

**Retention Compendium**

The following is the retention compendium resulting from the research conducted on the above mentioned records titles and descriptions with similar functions. In some cases each title is discussed individually while others are discussed as a group.

**1. OFFICIAL STATUS FILES/PERSONNEL FILES**

Official Status Files or Personnel Files are kept for each UN 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 UN. 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 retained as a separate series should be disposed of after a short period of time after termination of employment; copies of these files included in for example, a supervisor's administrative file should only be kept for the retention period for that file.

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 Field Operational External Support Activities/FOD	5 yrs.
A140 Personnel Files-International Staff Peace Forces Adm Sect/OFOESA	8 yrs.
A046 Personnel Files- Civilians, Military UNTSO Headquarters/Jerusalem	25 yrs.
A042 Personnel Files-MILOB UNTSO Headquarters/Jerusalem	28 yrs.
<b>Finance:</b>	
A044 Official Status Files of Separated Staff Accounts Div/OFS	7,12 yrs.
<b>Human Resources:</b>	
<b>Personnel:</b>	
A035 Personnel Files Personnel Records Unit/OPS	20 yrs.
1991/0046 Personnel Files of Separated Staff Personnel Records Unit/PAIS/OHRM	30 yrs.
A033 Personnel Files Personnel Records Unit/OPS	40 yrs.
<b>Public Affairs:</b>	
<b>Information Centers:</b>	
A162 Personnel Files UN Information Centre, Washington DC/DPI	7 yrs.

## 2. INTERN FILES

Intern files were found throughout the organization. According to the Personnel Records Procedure Manual (1991), an Official Status File is kept for individuals employed by the UN 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 short period of time after termination of employment with the UN. As mentioned in the discussion 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. The assumptions are that retentions have not been applied consistently or there were internal reorganizations or changing department management policy.

There are also retention discrepancies pertaining to personnel applications. According to the Personnel Records Procedures Manual (1991) Applications, opened for persons who apply to the UN 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 maintained by the Recruitment and Placement Division are disposed of during these periodic reviews. Rostered applications are sent to Archives. There is no mention of a retention period in the manual.

Applications pertaining to training follow retentions prescribed in the Finance Manual.

Additional information is required for retention recommendations for the other series. Depending on the series, knowing 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 1 yr.  
Application Examinations & Tests Section/RPD/OHRM  
P019 HQ Language Proficiency Exam Application 2 yrs.  
Training  
P011 Language Instructor Exam Application IND  
Training & Examination Services/OHRM

**Fellowships:**

1975/0043 Applications for the Triangular 3 yrs.  
Fellowship Programme-Non Awarded  
Special Projects Unit/ERD/OPI

**Personnel:**

A034 Application 1 yr.  
Personnel Records Unit/OHRM  
A037 Application 30 yrs.  
Personnel Records Unit/OHRM

**Recruitment:**

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

#### 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, legal factors may influence the determination of the retention period and records documenting significant policy or decision making. Significant correspondence is often maintained by the chief administrative officer.

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

The following list are examples of the correspondence, chronological, reading and letter files found:

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 8 yrs.  
Office of USG/DIESA

A003 Correspondence, reports, etc 14 yrs.  
Secretariat/ACABQ/OFS

TC03 Correspondence IND  
Publications Board/OASG/OCS

A075 Correspondence Files IND  
Office of USG & ASG/DTCD

1983/0059 Correspondence OSG/Office for Special Political Affairs	PER
<b>Human Resources:</b>	
<b>Career Development:</b>	
A003 Correspondence Career Dev. & Placement Unit/DPA/OPA	3 yrs.
<b>Counselling:</b>	
A068 Correspondence Files Staff Counsellor/OPS	13 yrs.
<b>Job Description:</b>	
TCD2 Job Descriptions	4 yrs.
<b>Recruitment:</b>	
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>	
<b>Information Centres:</b>	
A164 Correspondence UN Information Centre/DPI	13 yrs.
<b>Program Development:</b>	
A019 Correspondence Development Forum/DESI/DPI	7 yrs.
<b>Public Services:</b>	
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 5 yrs.  
Population Branch/DAD/DTCD

Transportation:

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

Chronological (Chron) 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 3 yrs.  
Executive Office/DESA

A006 Chronological Files PER  
Dep to SG/ World Pop Conference/DIESA

A007 Director's Chronological Files PER  
Administrative Office/OLC/LEG

A017 Chronological Files IND  
Office of USG/DAM

A026 Chronological Files PER  
Office of USG/DPA

A058 Chronological Files 11 yrs.  
Secretariat of the APP/OHRM

A060 Chronological Files IND  
Office of ASG/OGS

Finance:

Claims:

1988/0117 Chron Files 5 yrs.  
Secretary of ABCC/OPPBF

Human Resources:

Benefits:



1990/0017 Chronological Educational Grant Files Allowances & Benefits/SATD/OHRM	5 yrs.
<b>Counselling:</b>	
A067 Chronological Files Staff Counsellor/OHRM	5 yrs.
<b>Examinations:</b>	
A011 Chronological Files Examinations and Tests Sect/OHRM	5 yrs.
<b>Medical:</b>	
P029 Confidential Chronological Reading Files Medical Services/OHRM	2 yrs.
<b>Recruitment:</b>	
A050 Chronological Files Recruitment & Program Sect/DR/OPS	8 yrs.
<b>Salary &amp; Allowances:</b>	
A002 Chronological Files, DSA Exceptions Salaries & Allowances Sect/DPC/OFS	6 yrs.
<b>Training:</b>	
A056 Chronological Files Staff Admin & Training Div/OHRM	5 yrs.
<b>Public Affairs:</b>	
<b>Audiovisual:</b>	
A178 Chronological Files Visual Materials Library/RVSD/DPI	7 yrs.
<b>News and Press:</b>	
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	6 yrs.

Educ Info Program/ERD/DPI

Legal: 1986/0212 Chronological Files PER  
General Legal Div/OLA

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

A006 Chronological Files 10 yrs.  
Documents Control Sect/EORD/DCS

Technical Assistance:

A066 Chronological Files 5 yrs.  
Infrastructure Branch/NRED/DTCD

A014 Chronological Files 9 yrs.  
Cartography Sect/CISB/NRED/DTCD

Reading Files

The following is a sampling of the different categories and retention periods found for Reading Files:

Commissions: 1967/0036  
Reading Files 5 yrs.  
Regional Commissions Sect/ECOSOC/DESA

Executive: A018 Case Files (Compensation Claims, Chron) 7,8 yrs.  
Secretariat of ABCC/OPPF

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

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

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

## CASE - 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 personnel folders, 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" 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 Administrative Tribunal (see "Legal" this section)	PER
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### **Commissions:**

1993/0179 Cases Under Investigation Commission on the Truth El Salvador Executive Office/DPA	5 yrs.
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### **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
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### **Equipment and Supplies:**

A018 Case Files	4 yrs.
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Equipment & Supplies Services/OGS

Executive Office:

A019 Case Files 10 yrs.  
Secretariat of JAB & JDC/OPS

Finance:

1973/0148 Project Case Files 4 yrs.  
Dep Adm & Finance/DESA

Human Resources:

Contracts:

A047 Special Service Agreements 5 yrs.  
Professional Staffing Services/OHRM

Fellowship:

TCD3 Fellowship Cases-Not Awarded 3 yrs.  
Administration and Finance/DTCD

A046 Fellowship Cases-Non Awarded 6 yrs.  
Fellowship Sect:SSB/PSD/DTCD

A045 Fellowship Cases-Awarded 6 yrs.  
Fellowship Sect/SSB/PSD/DTCD

Intern:

A036 Intern Case Files 20 yrs.  
Personnel Records Unit/OPS

1978/0021 Selected Intern Case Files 30 yrs.  
Personnel Records Unit/Registry Sect/OGS

Recruitment:

TP04 Case Files on Posts for Recruitment 3 yrs.  
Professional Recruitment Sect/OPS

1979/0093 TARS Recruitment Project Case Files 3 yrs.  
TARS/DR/OPS

A118 Interregional Project Case Files 8 yrs.  
Technical Assistant Recruitment & Administrative  
Services/PSD/DTCD

Staffing:

A042 Case Files 6 yrs.  
Professional Staffing Services/OHRM

A043 Case Files 7 yrs.  
Professional Staffing Services/OHRM

**Legal:**

A010 to A013 Administrative Tribunal Case Files PER  
in various stages-pending, original judgement, oral  
proceedings, withdrawn, completed, never considered,  
never put on list.  
Administrative Tribunal/Office of Legal Affairs

1986/0049 Administrative Tribunal Cases PER  
Section of Administrative Tribunal/Office of Legal  
Affairs

**Program Development:**

1983/0111 Associate Case Files & Project Files 2 yrs.  
Program Support Div/DTCD

**Purchasing:**

G041 HQ Purchase Order Case File 6 yrs.  
Processing Unit/P&T/OGS

1992/0073 HQ Purchase Order Case File 6 yrs.  
Processing Unit/CPTS/BCSD/OGS

**Records:**

G014 Accession and Disposal Files PER  
Archives Sect/OGS

**Technical Assistance:**

1985/0116 Project & Case Files 5 yrs.  
Technical Assistance Recruitment & Adm Svc/  
PSD/DTCD

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/OPPBF

Public Affairs:

A067 Africa Focus Project 5 yrs.

Non Governmental Liaison Serv/DPI

Technical Assistance:

TCD5 Project Limestone Exploration Study Natural Resources & Energy/DTCD	3 yrs.
A113 South America Project Work Files SA Sect/AMB/PID/DTCD	4 yrs.
A008 Asia & Pacific Country Project Files A & P Sect/CPEB/PPDPD/DTCD	6 yrs.
A145 India Project Files Water Resources Branch/NRED/DTCD	8,9 yrs.
A086 Project Files Population Branch/DAD/DTCD	8 yrs.
A094 Yemen Project Files Population Branch/DAD/DTCD	11 yrs.
A090 Jordan Project Files Population Branch/DAD/DTCD	12 yrs.

Country Files

Executive:

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

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

A076 Country Files Central Accts Sect/OPPBF	1 yr.
A061 Africa Country Files Financial Mgmt & Budgetary Control Svcs/PSD/DTCD	3 yrs.
0062 Latin America Country Files Financial Mgmt & Budgetary Control Svcs/PSD/DTCD	4 yrs.
A003 Africa Section Country Files CPEB/PPDPD/DTCD	5 yrs.



A008	Asia & Pacific Section Country Files CPEB/PPDPD/DTCD	6 yrs.
A006	America, ME & Interreg Section Country Files CPEB/PPDPD/DTCD	7 yrs.
A012	Caribbean Section Country Files Americas Br/PSD/DTCD	8 yrs.

Study Files

Construction:

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

TCD5	Project Limestone Exploration Study Natural Resources & Energy/DTCD	3 yrs.
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A038	Study Files Energy Resources Branch/NRED/DTCD	13 yrs.
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**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 is needs to be conducted on this series.

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

**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 6 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 Garage Administration/BMS/BCSD/OGS	2 yrs.
1987/0039 Delegation Night Parking Aging Report Garage Administration/CMS/OGS	2 yrs.
A038 Parking Aging Reports Garage Administration/CMS/OGS	5 yrs.

**Executive Office:**

1972/0008 Ballots and Tellers Reports General Assembly Affairs/OSG	2 yrs.
1987/0175 Attendance Record Cards and Leave Reports Executive Office of SG/OGS	5 yrs.

Administrative Management Service Reports Executive Office/OGS RRS	10 yrs.
1962/1119 Reports of UN Commissioners Executive Office of SG/OSG	PER
1985/0074 UNMOGIP-Service Reports Office for Spec Political Office/OSG	PER
<b>Field Operations:</b>	
1964/0342 UNIC Subject & Administrative Report Files Centres Administration Unit/FOS/OGS	5 yrs.
1962/0010 Administrative Reports UN Information Centre/FOS/OGS	6 yrs.
A096 Administrative Reports Off of Director/FOD/OGS	8 yrs.
1988/0129 UNMOGIP Administrative Reports Field Personnel Sect/FOD/OGS	PER
<b>Finance:</b>	
<b>Accounts:</b>	
1984/0223 Monthly Allotment Reports Central Accts Sect/Accounts Div/OFS	4 yrs.
1993/0088 Monthly Allotment Report Accts Control Unit/CAS/AD/OPPBF	5 yrs.
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)	2 yrs.

Op Sect/CMS/OGS

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.

Technical:

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

**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 whether they contain the final results or report, or if they are working files:

Executive Office:

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

Housing:

TP07 Survey of UN Housing Needs Staff Activities & Housing Sect/OPS	PER
1973/0096 Housing Survey Cost of Living Sect/SO/DESA	3 yrs.
<b>Civil Service:</b>	
1994/0051 Cost of living Survey Cost of Living Div/ICSC	5 yrs.
<b>Salaries:</b>	
A003 General Service Salary Survey Records Salaries & Allowances Sect/DPC/OFS	6 yrs.
<b>Missions:</b>	
A033 Survey Records HQ Registry/ONUCA	6 yrs.
<b>Security:</b>	
Physical Security Surveys Physical Security Unit/SSS/OGS RRS	IND

**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 by just looking at 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 samples of similar records series for meetings, committees, boards and panels:

**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 Secretary, Property Board/OGS	5 yrs.
1989/0131 ABCC Minutes, Agendas & Case Presentations Secretariat of ABCC/OPPBF	5 yrs.
1986/0242 Staff Committee Records including Agendas Secretariat of UN Staff Committee	10 yrs.

**Statistics:**

1962/1229 Draft Agenda Economic Statistic Office/DESA	IND
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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 Secretariat of ABCC/OPPBF	5 yrs.
1987/0045 APB&C Minutes Secretariat of APB&C/OHRM	12 yrs.
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
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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 PER  
Division of Personnel/UNICEF

Property Management:

A093 HPSB Minutes 10 yrs.  
Secretary, Property Survey Board/OGS

**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 IND and with 10 and 30 year retention periods need additional research to determine their function.

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.

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 Court International Court of Justice	PER
1991/0084 Tapes of Oral Proceedings Secretariat of Administrative Tribunal/OLA	PER
<b>Media Production:</b>	
1992/0151 Regular Tapes, T-Tapes, Journals, Recording Log Cards Broadcast & Conf Eng Unit/BMS/BCSD/OGS	IND
<b>Meetings and Conferences:</b>	
1985/0031 Sound Recording Tapes of Conferences-- HQ and outside Geneva Archives Sect/CARS/CRBSD/OGS	PER
1982/0181 Tape Recordings of Official Meetings Held in NY Headquarters Archives Sect/CRBSD/OGS	PER
1981/0059 Tape Recordings of Human Rights Committee International Instruments Unit/HRD/DIESA	IND
<b><u>Video Tape:</u></b>	
1993/0173 Commission on the Truth of El Salvador-- Video Cassettes and Tapes Executive Office/DPA	5 yrs. after review

**LEDGERS, REGISTERS, AND LOGS**

A search for retentions of ledgers and registers revealed many series with 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 using 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 retentions covering the related record.

Samples of these records are provided below:

**Audiovisual:**

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

**Finance:**

A072 Check Register 4 yrs.  
Central Accts/OPPBF

A130 Daily Register 4 yrs.  
Central Accts/OPPBF

A096 Register 7 yrs.  
Assets Control Sect/OFS

F025 Monthly Check Register 8 yrs.  
Revenue Accts/OPPBF

A102 Check Register 9 yrs.  
Pay & Allowance Unit/OFS

PF18 Payroll Register 33 yrs.  
Accts Sect/UNJSPF

**Mail:**

A053 Outbound Pouch Logs 2 yrs.  
Messenger Unit/MARS/BCSD/OGS

**Photography:**

A088 Photographic Caption Log 8,10 yrs.  
Photographs & Exhibits Sect/RVSD/DPI

A081 Black & White Log Cards IND  
Photo Unit/DPI

**Telecommunications:**

1976/0045 UN Commercial Cable Logs, Telex Logs and 2 yrs.  
GVA Network Circuit Logs  
Communications Serv/CARS/OGS

1963/0055 Circuit Logs for Outgoing & Incoming 3 yrs.  
Cables  
Cable & Telephone Section/CARS/OGS

1990/0153 FAX Log 5 yrs.

Field Missions Procurement Sect/CPTS/OGS

Transportation:

G062 Driver's Daily Log Traffic Unit/P&T/OGS	1 yr.
G064 Import Log Traffic Unit/P&T/OGS	3 yrs.

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 databases are series-- 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 EDP Support Services Sect/OPPBF	2 yrs.
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Executive Office:

1962/1124 Guide to Notes on the Application of the Rules & Procedures of General Assembly General Assembly/OSG	IND
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Human Resources:

Civil Service:

SI31 Staff Rules and Regulations (ICSC 27) ICSC	3 yrs.
SI34 Promotion Policy (ICSC 30) ICSC	3 yrs.

Compensation:

A013 Individual Compensation Policy Files Peacekeeping & Special Assignment/FMCD/OPPBF	14 yrs.
<b>Entitlement:</b>	
ED15 Entitlement Rules (COM Tape) IMIS/OGS	20 yrs.
<b>Pension:</b>	
PF04 Regulations UN Joint Staff Pension Fund	5 yrs.
<b>Recruitment:</b>	
1968/0097 Recruitment Project Case Files & General Policy Files Technical Assistance Recruitment Svc/OPS	3 yrs.
<b>Field Operations:</b>	
1984/0044 UNEF II Standing Operating Instructions & Procedures Missions Administrative Section/OFOESA NOTE: Duplicates are disposed.	IND
1986/0152 Administrative Files: UN Service Medals Correspondence, Regulations Field Operations Div/OFOESA	PER
<b>Finance:</b>	
<b>Budget:</b>	
1994/0109 Budget Policy Econ, Soc & Human Rights Svc/PPBD/OPPBF	5 yrs.
<b>Controller:</b>	
Policy And Administrative Files of Former Bureau of the Controller Office of the Controller	PER
<b>Mail Services:</b>	
G022 Operations of UNPA Offices-PP UNPA/CMS/OGS	PER
<b>Transportation:</b>	
1992/0081 Travel & Traffic Policy & Procedure, Administrative Files of Transportation Section Transportation Sect/CPTS/BCSD/OGS	3 yrs.

**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 whether it is a file of official or duplicate copies. It is assumed that many communications records maintained in the Secretary-General's office are scheduled permanently. Others created for administrative purposes should be retained for a short 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 Office of SG in Iran	5 yrs.
A002 Cables Office of Commission for Namibia	6 yrs.
A016 Cables Office of USG/DAM	IND
1980/0103 Secretary-General's Coded Cables Executive Office of SG/OSG	PER
1987/0010 Master Cable Files Office for Special Political Affairs/OSG	PER

**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.
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**Mail:**

1964/0408 Cables-Incoming and Outgoing Mail Operations Unit/Registry/CARS/OGS	2 yrs.
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**Public Affairs:**

Information Centers:

A154 UN Information Center- Belgrade DPI	2 yrs.
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**Transportation:**

1982/0004 Copies of Cables	5 yrs.
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Travel Unit/PTCSD/OGS

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 20 yrs.  
IMIS/OGS

Executive Office:

1994/0025 Attendance and Leave Records 3 yrs.  
Executive Office/OCS

T108 Leave Cards of UNIC Staff 5 yrs.  
Executive Office/DPI

A009 Leave Cards and Reports 6,7 yrs.  
Executive Office/DIESA

Field Operations:

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

Program Planning:

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

Transportation:

1993/0116 Administrative Files including Attendance 2 yrs.  
Records  
Transportation Sect/CPTS/BCSD/OGS

## 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) HQ Construction Unit/BMS/OGS	IND
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
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### 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.
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## CONTRACT AND AGREEMENT FILES

According to the Finance Manual, official copies of contracts should be scheduled for seven years after termination of the contract. Not enough information is available on the series with retentions of more than seven years.

Please see the following list of contracts:

<b>Field Operations:</b>		
A141 Contracts		30 yrs.
Peace Forces Administrative Sect/OFOESA/UNDOF		
<b>Financial:</b>		
<b>Loans:</b>		
1974/0109 Loan and Title Transfer, Agreements		7 yrs.
Comptroller's Div/UNICEF		
<b>Human Resources:</b>		
<b>Housing:</b>		
1982/0015 Copies of Lease Agreements		5 yrs.
Staff Activities & Housing/DPA/OPS		
<b>Insurance:</b>		
A012 Subject Files including Contracts		13 yrs.
Insurance Sect/FMCD/OPPBF		
<b>Personnel:</b>		
A047 Special Service Agreements		5 yrs.
Professional Staffing Serv/OHRM		
A054 Special Service Agreements		8 yrs.
Field Personnel/FOD/OGS		
<b>Training:</b>		
P012 Teacher's History File		10 yrs.
Training & Examinations Serv/OHRM		
1978/0028 Special Service Agreements		PER
UN Institute for Training and Research		
<b>Mail:</b>		
A044 Postal Contracts and Permits		IND
Mail Operations Sect/MARS/BCSD/OGS		
<b>Printing:</b>		
T101 Registry Files		10 yrs.
External Publications/DD/DPI		
<b>Transportation:</b>		
A078 Contract Files		6 yrs.
Processing Unit/PTS/OGS		
G042 Contract Files		7 yrs.
Processing Unit/PTS/OGS		



**BUDGET RECORDS**

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

**PURCHASING AND ACCOUNT 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.