

ED-04.01	<p>ED-Meetings-Minutes ED-Mtg-Min</p> <p>Includes final version approved copies in each language issued of each IDB/ IIC Board of Executive Directors' meeting minutes, synthesis, clearances, unnumbered documents mentioned in the minutes and resolutions approved at the meeting</p> <p>Approved Minutes of the <u>IDB Board of Executive Director's</u> meetings constitute the <i>DEA-Series</i>.</p> <p>Approved Minutes of the <u>IIC Board of Executive Director's</u> meetings constitute the <i>CII/DEA-Series</i>.</p> <p>Note: Master audiovisual recordings of the Board of Executive Directors meetings are kept in the Office of the Secretary of the Bank (SEC) for permanent retention.</p>	<p>Break file 12/31. Retain 2 years. Send to inactive storage. PERMANENT</p>
ED-05	<p>ED-Order of Precedence and Voting Power ED-Order</p> <p>Update list of the Executive Directors showing their current voting power and the order of precedence, clearances, modifications and related correspondence.</p> <p>Records related with administrative subjects of the Board of Executive Directors constitutes the <i>DR-Series</i>, including topics such as Executive Directors/alternates/temporary alternates appointments and resignations, terms of service, regulations, roster, order of precedence and voting power, index of approved minutes, list of pending business, establishment of Committees of the Board.</p> <p><u>Vital Records</u></p>	<p>Break file 12/31. Retain 1 year. Send to inactive storage. PERMANENT</p>

EXECUTIVE DIRECTORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

ED-01	<p>ED-Policies and Procedures ED-Pol</p> <p>General lines of action, course or method to guide decisions related to the establishment, composition, membership, functions and modus operandi of the Board of Executive Directors and its committees, such as the Budget and Evaluation Committee of the Board, the Programming Committee of the Board, the Steering Committee of the Board, the Matters and Evaluation Committee of the Board, the Committee of the Whole, and any other committee created by the Board of Executive Directors to deal with various matters of interest of the Board.</p> <p>Policies, procedures, statutes, directives, guidelines, manuals, pronouncements, rules, regulations.</p> <p>Includes background material such as working groups, task forces, ad-hoc committees and other records used in the preparation of policies/ procedures.</p>	<p>Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT</p>
ED-06	<p>ED-Representation Agreements ED-Rep Agree</p> <p>Member countries constituency agreements governing their representation on the Board of Executive Directors, any modifications thereto, and related correspondence.</p> <p><u>Vital Records</u></p>	<p>Break file 12/31 year of termination. Send to inactive storage. PERMANENT</p>

EXECUTIVE DIRECTORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

ED-07	<table><tr><th>ED-Resolutions</th><th>ED-Res</th></tr><tr><td colspan="2">IDB/IIC Board of Executive Directors resolutions and MIF Donors Committee resolutions.</td></tr><tr><td colspan="2">Proposal, amendments, clearances, transmittals to the General Counsel, distribution, approval, resolution listing, final version in each language issued and related correspondence.</td></tr><tr><td colspan="2">The Resolutions of the <u>IDB Board of Executive Directors</u> constitute the <i>DE-Series</i>.</td></tr><tr><td colspan="2">The Resolutions of the <u>IIC Board of Executive Directors</u> constitute the <i>CII/DE-Series</i>.</td></tr><tr><td colspan="2">The Resolutions of the <u>MIF Donors Committee</u> constitute the <i>MIF/DE-Series</i>.</td></tr><tr><td colspan="2"><u>Note:</u> Official file in the Legal Department (LEG).</td></tr><tr><td colspan="2"><u>Vital Records</u></td></tr></table>	ED-Resolutions	ED-Res	IDB/IIC Board of Executive Directors resolutions and MIF Donors Committee resolutions.		Proposal, amendments, clearances, transmittals to the General Counsel, distribution, approval, resolution listing, final version in each language issued and related correspondence.		The Resolutions of the <u>IDB Board of Executive Directors</u> constitute the <i>DE-Series</i> .		The Resolutions of the <u>IIC Board of Executive Directors</u> constitute the <i>CII/DE-Series</i> .		The Resolutions of the <u>MIF Donors Committee</u> constitute the <i>MIF/DE-Series</i> .		<u>Note:</u> Official file in the Legal Department (LEG).		<u>Vital Records</u>		Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT
ED-Resolutions	ED-Res																	
IDB/IIC Board of Executive Directors resolutions and MIF Donors Committee resolutions.																		
Proposal, amendments, clearances, transmittals to the General Counsel, distribution, approval, resolution listing, final version in each language issued and related correspondence.																		
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The Resolutions of the <u>MIF Donors Committee</u> constitute the <i>MIF/DE-Series</i> .																		
<u>Note:</u> Official file in the Legal Department (LEG).																		
<u>Vital Records</u>																		

EXECUTIVE DIRECTORS RECORDS SCHEDULE
GRS Concordance
BMA, DPS and FLD Records Schedules (Containing ED and ME Primary Subjects)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
ED-00	ED-General	DPS III-ED	EXECUTIVE DIRECTORS	12/31 + 3y + RC + 2y + D	12/31 + 3y + D	
		DPS III-ED-1	ED-Documents authorized for distribution to ED	12/31 + 2y + D		
		DPS II	ED-Statistics and Reports	12/31 + 3y + D		
		FLD III-ED	EXECUTIVE DIRECTORS	12/31 + 3y + D		
ED-02	ED-Committee Name	DPS III-ED	EXECUTIVE DIRECTORS	12/31 + 3y + RC + 2y + D	12/31 + 3y + D	
		DPS III-ED-2	ED-Committee of the Whole	12/31 + 5y + D		
		DPS III-ED-3	ED-Other Committees of the Board	12/31 + 3y + D		
		DPS III-ME-2-b	ME-Cassette Tapes Meetings IDB Cmte of the Whole	3m after publication of summary + E		

GENERAL RECORDS SCHEDULE
EXECUTIVE DIRECTORS
 GRS Concordance (cont.)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
		DPS III-ME-2-c	ME-Cassette Tapes Meetings IDB Board of ED	Until publication of minute final version + E		
		BMA III-ED-1	ED-Budget Committee of the Board of ED	Undetermined		
ED-02.01	ED-Committee Name-Minutes	DPS III-ED-3	ED-Other Committees of the Board	12/31 + 3y + D	12/31 + 2y + RC + P	
		DPS III-ME-2	ME-Master Tapes of IDB Meetings	5y + D/E		
ED-03	ED-Conditions of Service- (Individual's name)	DPS III-ED-6	ED-Member of the Board (Individual)	12/31 year of termination + 2y + RC + P	12/31 year of termination of appointment + 2y + RC + P	
ED-04	ED-Meetings	DPS III-ED	EXECUTIVE DIRECTORS	12/31 + 3y + RC + 2y + D	12/31 + 3y + D	
		DPS III-ME-2-b	ME-Cassette Tapes of Meetings of the IDB Cmte of the Whole	3m after publication of summary + E		
		DPS III-ME-2-c	ME-Cassette Tapes Meetings IDB Board of ED	Until publication of minute final version + E		

GENERAL RECORDS SCHEDULE
EXECUTIVE DIRECTORS
GRS Concordance (cont.)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
ED-04.01	ED-Meetings- Minutes	DPS III-ED-5	ED-Minutes of the Board of Executive Directors	12/31 + P	12/31 + 2y + RC + P	
		DPS III-ME-2	ME-Master Tapes of IDB Meetings	5y + D/E		
ED-05	ED-Order of Precedence and Voting Power	-----	-----	-----	12/31 + 1y + RC + P	
ED-01	ED-Policies and Procedures	DPS I	ED-Policies and Procedures	12/31 every 3y + 3y + RC + P	12/31 + 3y + RC + P	
ED-06	ED- Representation Agreements	DPS III-ED-7	ED- Representation Agreements	Until agreement is terminated + RC + P	12/31 year of termination + RC + P	
ED-07	ED-Resolutions	-----	-----	-----	12/31 + 3y + RC + P	



RECORDS RETENTION / DESTRUCTION SCHEDULE

GRS

Responsible Office : _____ (Organization Code)

January 28, 2000

DATE _____

(MONTH/DAY/YEAR)

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
GO-00	GO-General	Break file 12/31. Retain 3 years. DESTROY
GO-02	GO-Appointments and Terminations	Break file 12/31 year of termination of appointment. Retain 2 years. Send to inactive storage. PERMANENT
GO-03	GO-Committee Name	Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT
GO-04	GO-Committee, Special	Break file 12/31. PERMANENT in the Office of the Secretary of the Bank (SEC)
GO-05	GO-Executive Directors' Elections	Break file 12/31 year of the election. Retain 3 years. Send to inactive storage. PERMANENT

**RECORDS RETENTION / DESTRUCTION SCHEDULE**
GRS

Responsible Office : _____ (Organization Code)

January 28, 2000
DATE _____(MONTH/DAY/YEAR)
PAGE **GO-2 of 4**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
GO-06	GO-Meetings, Annual	Break file 12/31 year of the meeting. Retain 4 years. Send to inactive storage. Retain 4 years. DESTROY
GO-06.01	GO-Meetings, Annual-Host Country	Break file 12/31 year of the meeting. Retain 4 years. Send to inactive storage. PERMANENT
GO-06.02	GO-Meetings, Annual-Libretto	Break file 12/31 year of the meeting. Retain 4 years. Send to inactive storage. PERMANENT
GO-06.03	GO-Meetings, Annual-Proceedings	Break file 12/31 year of the meeting. Retain 4 years. Send to inactive storage. PERMANENT
GO-06.04	GO-Meetings, Annual-Protocol	Break file 12/31 year of the meeting. Retain 8 years. Send to inactive storage. PERMANENT

**RECORDS RETENTION / DESTRUCTION SCHEDULE**
GRS

Responsible Office : _____ (Organization Code)

January 28, 2000
DATE _____(MONTH/DAY/YEAR)
PAGE **GO - 3 of 4**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
GO-06.05	GO-Meetings, Annual-Reports, Final	Break file 12/31 year of the final report. Retain 4 years. Send to inactive storage. PERMANENT
GO-07	GO-Meetings, Non-Regional Member Countries	Break file 12/31 year of the meeting. Retain 3 years. DESTROY
GO-07.01	GO-Meetings, Non-Regional Member Countries- Reports, Final	Break file 12/31 year of the final report. Retain 3 years. Send to inactive storage. PERMANENT
GO-08	GO-Meetings, Special	Break file 12/31 year of the meeting. Retain 3 years. Send to inactive storage. PERMANENT
GO-09	GO-Missions	Break file 12/31. Retain 4 years. Send to inactive storage. Retain 4 years. DESTROY



RECORDS RETENTION / DESTRUCTION SCHEDULE

GRS

Responsible Office : _____ (Organization Code)

January 28, 2000
DATE _____PAGE GO - 4 of 4
(MONTH/DAY/YEAR)

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
GO-01	GO-Policies and Procedures	Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT
GO-10	GO-Resolutions	Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT
GO-11	GO-Voting by Mail	Break file 12/31. Retain 5 years. Send to inactive storage. PERMANENT
GO-12	GO-Voting Power	Break file 12/31. Retain 2 years. Send to inactive storage. PERMANENT

GOVERNORS

DESCRIPTION OF FILES COVERED BY THE GENERAL RECORDS SCHEDULE (GRS)

GO-00	GO-General Records of <u>general nature</u> related to Governors/ Alternates and the activities of the IDB/ IIC Board of Governors. Including but not limited to correspondence, routine documentation, transmittals, requests, communications with Governors, and periodic/ one-time/ ad-hoc reports relating to the Board of Governors activities.	GO-Gral	Break file 12/31. Retain 3 years. DESTROY
GO-02	GO-Appointments and Terminations IDB/IIC Governors appointments and terminations. Roster of IDB/ IIC Governors/ Alternates/ Temporary Alternates, copy of each member country's procedures for designation, designation instruments, credentials, conditions of service, resignations and terminations, appreciation letters and related correspondence. <u>Vital Records</u>	GO-App	Break file 12/31 year of termination of appointment. Retain 2 years. Send to inactive storage. PERMANENT

GOVERNORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

GO-03	<p>GO-Committee Name GO-Cmte, (name)</p> <p>Correspondence and documentation relating to the activities and meetings of the IDB/IIC Committee of the Board of Governors, including working groups formed to examine specific issues.</p> <p>Designations, participants, agendas, schedule of activities, administrative arrangements (hotel accommodations, local transportation), budget and expenditures, libretto, Resolutions, reports, Meeting Summary.</p> <p>Documents of the <u>IDB Board of Governors Committee</u> constitute the CA-Series.</p> <p>Documents of the <u>IIC Board of Governors Committee</u> constitute the CIII/CA-Series.</p> <p>The Unit of the Secretary of the Committee is responsible for keeping the Committee's official files.</p> <p>Note: Master audiovisual recordings of meetings of the Committee of the Board of Governors are kept in the Office of the Secretary of the Bank (SEC) for permanent retention.</p>	<p>Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT</p>
GO-04	<p>GO-Committee, Special GO-Cmte Sp</p> <p>Special Committee of the Board of Governors generally formed by four members, which meetings are held during the Annual Meeting to review the remuneration of the President/ Executive Directors.</p> <p>Integration, convening, agenda, reports, proposed resolution, notifications.</p>	<p>Break file 12/31. PERMANENT in the Office of the Secretary of the Bank (SEC)</p>

GOVERNORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

GO-05	<p>GO-Executive Directors' Elections GO- ED Elect</p> <p>Elections of the IDB/ IIC Executive Directors and MIF Representatives.</p> <p>Notification of vacancies, appointment of Governors as tellers to supervise balloting, nomination/ announcement/ elimination of candidates, announcement of persons elected.</p> <p><u>Note:</u> File the balloting and tally of votes under GO-Voting by Mail.</p>	<p>Break file 12/31 year of the election.</p> <p>Retain 3 years.</p> <p>Send to inactive storage.</p> <p>PERMANENT</p>
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GOVERNORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

<p>GO-06</p>	<p>GO-Meetings, Annual GO-(mtg #/name/place/year)</p> <p>IDB/IIC Annual Meeting of the Board of Governors preparation/ development/ aftermath.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> a) <u>General correspondence</u>: communications, transmittals, inquires, reports, registry/ numbering/ preparation/ distribution of documents prepared for or at the meeting. b) <u>Administrative services</u>: facilities management, furniture/ equipment/ supplies, hotel accommodations, space management, reception/ information services, telephones/ telex /fax, travel and shipping. c) <u>Budget and accounting</u>: budget preparation/ approval/ execution, expense management, bank accounts, invoices, receipts, petty cash, staff remuneration. d) <u>News services</u>: press, radio, TV. e) <u>Organization of events</u>: Agenda/ programs/ schedule of activities, guests/ observers/ panelists/ participants lists, registration of speakers, seminars, social events. f) <u>Staffing</u>: recruitment and selection of interpreters/ translators/ editors and Bank's staff on special assignment. g) <u>Recordings</u> (other than master) used by the Office of the Secretary of the Bank (SEC) for convenience in the preparation of minutes/ verbatim transcriptions. <p><u>Vital Records</u></p>	<p>Break file 12/31 year of the meeting.</p> <p>Retain 4 years.</p> <p>Send to inactive storage.</p> <p>Retain 4 years.</p> <p>DESTROY</p>
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GOVERNORS DESCRIPTION OF FILES

COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

GO-06.04	<p>GO-Meetings, Annual-Protocol GO-(mtg #/name/place/year)-Protocol</p> <p>Protocol procedures/ criteria/ program/ arrangements for official/ special events during the Annual Meeting of the Board of Governors. Includes Inaugural Session and Governors Dinner.</p> <p>Contract of services with hotels/ caterers, seating assignments, use/ display of symbols, guests titles/ position, security scheme, press coverage, rooms layout/ decoration, music/ entertainment.</p> <p><u>Vital Records</u></p>	<p>Break file 12/31 year of the meeting.</p> <p>Retain 8 years.</p> <p>Send to inactive storage.</p> <p>PERMANENT</p>
GO-06.05	<p>GO-Meetings, Annual-Reports, Final GO-(mtg #/name/place/year)-Rpt F</p> <p>Preparatory/ evaluation mission reports, press strategy report, report on meeting activities, personnel roster, General Summary Report of the IDB/IIC Annual Meeting of the Board of Governors.</p> <p>The General Summary Report prepared by the Office of the Secretary of the Bank (SEC) is approved by the Board of Executive Directors (issued in <i>GN-Series</i>) and Board of Governors (issued in <i>AB-Series</i>).</p> <p><u>Note:</u> Master audiovisual recordings of the Annual Meeting of the Board of Governors are kept in the Office of the Secretary of the Bank (SEC) for permanent retention.</p>	<p>Break file 12/31 year of the final report.</p> <p>Retain 4 years.</p> <p>Send to inactive storage.</p> <p>PERMANENT</p>
GO-07	<p>GO-Meetings, Non-Regional Member Countries GO-(mtg #/name/place/year)</p> <p>IDB/IIC Non-Regional Member Countries Governors Meetings, such as the Non-Regional Governors Annual Meeting, also known as Annual Informal Consultative Meeting or Informal Meeting of Non-Regional Governors.</p> <p>Background, convening, organization and coordination, administrative arrangements, invitations, agendas, program, chairpersonship and integration, participants, seminars.</p>	<p>Break file 12/31 year of the meeting.</p> <p>Retain 3 years.</p> <p>DESTROY</p>

GOVERNORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

GO-07.01	<p>GO-Meetings, Non-Regional Member Countries-Reports, Final GO-(mtg #/name/place/year)-Rpt F</p> <p>Main Issues Raised and Final Report of Meetings of Non-Regional Member Countries Governors prepared by the Secretariat and presented to the Board of Executive Directors.</p>	<p>Break file 12/31 year of the final report.</p> <p>Retain 3 years.</p> <p>Send to inactive storage.</p> <p>PERMANENT</p>
GO-08	<p>GO-Meetings, Special GO-(name/place/year)</p> <p>Special meetings of the Board of Governors called upon request of the Board of Executive Directors to resolve urgent issues such as the appointment of the President of the IDB/ IIC.</p> <p>Convening, administrative arrangements, budget, program, agenda, participants, libretto, proposed resolutions, reports. Copy in each language issued of Special Meeting of the Board of Governors Proceedings printed document containing speeches, resolutions, participants and the general summary of the meeting.</p>	<p>Break file 12/31 year of the meeting.</p> <p>Retain 3 years.</p> <p>Send to inactive storage.</p> <p>PERMANENT</p>
GO-09	<p>GO-Missions GO-Mis</p> <p>Preparatory/ evaluation missions for the Annual Meeting and any other missions related with Governors.</p> <p>Travel authorizations, working program, surveys/ visits/ inspections to facilities and alternative locations, meetings, summaries and related correspondence.</p> <p>Note: File Annual Meeting of the Board of Governors mission reports under GO-Meeting, Annual-Reports, Final.</p>	<p>Break file 12/31.</p> <p>Retain 4 years.</p> <p>Send to inactive storage.</p> <p>Retain 4 years.</p> <p>DESTROY</p>

GOVERNORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

GO-01	<p>GO-Policies and Procedures GO-Pol</p> <p>General lines of action, course or method to guide decisions related to the establishment, composition, membership, functions and modus operandi of the IDB/ IIC Board of Governors and its meetings.</p> <p>Policies, procedures, statutes, directives, guidelines, manuals, pronouncements, rules, regulations.</p> <p>Includes background material such as working groups, task forces, ad-hoc committees and other records used in the preparation of policies/ procedures.</p>	<p>Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT</p>
GO-10	<p>GO-Resolutions GO-Res</p> <p>IDB/IIC Board of Governors resolutions.</p> <p>Proposal, amendments, clearances, transmittals to the General Counsel, distribution, approval, final version in each language issued and related correspondence.</p> <p>The <u>Resolutions of the IDB Board of Governors</u> constitute the <i>AG-Series</i>.</p> <p>The <u>Resolutions of the IIC Board of Governors</u> constitute the <i>CII/AG-Series</i>.</p> <p>Note: Official file in the Legal Department (LEG).</p> <p><u>Vital Records</u></p>	<p>Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT</p>
GO-11	<p>GO-Voting by Mail GO-Vot Mail</p> <p>Proposal to Governors requesting vote by rapid means of communication, such as in the Executive Directors election process.</p> <p>Action proposal, resolution proposal/ approvals/amendments, balloting and tally of votes, notification of results.</p>	<p>Break file 12/31. Retain 5 years. Send to inactive storage. PERMANENT</p>

GOVERNORS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

GO-12	GO-Voting Power IDB/IIC list of country members and Governors voting power ¹ , clearances, and modifications and related correspondence. <u>Vital Records</u>	GO-Vot Power	Break file 12/31. Retain 2 years. Send to inactive storage. PERMANENT
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¹ The List of Voting Power and Order of Precedence is prepared by the Finance Department (FIN) and sent to the Office of the Secretary of the Bank (SEC).



RECORDS RETENTION / DESTRUCTION SCHEDULE

GRS

Responsible Office : _____ (Organization Code)

DATE September 30, 1999

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(MONTH/DAY/YEAR)

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
OF-00	OF-General	Break file 12/31. Retain 5 years. DESTROY
OF-02	OF-Auditing	Break file 12/31. Retain 5 years. DESTROY
OF-02.01	OF-Auditing-(audited office/ subject of the audit) APPLIES TO THE OFFICE OF THE AUDITOR GENERAL (AUG) ONLY	Break file 12/31 10 years after the date of the final report. Send to inactive storage in sealed boxes. PERMANENT
OF-02.02	OF-Auditing-(audited office/ subject of the audit) APPLIES TO OTHER OFFICES	Break file 12/31 10 years after the date of the final report. DESTROY
OF-02.03	OF-Auditing-(audited office/ subject of the audit)- Working Papers APPLIES TO THE OFFICE OF THE AUDITOR GENERAL (AUG) ONLY	Break file 12/31 of the year of the final report. Retain 10 years. DESTROY
OF-03	OF-Channels of Communication	Do not break file. PERMANENT



RECORDS RETENTION / DESTRUCTION SCHEDULE

GRS

Responsible Office : _____ (Organization Code)

DATE September 30, 1999

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
OF-04	OF-Committee Name	Break file 12/31. Retain 3 years. DESTROY
OF-04.01	OF-Committee Name-Minutes	Break file 12/31. Retain 3 years in office of Committee Secretary. Send to inactive storage. PERMANENT
OF-05	OF-Consultations	Break file 12/31. Retain 5 years. DESTROY
OF-06	OF-Establishment of the Bank	Do not break file. PERMANENT
OF-07	OF-Evaluations	Break file 12/31. Retain 3 years. DESTROY
OF-07.01	OF-Evaluation-(Series and title/subject) APPLIES TO THE OFFICE OF EVALUATION AND OVERSIGHT (OVE) AND THE OFFICE OF EVALUATION AND OPERATIONS REVIEW FUNCTIONS (EVP/CTR) ONLY	Break file 12/31 10 years after the date of the final report. Send to inactive storage. PERMANENT



RECORDS RETENTION / DESTRUCTION SCHEDULE

Responsible Office : _____ GRS (Organization Code)

DATE September 30, 1999
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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
OF-07.02	OF-Evaluations-(Series and title/subject) APPLIES TO OTHER OFFICES	Retain 10 years after the date of the final report. DESTROY
OF-07.03	OF-Evaluations-(Series and title/subject)- Background Papers APPLIES TO THE OFFICE OF EVALUATION AND OVERSIGHT (OVE) AND THE OFFICE OF EVALUATION AND OPERATIONS REVIEW FUNCTIONS (EVP/CTR) ONLY	Break file 12/31 of the year of the final report. Retain 10 years. DESTROY
OF-08	OF-Meetings	Break file 12/31. Retain 5 years. DESTROY
OF-09	OF-Membership IDB	Do not break file. PERMANENT
OF-10	OF-Missions	Break file 12/31. Retain 5 years. DESTROY
OF-11	OF-Organizational Structure and Special Studies	Break file 12/31 of the year the study concludes. Retain 5 years. Send to inactive storage. PERMANENT



RECORDS RETENTION / DESTRUCTION SCHEDULE

Responsible Office : GRS (Organization Code)DATE September 30, 19
(MONTH/DAY/YEAR)
PAGE OF- 4 of 5

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
OF-01	OF-Policies and Procedures	Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT
OF-12	OF-President's Elections	Break file 12/31 of the year of change in Presidency. Retain 3 years. Send to inactive storage. PERMANENT
OF-13	OF-Privileges and Immunities	Break file 12/31. Retain 10 years. DESTROY
OF-14	OF-Reports	Break file 12/31. Retain 5 years. DESTROY
OF-15	OF-Reports, Annual	Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT
OF-15.01	OF-Reports, Annual-Working Papers	Break file 12/31. Retain 3 years. DESTROY



RECORDS RETENTION / DESTRUCTION SCHEDULE

Responsible Office : GRS (Organization Code)DATE September 30, 1999PAGE OF- 5 of 5

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
OF-16	OF-Reports, Turning-over Field Offices	Break file 12/31. Retain 10 years. DESTROY

ORGANIZATION AND FUNCTIONS

DESCRIPTION OF FILES COVERED BY THE GENERAL RECORDS SCHEDULE (GRS)

OF-00	<p>OF-General</p> <p>OF-Gral</p> <p>Including but not limited to records of a <u>general nature</u> related to organization, functions and staffing¹ of the Bank at-large and the specific office/ unit served by the file station.</p> <p>Office preparation/ transmittal of the revision of manuals; distribution list of manuals. Announcements of newly assigned functions, delegation of authority, office/ unit organizational structure/ reorganization/ strengthening; organizational units creation/ elimination/ division/ consolidation; transfer of organizational units/ functions/ levels of supervision. Workload assignment/ scheduling/ monitoring; work plans/ programs; office/ unit internal directory. Staffing¹, position requests. Routine transactions/ correspondence pertaining to legal matters.</p> <p>Note: The Organization and Management Services Office (VPO/OMS) should also refer to OF-Organizational Structure and Special Studies.</p>	<p>Break file 12/31. Retain 5 years. DESTROY</p>
OF-02	<p>OF- Auditing</p> <p>OF-Aud</p> <p>Routine/ general records about fiscal, operational and administrative <u>internal auditing</u> activities performed by the Office of the Auditor General (AUG).</p> <p>General correspondence, requests, transmittals.</p>	<p>Break file 12/31. Retain 5 years. DESTROY</p>

¹ Staffing is used here in the sense of the staff number/distribution needed to carry out specific functions. When records are related to a particular staff member/position, such as appointments/ rotation/ assignment/ transfer/ temporary staff, file under primary term PERSONNEL

**ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)**

OF-02.01	<p>OF-Auditing-(audited office/subject of the audit) OF-Aud-(office code/subject)</p> <p>APPLIES TO THE OFFICE OF THE AUDITOR GENERAL (AUG) ONLY</p> <p>Fiscal, operational, and administrative <u>internal audits</u> performed by the Office of the Auditor General on Bank headquarters and country office units/ programs/ functions/ activities/ projects.</p> <p>Audit reports in each language issued (country office audit reports are called "Review of the Operational and Administrative Activities in the Country Office"), comments/ opinions on the report. Includes the follow-up/ implementation of the audit report recommendations.</p> <p><u>Note:</u> The Organization and Management Services Office (VPO/OMS) and the Legal Department (LEG) can act as support offices on internal audit activities.</p>	<p>Break file 12/31 10 years after the date of the final report.</p> <p>Send to inactive storage in sealed boxes.</p> <p>PERMANENT</p>
OF-02.02	<p>OF-Auditing-(audited office/subject of the audit) OF-Aud-(office code/subject)</p> <p>APPLIES TO OTHER OFFICES</p> <p>See description and Note above.</p>	<p>Break file 12/31 10 years after the date of the final report.</p> <p>DESTROY</p>
OF-02.03	<p>OF-Auditing-(audited office/subject of the audit)- Working Papers OF-Aud-(office code/subject)-WP</p> <p>APPLIES TO THE OFFICE OF THE AUDITOR GENERAL (AUG) ONLY</p> <p>Internal Audits working papers and background documents.</p>	<p>Break file 12/31 of the year of the final report.</p> <p>Retain 10 years.</p> <p>DESTROY</p>

**ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)**

OF-03	<p>OF-Channels of Communication OF-Channel</p> <p>The designation by member country governments of an agency as depository and/or as official channel of communication/ national liaison agency ("organismo nacional de enlace") between the country and the Bank/ IIC.²</p> <p>Designation/ changes of the official channel of communication/ depository, correspondence.</p> <p>Note: Official file in the Office of the Secretary of the Bank (SEC).</p> <p><u>Vital Records</u></p>	<p>Do not break file. PERMANENT</p>
OF-04	<p>OF-Committee Name OF-(specific Cmte Name)</p> <p>Executive/ Advisory/ permanent/ ad hoc Committees of the Bank related with Bank organization/ restructuring/ staffing, such as the Audit and Evaluation/ Coordination/ Restructuring Committees.</p> <p>Agendas, aide-memoirs, attendance, convening, chairmanship/ integration, documents distribution, documents generated by working groups, issues comments/ follow-up/ pending, meeting calls, participants, reminders, working papers.</p> <p>Documents presented to the Coordination Committee, since March 1973, constitute the <i>CC-Series</i>.</p> <p>Documents presented to the Audit and Evaluation Committee constitute the <i>AE-Series</i>.</p> <p>After approval by the Board of Executive Directors, documents are published under <i>Series GN, FI, GA, RE</i>, etc., according to the subject.</p> <p>The Unit of the Secretary of the Committee is responsible of keeping the Committee's official files.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>

² Depository is the agency holding currency and other assets, generally the Central Bank. Some countries designate the same agency as the official channel of communication and depository; others designate two different agencies.

ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

OF-04.01	<p>OF-Committee Name-Minutes OF-(specific Cmte Name)-Min</p> <p>Specific Committee minutes.</p> <p>Minutes of the Coordination Committee constitute the <i>CCA-Series</i>.</p> <p>Minutes of the Audit and Evaluation Committee constitute the <i>AEA-Series</i>.</p> <p>The Unit of the Secretary of the Committee is responsible for keeping the Committee's official files.</p>	<p>Break file 12/31. Retain 3 years in office of Committee Secretary. Send to inactive storage. PERMANENT</p>
OF-05	<p>OF-Consultations OF-Cons</p> <p>Routine requests from Bank offices/ Board of Executive Directors, and responses to such requests about opinions/ recommendations/ advice/ comments furnished by the Office of the Auditor General (AUG), the Organization and Management Services Office (VPO/OMS), and the Legal Department (LEG) concerning operational, administrative and financial matters, such as: Bank organization/ functions/ activities/ management of human, financial and physical resources/ programs/ policies/ initiatives/ changes in organizational structure.</p> <p>If the consultation results in a formal Legal Opinion of the Legal Department, move related files to OF-Pol-Legal Opinions.</p> <p>Note: The decision about which records belong to <i>Consultation</i> and which belong to <i>Legal Opinions</i> is to be made by the Legal Department management.</p>	<p>Break file 12/31. Retain 5 years. DESTROY</p>

**ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)**

OF-06	<p>OF-Establishment of the Bank OF-Establish</p> <p>Process that led to the establishment of the Bank in headquarters and member countries.</p> <p>Preliminary meetings, correspondence, agreement establishing the IDB/ signature/ amendments, country members ratification, establishment/opening of country offices, register of the symbols of the Bank (shield, flag, emblem and seal) with government offices, and any other background records.</p> <p>Note: Official file in the Office of the Secretary of the Bank (SEC) and country offices.</p> <p><u>Vital Records</u></p>	<p>Do not break file. PERMANENT</p>
OF-07	<p>OF-Evaluations OF-Eval</p> <p>General/ routine records of internal/ external <u>non-operational</u> evaluations performed by the Office of Evaluation and Oversight (OVE) ³ about Bank strategies/ policies/ programs/ systems.</p> <p>General correspondence, requests, transmittal, evaluation programs, comments on evaluations conducted by other institutions, correspondence about IDB member country evaluation capabilities.</p> <p>Note: File operational evaluations under PROJECT OPERATIONS (PO).</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>

³ Since 09/01/99, the former Office of Evaluation (EVO) was named Office of Evaluation and Oversight (OVE). EVO was created in 1994 replacing both the Office of External Review and Evaluation (ORE) and the Operations Evaluation Office (OEO). ORE was an external evaluation unit answering directly to the Board of Executive Directors. OEO was an internal evaluation unit under the Office of the Controller.

**ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)**

OF-07.01	<p>OF-Evaluations-(Series and title/ subject) OF-Eval -(Series & title/subject)</p> <p>APPLIES TO THE OFFICE OF EVALUATION AND OVERSIGHT (OVE) AND THE OFFICE OF EVALUATION AND OPERATIONS REVIEW FUNCTIONS (EVP/CTR) ONLY</p> <p>Internal/ external <u>non-operational</u> evaluations performed by the Office of Evaluation and Oversight (OVE) on Bank strategies/ policies/ programs/ systems.</p> <p>Evaluation Reports, Working Papers Series and other reports/ studies issued by OVE in Series number. Reports in each language issued, comments/ opinions on the final report. Includes the development of an Action Plan as a result of the report recommendations, Action Plan approval by the Board of Executive Directors, follow-up of recommendations and implementation process of Board Decisions.</p> <p><u>Note:</u> File operational evaluations under PROJECT OPERATIONS (PO).</p>	<p>Break file 12/31 10 years after the date of the final report. Send to inactive storage. PERMANENT</p>
OF-07.02	<p>OF-Evaluations-(Series and title/subject) OF-Eval -(Series & title/subject)</p> <p>APPLIES TO OTHER OFFICES</p> <p>See description and Note above.</p>	<p>Retain 10 years after the date of the final report. DESTROY</p>

ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

<p>OF-07.03</p>	<p>OF-Evaluations-(Series and title/subject)-Background papers ⁴ OF-Eval-(Series & title/subj)-BP</p> <p>APPLIES TO THE OFFICE OF EVALUATION AND OVERSIGHT (OVE) AND THE OFFICE OF EVALUATION AND OPERATIONS REVIEW FUNCTIONS (EVP/CTR) ONLY</p> <p>Background documents of non-operational evaluation reports and Working Papers Series and other reports/ studies issued by OVE.</p>	<p>Break file 12/31 of the year of the final report. Retain 10 years. DESTROY</p>
<p>OF-08</p>	<p>OF-Meetings - OF-Mtg</p> <p>Conferences/ seminars/ retreats/ round tables/ workshops/ regular meetings related to organization, functions and staffing. Includes the Meeting of the Representatives.</p> <p>Agendas, aide memoirs, attendance, topics, follow-up, reference material.</p>	<p>Break file 12/31. Retain 5 years. DESTROY</p>
<p>OF-09</p>	<p>OF-Membership IDB OF-Mem IDB</p> <p>Regional/ non-regional membership in the IDB and suspension of a member country.</p> <p>Board of Governors approval, background studies, country's membership application, correspondence, declaration of intention, meetings, negotiation, terms/ conditions of admission, country ratification/ instrument of acceptance.</p> <p><u>Note:</u> Official file in the Office of the Secretary of the Bank (SEC).</p> <p><u>Vital Records</u></p>	<p>Do not break file. PERMANENT</p>

4 In order to avoid confusion with the Document Series Working Papers produced by OVE, we have named this file Background Papers.

**ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)**

OF-10	<p style="text-align: center;">OF-Missions OF-Mis</p> <p>Organizational/ internal audits/ supervision missions.</p> <p>Terms of reference, participants, briefing/ debriefing meetings, aide memoirs, mission reports.</p> <p><u>Note:</u> If the mission is audit-related, file audit and reports under OF-Auditing-(office code/ audit subject)</p>	<p>Break file 12/31 Retain 5 years. DESTROY</p>
OF-11	<p style="text-align: center;">OF-Organizational Structure and Special Studies OF-Struct</p> <p>Bankwide organization, functions and staffing.</p> <p>Organizational charts, reorganization, codes of organizational units, description/ grouping of functions/ activities, levels of supervision, lines of succession, work output indicators, manpower, staffing lists, planning/ allocation of human resources.</p> <p>Includes studies of the creation/ elimination/ division/ consolidation/ transfer of organizational units/ functions/ levels of supervision, addition/ elimination/ transfer of primary functions, analysis of Bank plans/ programs/ administrative procedures, surveys/ studies conducted by outside consultants or Bank staff to improve overall Bank management/ programs.-</p> <p>Background studies/ material, correspondence, working groups, task forces, proposals, reports, final report.</p> <p><u>Note:</u> Official file in the Organization and Management Services Office (VPO/OMS)</p>	<p>Break file 12/31 of the year the study concludes. Retain 5 years. Send to inactive storage. PERMANENT</p>
OF-01	<p style="text-align: center;">OF-Policies and Procedures OF-Pol</p> <p>General lines of action, course or method to guide decisions regarding Bank organization, functions and staffing and how those policies should be implemented. Policies/ procedures/ directives/ manuals/ instructions/ orders/ guidelines relating to the organization/ reorganization/ structure/ membership/ functions/ staffing of the Bank/ Office/ Unit and related subjects. Also includes:</p> <p style="text-align: right;">(cont.)</p>	<p>Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT</p>

ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

OF-01	<p data-bbox="360 221 794 293">OF-Policies and Procedures (cont.)</p> <p data-bbox="1070 221 1181 251">OF-Pol</p> <ul data-bbox="360 342 1252 1747" style="list-style-type: none"> <li data-bbox="360 342 1252 527">• <u>Audits, Evaluation and Management Studies/Surveys.</u> Policies and procedures regarding methods of gathering/ analyzing background information, collecting statistical data, preparing/ distributing reports and reporting status of implementation of recommendations. <li data-bbox="360 570 1252 683">• <u>Directives Series.</u> Current and superseded versions of General Orders/ Instructions, and other Bank regulations in Series arrangement. <li data-bbox="360 725 1252 981">• <u>Legal Opinions</u>⁵. Counsel/ legal advice provided by the Legal Department to Bank offices/ authorities about legal aspects and interpretation of policies <u>on various matters</u>, such as management of human and physical resources, finance, procurement, insurance, interpretation of local laws, corporate issues (presidency, vice presidencies, Administrative Tribunal, Staff Retirement Plans). <p data-bbox="459 1029 1235 1172">Note: Official file in the Legal Department (LEG). The decision about whether records belong to <i>Consultations</i> or to <i>Legal Opinions</i> is to be made by the Legal Department.</p> <ul data-bbox="360 1221 1252 1747" style="list-style-type: none"> <li data-bbox="360 1221 1252 1476">• <u>Manuals.</u> Current and superseded versions of administrative/ organizational/ operational/ internal procedures manuals, guidelines on format/ style/ language, procedures for publication/ distribution/ control/ updating. Includes the CON Job # Series which relates to the formatting and posting of updates to manuals and regulations. <li data-bbox="360 1519 1252 1747">• <u>Privileges and Immunities.</u> Bank position as a multilateral organization in relation to member country laws. Privilege and immunity agreements/ letters of understanding with member countries. Policies related to privileges/ immunities/ exemptions of the Bank and its staff such as customs/ importation matters, taxation, visas. <p data-bbox="360 1789 563 1821"><u>Vital Records</u></p>	
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⁵ Currently, Legal Opinions are paper and electronic files kept by the Legal Library of the Legal Department.

**ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)**

<p>OF-12</p>	<p>OF- President's Election OF-Pres Elect</p> <p>Documentation produced during the process of electing the president of the Bank, from the notice of vacancy to the approved resolution and conditions of service of the elected candidate.</p> <p>Appointment, candidates' curricula, communications, conditions of service and amendments, Governors' nominations and withdrawals, notice of vacancy/ resignation, recognition, remuneration.</p> <p><u>Note:</u> Official file in the Office of the Secretary of the Bank (SEC). File balloting and tally of votes under GO-Voting by Mail.</p> <p><u>Vital Records</u></p>	<p>Break file 12/31 of the year of change in Presidency. Retain 3 years. Send to inactive storage. PERMANENT</p>
<p>OF-13</p>	<p>OF-Privileges and Immunities OF-P&I</p> <p>Routine transactions pertaining to privilege and immunity matters conferred upon the Bank as a multilateral organization and its staff, such as requests for custom duty exemptions on imported personal items (household goods, liquor, vehicles, etc.) of international employees assigned to country offices and tax exemption on items imported by Country Offices (office equipment, books, vehicles, machines, etc.); itemized list "Registro de Importaciones Liberadas"; control of duty free items; license plates for Country Office vehicles; tax liabilities/ exemptions (real estate, sales, bonds issue proceeds/ participation in IDB loans, etc.); responses to government authorities' requests related to garnishment orders.</p> <p><u>Note:</u> File policies and agreements/ letters of understanding with member countries related to privileges and immunities under OF-Policies and Procedures.</p> <p>File personal privileges such as visas or international employee identification cards under PERSONNEL.</p>	<p>Break file 12/31. Retain 10 years. DESTROY</p>

**ORGANIZATION AND FUNCTIONS DESCRIPTION OF FILES
COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)**

OF-14	<p>OF-Reports</p> <p>Summary reports/statistical information</p> <p>Monthly/ quarterly/ semi-annual reports about activities/ accomplishments/ performance of assigned functions, mid-year activities review, reports on status of implementation of audit/ evaluation recommendations, workload statistics/ reports, reports/ summaries of work output indicators used in human resources, representatives' reports containing summarized information about countries/ regions and Bank activities.</p>	OF-Rpt	<p>Break file 12/31. Retain 5 years. DESTROY</p>
OF-15	<p>OF-Reports, Annual</p> <p>Annual reports related to Bankwide activities and related correspondence. Includes, but is not limited to, the "IDB Annual Report" (EXR-04-a) issued in the four official languages of the Bank, "Memoria de las actividades del INTAL", Annual Report of the Director of the Office of Evaluation and Oversight (OVE), OVE Annual Status Report with comments on the progress of implementation of Board Decisions, "Management Annual Report on Implementation of EVO Recommendations" (CON-14), Annual Status and Accomplishment Report and Summary Report of Activities annually issued by the Office of the Auditor General (AUG) summarizing the status of activities performed by AUG, such as internal audits, audit reports and confidential investigations.</p> <p><u>Note:</u> This IDB Annual Report is compiled and published by the Office of External Relations (EXR).</p>	OF-Rpt, A	<p>Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT</p>
OF-15.01	<p>OF-Reports, Annual-Working Papers</p> <p>Drafts, background and office contributions to annual reports.</p>	OF-Rpt, A-WP	<p>Break file 12/31. Retain 3 years. DESTROY</p>
OF-16	<p>OF-Reports, "Turning-over Field Offices"</p> <p>"Turning-over Field Offices" report produced in Country Offices every time there is a change of representative. The report includes annexes with the status of the budget/ bank accounts/ vehicles, inventory of assets/ furniture/ equipment.</p>	OF-Rpt, Turn FO	<p>Break file 12/31. Retain 10 years. DESTROY</p>



RECORDS RETENTION/DESTRUCTION SCHEDULE

Responsible Office: GRS (Organization Code)DATE July 3, 1997PAGE PO-1 of 17

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-01	PO-Auditing	Break file 12/31. Retain 5 years. DESTROY
PO-01.01	PO-Auditing-Evaluations	Do not break file. PERMANENT
PO-02	PO-Auditor's Register	Review annually. DESTROY individual entries 10 years after audit.
**PO-26	PO-Committee Name (use specific committee name)	Break file 12/31. Retain 3 years. DESTROY
*PO-26.02	PO-Committee Name-Bidding Questions (use specific committee name)	Break file 12/31 year issue is resolved. Retain 5 years. Send to inactive storage. Retain 5 years. DESTROY

MIS-COPYED
See Part 2
of

ORGANIZATION AND FUNCTIONS RECORDS SCHEDULE

GRS Concordance

ADM/CHF, ADM/SER, ADM/TRS, AUG, BMA, BMA/BUD, COB/BER, COB/INS, CON, CON/OEO, CON/OMS, DES/DST, DPA/SRP,
DPS, EMD/PEV, EMP/RER, FIN, FLD, GRS, INT, INTAL, LEG, OPS/MGR, PER, SEO/FRA, TEC Records Schedules
(Containing CM, EC, ED, GO, LE, ME, OF, RC Primary Subjects)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
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OF-00	OF-General	GRS III-OF-1	OF-OFS	12/31 + 5y + D	12/31 + 5y + D	
		AUG III-OF	OF	12/31 + 3y + D		
		COB/INS	OF-OFS- COB/INS	Undetermined		
		CON III-OF	OF	12/31 + 3y + D		
		DPS	OF-Delegation of Authority	Undetermined		
		FLD III-OF	OF	12/31 every 2y + 2y + D		
		FLD III-LE	LEGAL	12/31 + 3y + D		
		LEG III-LE	LEGAL	12/31 + 5y + D		
		LEG III-OF-1	OF-Adm-Short Term	12/31 + 3y + D		
		SEO/FRA III-OF	OF	12/31 every 2y + 2y + D		

GENERAL RECORDS SCHEDULE

GRS Concordance (cont'd)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-00 (cont.)	OF-General (cont.)	GRS III-OF-2	OF-Prog Plan	12/31 + 3y +D		
		ADM/CHF III- OF-1	OF-Prog Plan- ADM/CHF	12/31 + 3y + D		
		COB/INS	OF-Prog Plan- COB/INS	Undetermined		
		DPS	OF-Prog Plan	Undetermined		
		EMD/PEV III- OF	OF-Prog Plan- EMD/PEV	12/31 + 2y + D		
		FLD	OF-Prog Plan- FO-(country)	Undetermined		
		INTAL III-OF-4	OF-Prog Plan- INTAL	12/31 + 4y + D		
		OPS/MGR III	OF-OFS-FO- Prog Plan	12/31 +3y +D		
		PER III OF-1	OF-Prog Plan	12/31 +3y +D		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-00 (cont.)	OF-General (cont.)	OPS/MGR III	OF-OFS-FO- (country)	12/31 + 3y + D		
		SEO/FRA III- OF-1	OF-OFS-FO- France	12/31 every 3y + 5y + D		
		CON/OMS III- OF-2-a	OF-OFS-(Dpt. code)-Staffing Guidelines	12/31 + 4y + D	12/31 + 4y + D	File discontinued in 1981
		CON/OMS III- OF-2-a	OF-OFS-(Dpt. code)-Position Requests	12/31 +4y +D		
		LEG III-OF-2	OF-Adm- Medium Term	D material not updated in 10y		Refers to job descriptions & CON organizatl. studies
OF-02	OF-Auditing	AUG III	OF-Internal Auditing	12/31 + 3y + D	12/31 + 5y + D	

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-02 (cont.)	OF-Auditing (cont.)	AUG III-OF-1-b	OF-IA-Audits Rpt-Recom. Follow-up	12/31 every 3y + 3y + D		Refers to general correspondence only
		AUG III-OF-1-c	OF-IA-Audits, Rpt-Transmittals	12/31 + 1y + D		
		CON III-OF-2	OF-Internal Auditing	12/31 every 3y + 3y + D		
OF-02.01	OF-Auditing- (audited office/subject) <u>For the Office of the Auditor General (AUG)</u>	AUG III-OF-1	OF-Internal Auditing-Audits Rpts	12/31 3 rd year after audit + 6y + RC + P	10y after final report + RC (sealed boxes) + P	
		AUG III-OF-1-a	OF-Internal Auditing-Audits Rpt-Master Copies	P		Discontinued

GENERAL RECORDS SCHEDULE

GRS Concordance (cont'd)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-02.02	OF-Auditing- (audited office/subject) <u>For other offices</u>	ADM/CHF III- OF-2	OF-Internal Auditing	12/31 + 10y + RC + 5y + D	12/31 year of final report + 10y + D	Follow-up of recommendations
		CON III-OF-2	OF-Internal Auditing	12/31 every 3y + 3y + D		
		DPA/SRP	OF-Pol-Auditing (Internal)	Undetermined		
		INTAL III-OF-3	OF-Internal Auditing	12/31 + 5y + D		
		LEG III-OF-3	OF-Audit Wkg Papers	12/31 + 8y + D		
		OPS/MGR III	OF-Internal Auditing	12/31 + 3y + D		

GENERAL RECORDS SCHEDULE

GRS Concordance (cont'd)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-02.03	OF-Auditing- (audited office/subject)- Working Papers <u>For the Office of the Auditor General (AUG)</u>	AUG III-OF-2	OF-Internal Auditing-Audits- Wkg Papers	Review annually. D 8y after subsequent audit of same country/activity/ office.	12/31 year of final report + 10y + D	
OF-03	OF-Channels of Communication	DPS III-RC-2	RC-Channels of Communication- (country)	P	Do not break file + P	
OF-04	OF-Committee Name (use specific committee name)	CON III-CM	CM	12/31 + 3y + D	12/31 + 3y + D	
		CON	CM- Restructuring Cmte	Undetermined		
		DPS	OF-Cmte	Undetermined		
		DPS III-ME-1	ME-Coordination Cmte	12/31 + 3y + D		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-04.01	OF-Committee Name-Minutes (use specific committee name)	CON	CM- Restructuring Cmte	Undetermined	12/31 + 3y + RC + P	
		DPS III-ME-1-a	ME-Coordination Cmte-Minutes	12/31 + 3y + RC + P		
		DPS	OF-Cmte- Minutes	Undetermined		
OF-05	OF-Consultations	AUG III-OF-3-a	OF-Consultations	12/31 + 3y + D	12/31 + 5y + D	LEG was not scheduled.
		CON III-OF	OF-Consultations	12/31 + 3y + D		
OF-06	OF- Establishment of the Bank	DPS	OF- Establishment of the Bank	Undetermined	Do not break file. P	
OF-07	OF-Evaluations	CON III-ED-1	ED-ORE	12/31 + 3y +D	12/31 + 3y +D	
		CON/OEO III- EC-1	EC-Evaluations	12/31 + every 3y + D		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-07.01	OF-Evaluations- (pgm/subj) <u>For the Office of Evaluation and Oversight (OVE) and the Office of Evaluation and Operations Review Functions (EVP/CTR)</u>	-----	-----	-----	10y after final report + RC + P	Also PE-Eval
OF-07.02	OF-Evaluations- (pgm/subj) <u>For other offices</u>	CON III-ED-2	ED-ORE Rpt Follow-up	1y after rpt is declared inactive + RC + P	12/31 year of final report + 10y + D	Also PE-Eval
		BMA III-ED-2	ED-ORE Rpt Follow-up	12/31 + 5y + RC + 5y + D		

GENERAL RECORDS SCHEDULE

GRS Concordance (cont'd)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-07.03	OF-Evaluations- (pgm/subj)- Background Papers <u>For the Office of Evaluation and Oversight (OVE) and the Office of Evaluation and Operations Review Functions (EVP/CTR)</u>	-----	-----	-----	12/31 year of final report + 10y + D	
OF- 08	OF-Meetings	GRS III-ME	ME	12/31 + 3y + D	12/31 + 5y + D	
		DPS	OF-Mtgs	Undetermined		
		FLD III-OF-1-a	OF-OFS-FO- (country)-Mtgs of the Representatives	12/31 + 5y + D		

GENERAL RECORDS SCHEDULE

GRS Concordance (cont'd)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-09	OF-Membership	DPS III-OF-1	OF-IDB Membership	P	P	
		FIN	OF-Pol- Membership- Nonreg. country	Transfer to DPS after final negotiations terminated and policies determined.		
OF-10	OF-Missions	-----	-----	-----	12/31 + 5y + D	Same Instructions as PO-Mis
OF-11	OF- Organizational Structure and Special Studies	CON/OMS III- OF-2	OF-OFS	12/31 +4y +RC + P	12/31 year study concludes + 5y + RC + P	
		CON/OMS III- OF-2	OF-OFS-(Dpt. code)	12/31 + 4y + RC + P		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-11 (cont.)	OF- Organizational Structure and Special Studies (cont.)	CON/OMS III- OF-2	OF-OFS-(Dpt. code)- Organizational Studies	12/31 + 4y + RC + P		
		INT	OF-Special Projects	Undetermined		
		CON III-OF-1	OF-Mgmt Surveys	12/31 upon final rpt & comments + 3y + RC + P		
		CON/OMS III- OF-2	OF-Mgmt Surveys	12/31 + 4y + RC + P		
OF-01	OF-Policies and Procedures	ADM/CHF I	OF-Pol-OFS- ADM/CHF	12/31 every 3y + 3y + RC + P	12/31 + 3y + RC + P	Instructions already approved
		ADM/SER I	OF-Pol-OFS- ADM/SER	12/31 every 3y + 3y + RC + P		
		ADM/TRS I	OF-Pol-OFS- ADM/TRS	12/31 every 3y + 3y + RC + P		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-01 (cont.)	OF-Policies and Procedures (cont.)	AUG I	OF-Pol-Internal Auditing	P		
		AUG I	OF-Pol-OFS- EXO/AUG	P		
		BMA/BUD I	OF-Pol-OFS- BMA/BUD	12/31 every 3y + 3y + RC + P		
		COB/BER I	OF-Pol-OFS- COB/BER	12/31 every 3y + 3y + RC + P		
		COB/INS I	OF-Pol-OFS- COB/INS	12/31 every 3y + 3y + RC + P		
		CON I	OF-Pol	12/31 every 3y + 3y + RC + P		
		CON I	OF-Pol- Directives & Manuals	12/31 every 3y + 3y + RC + P		
		CON I	OF-Pol-Internal Auditing	12/31 every 3y + 3y + RC + P		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-01 (cont.)	OF-Policies and Procedures (cont.)	CON I	OF-Pol-Mgmt Surveys	12/31 every 3y + 3y + RC + P		
		CON I	OF-Pol-OFS	12/31 every 3y + 3y + RC + P		
		CON I	OF-Pol-OFS- EXO/CON	12/31 every 3y + 3y + RC + P		
		CON/OEO	OF-Pol-OFS- CON/OEO	Undetermined		
		CON/OMS I	OF-Pol	12/31 every 3y + 3y + RC + P		
		CON/OMS I	OF-Pol- Directives & Manuals	12/31 every 3y + 3y + RC + P		
		CON/OMS I	OF-Pol-Mgmt Surveys	12/31 every 3y + 3y + RC + P		
		CON/OMS I	OF-Pol-OFS- CON/OMS	12/31 every 3y + 3 y + RC + P		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-01 (cont.)	OF-Policies and Procedures (cont.)	CON/OMS I-OF	OF-Pol-DM- Directive Series	P		
		CON/OMS III- OF-1	OF-Directives & Manuals	12/31 +5y + RC + P		
		DES/DST	OF-Pol-OFS- DES/DST	Undetermined		
		DPA/SRP	OF-Pol-OFS- DPA/SRP	Undetermined		
		DPS	OF-Pol	Undetermined		
		EMD/PEV	OF-Pol-OFS- EMP/PEV	Undetermined		
		EMP/RER	OF-Pol-OFS- EMP/RER	Undetermined		
		FIN I	OF-Pol-OFS-FIN	12/31 every 3y + 3y + RC + P		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-01 (cont.)	OF-Policies and Procedures (cont.)	FLD I-OF	OF-Pol	12/31 every 3y + 3y + RC + P		
		FLD I-OF-1	OF-Pol-OFS-FO- Manuals	Keep updated version		
		FLD I-OF	OF-Pol-OFS-FO- Manuals-Int. Proc. & Regul.	P (current & superseded versions)		
		INTAL I	OF-Pol	P		
		INTAL I-OF-1	OF-Pol-Manual Representac.	Keep updated version		
		INTAL I-OF-2	OF-Pol-Manual Normas y Proc. Internos	P (current & superseded versions)		
		LEG III-ED	ED	12/31 + 15y + RC + P		
		LEG III-GO	GO	12/31 + 15y + RC + P		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
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OF-01 (cont.)	OF-Policies and Procedures (cont.)	LEG III-OF	OF	12/31 + P		
		OPS/MGR I	OF-Pol-OFS- OPS	12/31 every 3y + 6y + RC + P		
		OPS/MGR I	OF-Pol-OFS- Field Offices	12/31 every 3y + 6y + RC + P		
		SEO/FRA I	OF-Pol-OFS-FO- France	12/31 every 3y + P		
		SEO/FRA I-OF-1	OF-Pol-OFS-FO- Manuals	Keep updated version		
		SEO/FRA I-OF-2	OF-Pol-OFS-FO- Manuals-Int. Proc. & Regul.	P (current & superseded versions)		
		TEC/SPF I	OF-Pol-OFS- TEC/SPF	12/31 every 3y + 3y + RC + P		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
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OF-12	Of-President's Election	DPS III-OF-2	OF-President's Election	Break file with change in Presidency + 3y + RC + P	12/31 year change in Presidency + 3y + RC + P	
OF-13	OF-Privileges & Immunities	COB/BER III- LE-3	LE-P&I-Custom Duty Exempt.	12/31 + 1y + RC + 9y + D	12/31 + 10y + D	
		FLD III-LE-1	LE-Custom Duty Exempt.	12/31 + 10y + D		
		FLD III-LE-1	LE-Custom Duty Exempt.-Control	12/31 + 10y + D		
		FLD III-LE-1	LE-Custom Duty Exempt.-Int'l Employees	12/31 + 10y + D		
		INTAL III-LE	LE-Custom Duty Exempt.-Control	12/31 + 10y + D		
			LE-Custom Duty Exempt.-Int'l Employees	12/31 + 10y + D		

GENERAL RECORDS SCHEDULE

GRS Concordance (cont'd)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-14	OF-Reports	GRS II-OF	OF-S&R	12/31 + 3y + D	12/31 + 5y + D	
		GRS II-OF-1	OF-S&R-Wkld Statistics	12/31 + 3y + D		
		ADM/CHF II	OF-S&R	12/31 + 3y + D		
		AUG II	OF-S&R-Recom. Follow-up Rpt	12/31 + 3y + D		
		COB/INS II	OF-S&R-Recom. Follow-up Rpt	12/31 + 5y + D		
		CON II	OF-S&R	12/31 + 3y + D		
		CON/OMS II	OF-S&R	12/31 + 3y + D		
		CON/OMS II	OF-S&R-Adm Improv. Rpt	12/31 + 3y + D		
		CON/OMS II- OF-1	OF-S&R-Work Output Indicators Rpt	12/31 + 1y + D		
		CON/OMS II- OF-2	OF-S&R-WO Indicators Summary	12/31 every 2y + 2y + D		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-14 (cont.)	OF-Reports (cont.)	DES/DST	OF-S&R	Undetermined		
		DPS	OF-Rpt	Undetermined		
		EMP/PEV II	OF-S&R-Wkld Statistics	12/31 + 2y + D		
		FLD II-OF	OF-S&R-FO- (country)	12/31 + 3y + D		
		FLD II-OF-2	OF-S&R-FO- (country)-Rep. Rpt	12/31 + 3y + D		(Represent. Rpt FLD-12 discount. In 1984. # reassign)
		FLD II-OF-1	OF-S&R-FO- (country)-Wkld Statistics	12/31 + 5y + D		
		FLD II-OF-1	OF-S&R-FO- (country)- Specialists Rpt	12/31 + 2y + D		FLD-03 discount. In 1990
		FIN II -OF	OF-S&R- Activities Rpt	12/31 + 3y + D		

GENERAL RECORDS SCHEDULE**GRS Concordance (cont'd)**

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-14 (cont.)	OF-Reports (cont.)	INTAL II-OF-2	OF-S&R-Wkld Statistics	12/31 +3y + D		
		OPS/MGR	OF-S&R-FO	Undetermined		
		SEO/FRA II-OF- 1	OF-S&R-FO- France-Wkld Statistics	12/31 + 5y + D		Retention in other offices: 3y
		TEC II-OF	OF-S&R	12/31 + 3y + D		
		TEC II-OF	OF-S&R-FO- (country)- Specialists Rpt	12/31 +3y + D		
		TEC II-S&R	OF-S&R-Wkld Statistics	12/31 + 3y +D		
OF-15	OF-Reports, Annual	AUG II-OF-1	OF-S&R-Annual Status & Accompl. Rpt	12/31 every 10y + 10y + RC + P	12/31 + 3y + RC + P	AUG will retain 20y + RC + P
		AUG II-OF-2	OF-S&R-Audit Tabulations	D superseded material + P		

GENERAL RECORDS SCHEDULE

GRS Concordance (cont'd)

ITEM NO.	FILE TITLE	SUPERSEDED ITEM NO.	SUPERSEDED FILE TITLE	SUPERSEDED DISPOSITION	DISPOSITION	COMMENTS
OF-15 (cont.)	OF- Reports, Annual (cont.)	CON II-ED-1	ED-S&R-ORE Rpt Recom. Follow-up	12/31 + 10y + D		Replaced by "Mgmt Annual Rpt on Implem. EVO Recomm."
		DES/DST	OF-S&R-Annual Rpt of the Bank	Undetermined		
		INTAL II-OF-1	OF-S&R- Memoria Activ. INTAL	P		
		INTAL III-OF-1	OF-Program of Activities	P		
OF-15.01	OF-Reports, Annual -Working Papers	-----	-----	-----	12/31 + 3y + D	
		DES/DST	OF-S&R-Annual Rpt (Backgrd)	Undetermined		
OF-16	OF-Report- Turning-over FO	-----	-----	-----	12/31 + 10y + D	