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## ***THE WORLD BANK GROUP ARCHIVES***

# ***THE GENERAL RECORDS SCHEDULE (GRS)***

*A Records Retention and Disposition Schedule  
for those Program and Administrative Records that are  
Common to most Bank Units*

- ❖ *Guide to the General Records Schedule*
- ❖ *General Records Schedule List of Classes*
- ❖ *General Records Schedule Number 1998/018*

*August, 1998*

<u>CLASS TITLE</u>	<u>CLASS NO</u>
Local Office Bank Accounts	1941
Local Office Imprest Accounting Records	3316
Local Office Premises: Offices and Residences	3317
Local Office Motor Vehicles	3318
Business Continuity Plans and Disaster Plans	4859
Budget and Accounting Records - Division Level	4860
Budget and Accounting Records - Department Level	4861
Budget and Accounting Records - Vice-President Level	4862
Chronological Files ("Chrons")	4863
Committee Records	4864
Conferences and Seminars Records - Organized by Unit	4865
Conferences and Seminars Records - Organized by Others	4866
Facilities, Furniture, Equipment and Supplies	4867
Organization and Management Records	4868
Personnel, Benefits and Training Records	4869
Public Relations Records - Division Level	4870
Public Relations Records - Department and Vice-President Levels	4871
Publications and Issuances	4872

Records Management	4873
Travel Records (Operational & Benefit) - Division and Department Levels	4874
Travel Records (Operational & Benefit) - Vice-President Level	4875

## Definitions

A *General Records Schedule (GRS)* is a type of records retention and disposition schedule that provides retention and disposition authorization and instructions for those records common to all or many units of the World Bank.

A *Records Retention and Disposition Schedule* lists and describes all records produced, acquired, and maintained by organizational units in the Bank, provides a timetable for the systematic retention and disposition of those records, and authorizes the destruction of those records that do not warrant continued preservation.

*For retention and disposition instructions for your unit's other program records, consult the specific records retention and disposition schedule created by the Archives for your unit. If a retention schedule has not been produced for your unit, contact the Archives at Ext. 32841.*

*Records* are defined as recorded information, regardless of form or medium, created, or received by or on behalf of the Bank Group in pursuance of its legal obligations or in the transaction of its business. Records may be in many forms, such as files, volumes, letters, memoranda, reports, documents, cables, telexes, facsimiles, electronic messages, charts, drawings, spreadsheets, maps, plans, photographs, films, videos, sound recordings, databases, etc.

## Purpose

A properly implemented records retention and disposition schedule ensures the legal, administrative and fiscal accountability of the Bank, as well as the continuity and preservation of its corporate memory. This means that:

- records are kept as long as required to carry out the business of the Bank
- records of no further value are disposed of with proper authorization and in a timely manner
- there is an orderly flow of records from the creating offices to the Archives.

## Effectiveness and Coverage

The retention and disposition instructions in this GRS are effective as of August, 1998. The GRS supersedes any other records retention and disposition schedules you may have for the records covered in this schedule and applies to all Bank units. However, unit-specific RRDS describing specific program files of your unit still apply.

The GRS is different than the former General Administrative Records Schedule (GARS) in two ways:

- 1) GARS applied only to records at headquarters . The GRS may be used by units at headquarters and by local offices
- 2) GARS covered primarily *administrative* records. The GRS covers records which may be program *or* administrative.

When the retention and disposition instructions apply only to local offices, it is obvious from the class title, such as "Local Office Bank Accounts." Otherwise, local office and headquarters records have the same retention and destruction instructions unless there is a note or exception given within the schedule.

## Responsibility

Unit managers are responsible for ensuring that their unit implements adequate record keeping measures. These responsibilities include ensuring that an effective filing system is maintained; that the unit's records are reviewed on a regular basis; that records are routinely sent to local file stations; and that records no longer required for day-to-day use are disposed of in accordance with records retention and disposition schedules.

## Ownership

Administrative Manual Statement 10.00 states that all records produced in the course of Bank work, regardless of form or physical characteristics, are the property of the Bank Group. It further states that upon termination of employment Bank Group staff members are not permitted to retain, donate to others, or remove from Bank Group premises any records or other material, including those made or acquired by them in their capacity as officials or employees of the Bank Group, other than documents disseminated for public information and personal copies of correspondence directly related to the terms and conditions of their employment.

## HOW THE GRS IS ORGANIZED

*NOTE: Your office may not maintain all of the records covered in the GRS. Apply the retention and disposition instructions that are relevant to your records and ignore the others.*

### Class

Records are grouped into classes according to their function (e.g., travel, personnel, budget). For each class, a brief description is provided that identifies the purpose of the records and the general types and/or contents of the records.

### Disposal Class



Within each general class the GRS identifies one or more disposal classes. A disposal class is a group of records, all of which have the same retention and disposition and are identifiable by the same description. Disposal classes allow different parts of a general class to be treated individually with regard to retention periods and disposition rules. For example, the originals of some documents may be retained while the copies are destroyed.

### Retention Periods

Retention periods specify the minimum period of time during which records must be kept before they may be disposed of, and are usually expressed in terms of months or years after the occurrence of an event (e.g., fiscal year, employee termination, expiration of contract, etc.). Retention periods are based on the value of the records to the business functions they support.

Retention periods also usually include an indication of storage arrangements (e.g., whether records are to be kept in the office or in the Archives or some combination of these options).

In the GRS, retention periods and transfer arrangements are indicated by the following symbols:

-  Indicates the retention period in the Office
-  Indicates a transfer to either the Archives or another repository

All retention periods indicated on the GRS are **minimum** periods. If your unit wishes to retain the records for a longer period of time, it may do so without the need for revising the GRS.

### Disposition Rules

The GRS prescribes a disposition for each disposal class. Disposition refers to the final action to be taken with records, including either destruction or transfer to the Archives for preservation. The most common dispositions are:

**P** *Send to ARCHIVES for PERMANENT RETENTION:* This disposition indicates that these records are deemed sufficiently valuable as evidence of the Bank's organization, functions, policies, decisions, programs, procedures, operations or other activities and/or for research purposes, to warrant considering them for permanent preservation.

This disposition does not mean that the records will never be reappraised. The long-term value of records is revealed only over time and cannot be predicted with certainty. Problems of preservation, the acquisition of records that better document the same activity, or the cost of storage are typical factors that can lead to the reappraisal of records.

**D** *DESTROY:* These records may be destroyed when their retention period is completed. Records that are not to be transferred to the Archives should be destroyed in office by your unit.

Records that are transferred to the Archives for temporary storage will be destroyed by the Archives. Note that records are always reviewed before destruction actually takes place. In addition, the staff of the unit that created or inherited the records will be notified of the impending destruction and given the opportunity to request a re-evaluation of the retention and disposition decisions.

**R** *Archives and Unit to REVIEW:* It is not always possible while records are active to determine whether they are worth designating for permanent retention. In this case the GRS specifies a deferral of the decision and indicates the time in the future when the records will be reviewed and a decision made. In general, this re-evaluation is done by the Archives in consultation with staff from the unit that created or inherited the records.



### **Cross Reference to Bankwide Records Classification Scheme**

In order to aid in the identification of records that are due to be transferred to the Archives, each Class and/or Disposal Class of the GRS is cross-referenced to the Information Solutions Group's *Bankwide Records Classification Scheme*.

The following types of records (regardless of form or medium) may be destroyed without further authorization:

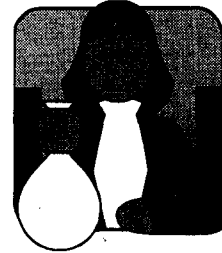
- (a) rough drafts that have not been circulated outside the organizational unit
- (b) convenience copies made expressly for short-term reference use
- (c) reference material (e.g., issuances, newsletters, circulars, journals, books, etc.) originating from outside the organizational unit
- (d) stocks of outdated publications, originally held for distribution purposes (provided at least one copy is retained in the records or has been forwarded to the Internal Documents Unit or to the Archives)
- (e) printouts from databases and systems, where:
  - (i) the printout contains no meaningful annotations or original signatures; and
  - (ii) the database or system is capable of producing a printout identical in content, structure, and appearance
- (f) superseded backup copies
- (g) blank forms
- (h) faxes printed on thermal paper (but only after a plain paper copy has been made for the records)

**1941 LOCAL OFFICE BANK ACCOUNTS**

**Purpose:** Used to document banking activities

**Content:** Correspondence and other records relating to the operation of accounts with external banks (central banks or commercial banks)

**Cross reference to Bankwide Records Classification Scheme:** FINANCIAL TRANSACTIONS-ADMINISTRATIVE EXPENSES-IMPREST ACCOUNTING



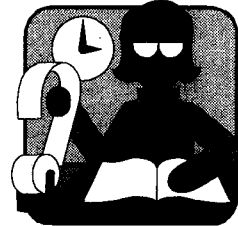
1941.01	General instructions on convertible and non-convertible accounts	<ul style="list-style-type: none"> <li>📁 Retain in Office until superseded, then</li> <li>☠ DESTROY</li> </ul>
1941.02	Correspondence and documents relating to the opening and operation of bank accounts, including authorizations to operate on the account	<ul style="list-style-type: none"> <li>📁 Retain in Office for 6 years from date account closed, then</li> <li>☠ DESTROY</li> </ul>
1941.03	Routine correspondence with the Bank	<ul style="list-style-type: none"> <li>📁 Retain in Office for 6 years from end of fiscal year, then</li> <li>☠ DESTROY</li> </ul>
1941.04	Bank statements, cancelled and voided checks	<ul style="list-style-type: none"> <li>📁 Retain in Office for 6 years from end of fiscal year, then</li> <li>☠ DESTROY</li> </ul>

**3316 IMPREST ACCOUNTING RECORDS (LOCAL OFFICE OR HEADQUARTERS)**

**Purpose:** Used to record the local office's financial transactions of local offices and units at headquarters which maintain imprest accounts

**Content:** Records relating to the operation of imprest accounts

**Cross reference to Bankwide Records Classification Scheme:** FINANCIAL TRANSACTIONS-ADMINISTRATIVE EXPENSES-IMPREST ACCOUNTING



3316.01	Local office correspondence relating to new imprest accounts, fund balances, delegations of authority, etc.	☞ Retain in Office for 6 years from end of fiscal year; then ☠ DESTROY
3316.02	Local office imprest reports (paper copy), bank statements and bank reconciliation reports.	☞ Retain in Office for 6 years from end of fiscal year; then ☠ DESTROY
3316.03	Local office cancelled checks	☞ Retain in Office for 6 years from end of fiscal year; then ☠ DESTROY
3316.04	Local office paid invoices and supporting documents	☞ Retain in Office for 6 years from end of fiscal year; then ☠ DESTROY
3316.05	Local office petty cash vouchers and supporting receipts and documentation	☞ Retain in Office for 6 years from end of fiscal year; then ☠ DESTROY

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3316	<b>IMPREST ACCOUNTING RECORDS (LOCAL OFFICE OR HEADQUARTERS)</b>	(continued)
3316.06	Local office bank deposit slips and supporting documentation	<ul style="list-style-type: none"> <li>☞ Retain in Office for 6 years from end of fiscal year; then</li> <li>✂ DESTROY</li> </ul>
3316.07	Local office telexes and other authorizations of acceptance/ disbursement of funds	<ul style="list-style-type: none"> <li>☞ Retain in Office for 6 years from end of fiscal year; then</li> <li>✂ DESTROY</li> </ul>
3316.08	Local office chargeback authorizations for charges to Headquarters	<ul style="list-style-type: none"> <li>☞ Retain in Office for 6 years from end of fiscal year; then</li> <li>✂ DESTROY</li> </ul>
3316.09	Local office Statements of Expense (SOE) and supporting documentation	<ul style="list-style-type: none"> <li>☞ Retain in Office for 6 years from end of fiscal year; then</li> <li>✂ DESTROY</li> </ul>
3316.10	Local office chargeback for expense adjustments and supporting documentation	<ul style="list-style-type: none"> <li>☞ Retain in Office for 6 years from end of fiscal year; then</li> <li>✂ DESTROY</li> </ul>
3316.11	Headquarters imprest account records (as above)	<ul style="list-style-type: none"> <li>☞ Retain in Office for 3 years from end of fiscal year; then</li> <li>⇒ Transfer to ARCHIVES for 3 years; then</li> <li>✂ DESTROY</li> </ul>

3317

**LOCAL OFFICE PREMISES: OFFICES AND RESIDENCES**

**Purpose:** Used to document acquisition/disposition and maintenance of local office premises and residences.

**Content:** Files relating to the acquisition, maintenance, use and disposition of office premises and residences

**Note:** See also No. 4867 Facilities, Furniture, Equipment and Supplies.

**Note:** Copies of titles, deeds, leases, and other important documents should be forwarded to HQ at the time of acquisition for safe keeping as vital records.

**Cross reference to Bankwide Records Classification Scheme:** FINANCIAL TRANSACTIONS-Administrative Expenses-Imprest Accounting; SERVICES & FACILITIES-Facilities-Local Offices or Procurement & Supplies-Asset Disposal



3317.01

Titles, deeds and signed lease documents (if not handed over to subsequent purchaser/tenant)

📁 Retain in Office for 6 years from sale or disposition of premises, then  
 ✂ DESTROY

3317.02

Records relating to acquisition and disposition of premises, major alterations/renovations and significant maintenance activities

📁 Retain in Office for 6 years from sale or disposition of premises, then  
 ✂ DESTROY

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3317

**LOCAL OFFICE PREMISES: OFFICES AND RESIDENCES**

(continued)

3317.03

Records relating to minor or routine maintenance activities

📁 Retain in Office for 6 years from end of fiscal year, then  
 ✂ DESTROY

3317.04

Records relating to installation, commencement or termination of utilities, e.g., water, gas, electricity, telephone, trash removal, sewerage, drainage services, etc. (payments for services should be filed in Imprest Accounting records.)

📁 Retain in Office for 6 years from sale or disposition of premises, then  
 ✂ DESTROY

**3318 LOCAL OFFICE MOTOR VEHICLES**

**Purpose:** Used to document motor vehicle transactions by local offices

**Content:** This class includes records relating to acquisition, disposition, maintenance, use and insurance of motor vehicles

**Cross reference to Bankwide Records Classification Scheme:** SERVICES & FACILITIES-Procurement & Supplies-Asset Disposal or Travel-Vehicles



- |         |  |   |
|---------|--|---|
| 3318.01 | Records documenting the acquisition and disposition of motor vehicles, title papers, registration and/or licensing | <ul style="list-style-type: none"> <li>☞ Retain in Office for 6 years from disposition of vehicle, then</li> <li>☠ DESTROY</li> </ul> |
| 3318.02 | Records documenting motor vehicle maintenance and insurance  | <ul style="list-style-type: none"> <li>☞ Retain in Office for 1 year from disposition of vehicle, then</li> <li>☠ DESTROY</li> </ul>  |
| 3318.03 | Trip Notes, Driver Logs, etc.  | <ul style="list-style-type: none"> <li>☞ Retain in Office for 6 months from end of fiscal year, then</li> <li>☠ DESTROY</li> </ul>    |

4859

**BUSINESS CONTINUITY PLANS AND DISASTER PLANS**

**Purpose:** Used to enable Bank units to recover essential business functions in the event of a disaster.

**Content:** This class comprises records documenting business continuity plans designed to enable Bank units to recover their business functions in the event of a disaster or major interruption of their normal operations, as well as disaster recovery plans specifically dealing with the restoration of data processing equipment, facilities, and record-keeping functions.

**Note:** These provisions DO NOT APPLY to program records of the Business Continuity Advisor

**Cross reference to Bankwide Records Classification Scheme:** MANAGEMENT & OVERSIGHT-Business Continuity



4859.01	One copy of current Business Continuity Plan and Disaster Plan and updates	⇒ Send immediately to Business Continuity Coordinator
4859.02	One copy of current Business Continuity Plan and Disaster Plan and updates	☞ Retain in office until superseded; then ☠ DESTROY
4859.03	Duplicate copies maintained in the office of the business unit and off-site	☞ Retain in office until superseded; then ☠ DESTROY

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4859	<b>BUSINESS CONTINUITY PLANS AND DISASTER PLANS</b>	<i>(continued)</i>
4859.04	Records documenting the development or revision of Business Continuity Plans and Disaster Plans; and related general correspondence	<ul style="list-style-type: none"> <li>☞ Retain in Office while needed; then</li> <li>☒ DESTROY</li> </ul>
4859.05	Business Continuity Plan exercises, tests, and emergency simulations: records related to arrangements, results, lessons learned	<ul style="list-style-type: none"> <li>☞ Retain in Office for 3 years from end of calendar year; then</li> <li>☒ DESTROY</li> </ul>
4859.06	Minutes of Business Continuity Advisory Group (BCAG) meetings; notices; etc.	<ul style="list-style-type: none"> <li>☞ Retain in Office for 2 years from end of calendar year; then</li> <li>☒ DESTROY</li> </ul>

4860

**BUDGET AND ACCOUNTING RECORDS - DIVISION LEVEL AND LOCAL OFFICES**

**Purpose:** Used to document the business plan, budget, and expenditures of division levels and local offices where the record copy is maintained at headquarters.

**Content:** This class includes records of the headquarters division or local office related to budget planning, implementation, monitoring, and review. It also includes records related to expenditures and payment of accounts.

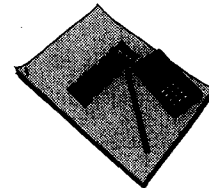
**Note:** These provisions DO NOT APPLY to program records of units within the Corporate Resource Management Group or the Accounting Department.

**Note:** If the Country Department is located in the local, use No. 4861 - Budget and Accounting Records - Department Level.

**Note:** Local Offices should use No. 3316 - Imprest Accounting Records for their accounting and expenditure records.

**Note:** For unit work program, use No. 4868 - Organization and Management

**Cross reference to Bankwide Records Classification Scheme:** BUDGET, FINANCIAL TRANSACTIONS, & MANAGEMENT & OVERSIGHT



4860.01

Budget planning and submissions to parent department of unit business plan records including all correspondence and other background documentation

📁 Retain in Office for 2 years from end of fiscal year; then  
 ☠ DESTROY

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4860	<b>BUDGET AND ACCOUNTING RECORDS - UNIT LEVEL AND LOCAL OFFICES</b>	<i>(continued)</i>
4860.02	Budget management and monitoring - Copies of monthly status reports submitted to parent department; operations summaries; statistics; working files	<ul style="list-style-type: none"> <li>☞ Retain in Office for 1 year from end of fiscal year; then</li> <li>☒ DESTROY</li> </ul>
4860.03	Budget management and monitoring - Quarterly Monitoring Reports, Mid-Year Review; Retrospective Review	<ul style="list-style-type: none"> <li>☞ Retain in Office for 2 years from end of fiscal year; then</li> <li>☒ DESTROY</li> </ul>
4860.04	Accruals management - All records related to accruals management	<ul style="list-style-type: none"> <li>☞ Retain in Office for 1 year from end of fiscal year; then</li> <li>☒ DESTROY</li> </ul>
4860.05	Accounting/Expenditure management - All records related to expenditures and payment of accounts, including transaction reports, reports from the Accounts Payable System, purchase orders, invoices, statements of expense (SOEs), petty cash vouchers. Also includes records related to payment of consultants and part-time staff, including attendance records, invoices, claims for payment, etc.	<ul style="list-style-type: none"> <li>☞ Retain in Office for 1 year from end of fiscal year; then</li> <li>☒ DESTROY</li> </ul>
<p><b>Note:</b> For headquarters units only. Local offices use No. 3316 - Imprest Accounting Records for their accounting and expenditure records.</p>		
<p><b>Note:</b> Record copies of payment authorizations and supporting documentation are maintained by the Accounting Department</p>		
4860.06	Guidelines, budget manuals, accounting systems manuals	<ul style="list-style-type: none"> <li>☞ Retain in Office while needed; then</li> <li>☒ DESTROY</li> </ul>

**4861 BUDGET AND ACCOUNTING RECORDS - DEPARTMENT LEVEL**

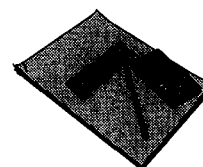
**Purpose:** Used to document the department's business plan, budget, and expenditures.

**Content:** This class applies to department level records at headquarters and country departments located in the field. Includes records related to budget planning, implementation, monitoring, and review. Also includes records related to expenditures and payment of accounts.

**Note:** These provisions DO NOT APPLY to program records of the Corporate Resource Management Group, or of the Accounting Department.

**Note:** For unit work program, use No. 4868 - Organization and Management.

**Cross reference to Bankwide Records Classification Scheme:** BUDGET, FINANCIAL TRANSACTIONS & MANAGEMENT & OVERSIGHT



- |         |  |  |
|---------|--|--|
| 4861.01 | Budget planning - Prospect Summaries and final Business Plan and Budgets (including formal Business Plan and Budgets from subordinate divisions and units) | ☞ Retain in Office for 2 years from end of fiscal year; then<br>⇒ Transfer to ARCHIVES for<br><b>P</b> PERMANENT RETENTION |
| 4861.02 | Budget planning – Divisional inputs and informal submissions for Business Plan preparation   | ☞ Retain in Office for 1 year from end of fiscal year; then<br>✖ DESTROY   |

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4861	<b>BUDGET AND ACCOUNTING RECORDS - DEPARTMENT LEVEL</b>	<i>(continued)</i>
4861.03	Budget management and monitoring - Quarterly Monitoring Reports (including submissions from subordinate divisions and units)	<ul style="list-style-type: none"> <li>☞ Retain in Office for 2 years from end of fiscal year; then</li> <li>✖ DESTROY</li> </ul>
4861.04	Budget management and monitoring – Mid-Year Review and Retrospective Review (including Reviews from subordinate divisions and units)	<ul style="list-style-type: none"> <li>☞ Retain in Office for 2 years from end of fiscal year; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul>
4861.05	Budget management and monitoring - Monthly status reports from divisions	<ul style="list-style-type: none"> <li>☞ Retain in Office for 1 year from end of fiscal year; then</li> <li>✖ DESTROY</li> </ul>
4861.06	<p>Capital budget - All records related to capital budget projects</p> <p><b>Note:</b> Record copies of this material are maintained by General Services Department and the Accounting Department .</p>	<ul style="list-style-type: none"> <li>☞ Retain in Office for 2 years after completion of capital project; then</li> <li>✖ DESTROY</li> </ul>
4861.07	Accruals management: All records related to accruals management	<ul style="list-style-type: none"> <li>☞ Retain in Office for 1 year from end of fiscal year; then</li> <li>✖ DESTROY</li> </ul>

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4861

**BUDGET AND ACCOUNTING RECORDS –  
DEPARTMENT LEVEL**

(continued)

4861.08

Accounting/Expenditure management: All records related to expenditures and payment of accounts, including transaction reports, reports from the Accounts Payable System, purchase orders, invoices, statements of expense (SOEs), petty cash vouchers. Also includes records related to payment of consultants and part-time staff, including attendance records, invoices, claims for payment, etc.

📁 Retain in Office for 1 year from end of fiscal year; then  
☠ DESTROY

**Note:** Record copies of payment authorizations and supporting documentation are maintained by the Accounting Department.

4861.09

Guidelines, budget manuals, accounting systems manuals

📁 Retain in Office while needed: then  
☠ DESTROY

**4862 BUDGET AND ACCOUNTING RECORDS - VICE PRESIDENT LEVEL**

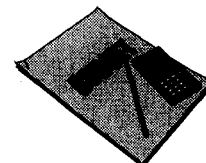
**Purpose:** Used to document the business plan, budget, and expenditures of the vice presidency.

**Content:** This class includes records of the vice presidency and its departments related to budget planning, implementation, monitoring, and review. Also includes records related to expenditures and payment of accounts.

**Note:** These provisions DO NOT APPLY to program records of the Corporate Resource Management Group, or of the Accounting Department.



**Note:** For unit work program, use No. 4868 Organization and Management

**Cross reference to Bankwide Records Classification Scheme:** BUDGET, FINANCIAL TRANSACTIONS & MANAGEMENT & OVERSIGHT






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4862.01 Budget planning - Prospect Summaries and final Business Plan and Budget for the vice presidency

 Retain in Office for 2 years from end of fiscal year; then  
 Transfer to ARCHIVES for  
**P** PERMANENT RETENTION

4862.02 Budget planning - Business Plan and Budget submissions from subordinate departments and units

 Retain in Office for 2 years from end of fiscal year; then  
 DESTROY

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4862	<b>BUDGET AND ACCOUNTING RECORDS – VICE-PRESIDENT LEVEL</b>	<i>(continued)</i>
4862.03	Budget management and monitoring - Quarterly Monitoring Reports	<ul style="list-style-type: none"> <li>☞ Retain in Office for 2 years from end of fiscal year; then</li> <li>✖ DESTROY</li> </ul>
4862.04	Budget management and monitoring – Mid-Year Review and Retrospective Review for vice presidency	<ul style="list-style-type: none"> <li>☞ Retain in Office for 2 years from end of fiscal year; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li>P PERMANENT RETENTION</li> </ul>
4862.05	Budget management and monitoring - Submissions from subordinate departments and units for Quarterly Monitoring Reports, Mid-Year Reviews, and Retrospective Reviews	<ul style="list-style-type: none"> <li>☞ Retain in Office for 2 years from end of fiscal year; then</li> <li>✖ DESTROY</li> </ul>
4862.06	Capital Budget - All records related to capital budget projects <b>Note:</b> Record copies of this material are maintained by General Services Department and the Accounting Department	<ul style="list-style-type: none"> <li>☞ Retain in Office for 2 years from completion of capital project; then</li> <li>✖ DESTROY</li> </ul>
4862.07	Accruals management: All records related to accruals management	<ul style="list-style-type: none"> <li>☞ Retain in Office for 1 year from end of fiscal year; then</li> <li>✖ DESTROY</li> </ul>

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4862

**BUDGET AND ACCOUNTING RECORDS – VICE-PRESIDENT LEVEL**

(continued)

4862.08

Accounting/Expenditure management: All records related to expenditures and payment of accounts, including transaction reports, reports from the Accounts Payable System, purchase orders, invoices, statements of expense (SOEs), petty cash vouchers. Also includes records related to payment of consultants and part-time staff, including attendance records, invoices, claims for payment, etc.

☞ Retain in Office for 1 year from end of fiscal year; then  
☠ DESTROY

**Note:** Record copies of payment authorizations and supporting documentation are maintained by the Accounting Department.

4862.09

Guidelines, budget manuals, accounting systems manuals

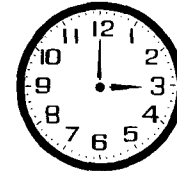
☞ Retain in Office while needed: then  
☠ DESTROY

**4863 CHRONOLOGICAL FILES (“CHRONS”)**

**Purpose:** Used as a method of keeping duplicate copies of correspondence, reports, etc., in chronological order for convenience of reference.

**Content:** This class includes duplicate copies of incoming and/or outgoing correspondence, faxes, emails; duplicate copies of reports; and/or duplicate copies of other records created or received within the unit.

**Note:** Originals of all unit records created or received SHOULD be filed in appropriate project, subject, etc., files. If originals have NOT been filed in appropriate files, contact the Archives (x32841) for advice on the disposition of the records.



- |         |  |   |
|---------|--|---|
| 4863.01 | Centralized unit chron file: duplicate copies of correspondence, faxes, emails; reports; etc., created or received by the unit   | <ul style="list-style-type: none"> <li> Retain in Office for 2 years from end of fiscal year; then</li> <li> DESTROY</li> </ul> |
| 4863.02 | Staff member chron file: duplicate copies of correspondence, faxes, emails; reports; etc., created or received by the staff member   | <ul style="list-style-type: none"> <li> Retain in Office for 2 years from end of fiscal year; then</li> <li> DESTROY</li> </ul> |
| 4863.03 | Centralized unit chron file, when unit records are NOT filed in appropriate subject, project, etc., files: correspondence, faxes, emails, reports, etc., created or received by the unit     | <ul style="list-style-type: none"> <li> Contact Archives (x32841) for advice</li> </ul>   |
| 4863.04 | Staff member chron file, when unit records are NOT filed in appropriate subject, project, etc., files: correspondence, faxes, emails, reports, etc., created or received by the staff member | <ul style="list-style-type: none"> <li> Contact Archives (x32841) for advice</li> </ul>   |

4864

**COMMITTEE RECORDS**

**Purpose:** Used to document the functions of Bank and Bank Group committees, subcommittees, task forces, working groups, etc., that establish, recommend, or monitor implementation of policy and procedures. May be either temporary or standing committees.

**Content:** This class includes records relating to the establishment, organization, terms of reference, participation, and functioning of committees, subcommittees, task forces, working groups, etc., on which the Bank unit is represented, or about which the unit is kept informed.

**Note:** These provisions DO NOT APPLY to teams formed to address unit administrative issues (see ORGANIZATION AND MANAGEMENT, class no. 4868).

**Cross reference to Bankwide Records Classification Scheme:** File by name under any primary classification except for Board Committees, see MANAGEMENT AND OVERSIGHT



4864.01

All Committees (Bankwide or within a department) - Secretariat's records: one copy of terms of reference (TORs), agenda, agenda papers, decisions, member lists, supporting or background documentation, minutes and reports

**Note:** Bank-wide committees are defined as standing committees of institutional-wide range with a membership that includes more than one department.

- 📁 Retain in Office for 2 years; then
- ⇒ Transfer to ARCHIVES for
- Ⓟ PERMANENT RETENTION

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**4864 COMMITTEE RECORDS**

**Note:** If there is no Committee Secretary, the Chair is deemed to hold the official records of the Committee.

- |         |  |   |
|---------|--|---|
| 4864.02 | All Committees - Chair's records (where a Secretariat exists)  | <ul style="list-style-type: none"> <li>📁 Retain in Office for 2 years from end of fiscal year; then</li> <li>⇒ Transfer to Archives for 5 years; then</li> <li>⚡ DESTROY</li> </ul> |
| 4864.03 | All Committees - Committee member's or observer's records  | <ul style="list-style-type: none"> <li>📁 Retain in Office for 2 years from end of fiscal year; then</li> <li>⚡ DESTROY</li> </ul>   |
| 4864.04 | All Committees - Supporting materials, original data, etc.: Materials collected towards the production of Committee reports, papers, etc., and thought to have potential future precedent or informational value | <ul style="list-style-type: none"> <li>📁 Retain in Office for 2 years from end of fiscal year; then</li> <li>📄 ARCHIVES and UNIT to REVIEW disposition</li> </ul>                   |
| 4864.05 | All Committees - Administrative arrangement records, such as meeting location and refreshment arrangements records, duplicate copies of minutes, agenda, etc.  | <ul style="list-style-type: none"> <li>📁 Retain in Office for 2 years from end of fiscal year; then</li> <li>⚡ DESTROY</li> </ul>   |

4865

**CONFERENCES AND SEMINARS - ORGANIZED BY UNIT**

**Purpose:** Used to document events organized or sponsored by the unit, and designed to disseminate information, discuss or study findings, exchange views, and/or consult on issues. Also used for reference in developing future events.

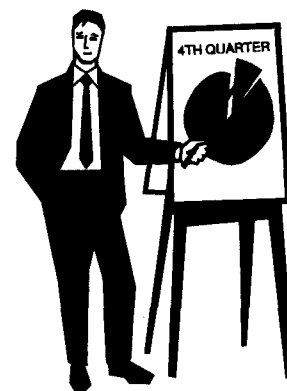
**Content:** This class contains records relating to the establishment, organization, proceedings and output of conferences, meetings, symposia, seminars, etc. May also include informal presentations, 'brown bag lunches', etc. Material may include records relating to the identification and selection of themes, topics, speakers and/or participants; proposals; reports; printed papers or proceedings; audio-visual material; transcripts; copies of invitations and brochures; administrative arrangements; budget records; etc.

**Note:** This class DOES NOT INCLUDE events which are organized to discuss unit administration - See ORGANIZATION and MANAGEMENT, class no. 4868.

**Note:** This class DOES NOT INCLUDE training undertaken by staff as part of their individual development training - See PERSONNEL, BENEFITS, AND TRAINING RECORDS disposal class no. 4869.02.

**Note:** These provisions DO NOT APPLY to the program records of organizational units whose principal function includes conducting seminars and conferences, for example the Economic Development Institute.




**Cross reference to Bankwide Records Classification Scheme:** Training and Education.








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**4865 CONFERENCES AND SEMINARS - ORGANIZED BY UNIT**



- 4865.01      Proceedings, papers, and conference program:  
One copy: printed papers and/or proceedings; audio-visual materials (and/or transcripts) of conference proceedings; conference program, and substantive materials disseminated to conference participants

 Retain in Office for 1 year from end of fiscal year; then  
 Transfer to ARCHIVES for  
 PERMANENT RETENTION
- 4865.02      Distribution copies of proceedings and papers - distribution copies of printed papers and/or proceedings; transcripts; materials disseminated to conference participants

 Retain in Office while needed; then  
 DESTROY
- 4865.03      Conference initiation records - records relating to the identification and selection of themes, topics, speakers and/or participants; proposals; reports; etc.

 Retain in Office for 1 year from end of fiscal year; then  
 Transfer to Archives for 5 years; then  
 DESTROY
- 4865.04      Administrative arrangements records - records relating to administrative arrangements such as travel; accommodation; copies of invitations and brochures; etc.

 Retain in Office for 1 year from end of fiscal year; then  
 DESTROY
- 4865.05      Conference budget records - reference copies of budget records

 Retain in Office for 1 year from end of fiscal year; then  
 DESTROY

**Note:** Record copies of conference budget records are maintained by the unit Budget Administrator.

**4866 CONFERENCES AND SEMINARS - ORGANIZED BY OTHERS**

**Purpose:** Used to document events, organized or sponsored outside the unit, which were attended by unit staff as observers, or at which unit staff made presentations.

**Content:** This class contains records that relate to unit staff attendance and participation in conferences, seminars, meetings, symposia, etc., which were sponsored or organized by other units in the Bank Group, or by outside institutions or organizations.

**Note:** This class does not include training undertaken by staff as part of their individual development training - See PERSONNEL, BENEFITS AND TRAINING RECORDS, disposal class no. 4869.02

**Cross reference to Bankwide Records Classification Scheme:** EXTERNAL AFFAIRS-Conferences/Seminars



4866.01 Papers presented - one copy of paper presented by unit staff member

📁 Retain in Office for 1 year from end of fiscal year; then  
 ⇒ Transfer to ARCHIVES for  
**P** PERMANENT RETENTION

4866.02 Administrative arrangements records - records relating to administrative arrangements such as travel; accommodation; copies of invitations and brochures; etc.

📁 Retain in Office for 1 year from end of fiscal year; then  
 ☠ DESTROY

4867

**FACILITIES, FURNITURE, EQUIPMENT AND SUPPLIES RECORDS**

**Purpose:** Used to maintain convenience copies of records related to the planning of facilities occupied by the unit, or to the acquisition and disposition of furniture, equipment, and supplies used by the unit.

**Content:** This class contains records relating to the planning and design of office accommodations, records relating to moving and the acquisition, control and disposition of furniture, office equipment and supplies.

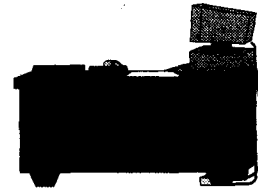
**Note:** Project-related procurement records are NOT covered by this class.

**Note:** Local offices see also No. 3317 – Local Office Premises, Offices and Residences and No. 3318 – Local Office Motor Vehicles for these records.

**Note:** Requisitions, payment authorizations and supporting documentation for items purchased should be filed with Budget and Accounting records or with Local Office Imprest Accounting records.

**Note:** These provisions DO NOT APPLY to records maintained by those units within the General Services Department or the Information Solutions Group which are responsible for maintaining record copies of records relating to the procurement of facilities, furniture, equipment and supplies for the Bank Headquarters or local offices.

**Cross reference to Bankwide Records Classification Scheme:** SERVICES & FACILITIES



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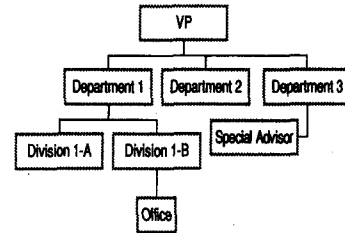
4867	<b>FACILITIES, FURNITURE, EQUIPMENT AND SUPPLIES RECORDS</b>	<i>(continued)</i>
4867.01	<p>Records related to planning and design of office and other accommodation, layout, space allocation, facilities, and utilities</p> <p><b>Note:</b> These records should be handed over to succeeding tenant, if part of the Bank Group.</p>	<p>📁 Retain in Office for 6 months from date office vacated or plans superseded; then                      ✂ DESTROY</p>
4867.02	Records related to moving	<p>📁 Retain in Office for 6 months from completion of move; then                      ✂ DESTROY</p>
4867.03	<p>Records related to the ordering, acquisition, and disposition of furniture, office equipment, office technology equipment (personal computers, printers and other computer peripherals which are purchased separately, mainframe and mini computers, fax machines, photocopiers, audio-visual equipment, calculators) and supplies</p> <p><b>Note:</b> Record copies of requisitions, payment authorizations, delivery receipts, and supporting documentation for items purchased are retained by the General Services Department and/or Accounting Department.</p>	<p>📁 Retain in Office for 1 year from end of fiscal year; then                      ✂ DESTROY</p>
4867.04	Records related to maintenance and inventory control of furniture and all equipment	<p>📁 Retain in Office for 1 year from disposition of equipment; then                      ✂ DESTROY</p>

4868

**ORGANIZATION AND MANAGEMENT RECORDS**

**Purpose:** Used to document unit functions and responsibilities within the organization, as well as internal unit administration.

**Content:** This class covers records describing the unit's mission, functions and responsibilities. Included are records formulating program development, coordination and direction, and the development and execution of plans in relation to program goals and objectives. Also included are records of management group meetings and retreats (such as agendas, minutes, reports of decisions, decision memoranda, etc.) The class also includes records relating to general administrative matters which are not described in the other General Records Schedule classes (such as office organization, internal office support services and procedures, including secretarial, word processing, translation, duplication and reproduction, entertainment, security, etc.)



**Cross reference to Bankwide Records Classification Scheme:** MANAGEMENT & OVERSIGHT; SERVICES & FACILITIES

*continued on next page*

4868	<b>ORGANIZATION AND MANAGEMENT RECORDS</b>	<i>(continued)</i>
4868.01	Unit mission statement, final work program records, description of unit functions and responsibilities, unit policy and procedures statements (including background and briefing materials), records describing unit structure, reporting lines, etc.	<p>📁 Retain in Office for 4 years from end of fiscal year; then</p> <p>⇒ Transfer to ARCHIVES for</p> <p><b>P</b> PERMANENT RETENTION</p>
4868.02	Records relating to major studies involving agency structure and organization, work procedures, management improvement studies, systems analysis, reorganizations and the effects of reorganizations	<p>📁 Retain in Office for 4 years from end of fiscal year; then</p> <p>⇒ Transfer to ARCHIVES for</p> <p><b>P</b> PERMANENT RETENTION</p>
4868.03	Records relating to management team meetings and unit retreats - Division-level and below	<p>📁 Retain in Office for 2 years from end of fiscal year; then</p> <p>⚡ DESTROY</p>
4868.04	Records relating to management team meetings, unit retreats, or regional management team meetings - Department-level and higher, or region-wide	<p>📁 Retain in Office for 2 years from end of fiscal year; then</p> <p>⇒ Transfer to ARCHIVES for</p> <p><b>P</b> PERMANENT RETENTION</p>
4868.05	Records relating to routine administration of the unit, including letters of appreciation, compliments, etc.	<p>📁 Retain in Office for 1 year from end of fiscal year; then</p> <p>⚡ DESTROY</p>

4869

**PERSONNEL, BENEFITS, AND TRAINING RECORDS**

**Purpose:** Used to maintain convenience copies of records relating to appointments, leave, performance reviews and other matters relating to staff in the unit.

**Content:** This class contains records, maintained for convenience of reference for the unit, pertaining to personnel matters. Included may be staff files (containing letters of appointment, performance plans and reviews, etc.), training files, leave records, and other records relating to individual members of staff. Also included may be consultant fact sheets and rosters. For local offices, these records may include local staff, consultants, and headquarters personnel temporarily assigned to local office duties.



**Note: These** records are for convenience of reference only, and will not be maintained as an institutional record. All units – including local offices - must forward originals of all relevant documents to HRS for inclusion in the institutional personnel files.

**Note:** The term "staff" includes regular, fixed-term, temporary, local, and part-time staff and consultants, open ended and term contracts

**Note:** These provisions DO NOT APPLY to program records of the Human Resources Department or of the Accounting Department, which are responsible for maintaining the record copies of this material.

**Note:** When individual staff members move to another unit, their leave records and other important records should be transferred to the new unit.

**Cross reference to Bankwide Records Classification**

**Scheme:** HUMAN RESOURCES-Benefits; Grievances; Personnel; Recruitment; Training.

continued on next page

4869

**PERSONNEL, BENEFITS, AND TRAINING RECORDS**

(continued)

4869.01

Copies of records relating to recruitment and appointment (including seconded staff, World Bank Graduate Scholarship Program interns and Executive Director's assistant appointments), performance plans and performance reviews, renewal of contracts, and termination of employment of regular, fixed-term, temporary, local and part-time staff and consultants

☞ Retain in office for 1 year from transfer or termination of employment; then  
✂ DESTROY

**Note:** All original records documenting the formal employer/employee contractual relationship, and the original copy of the performance review signed by employee, supervisor and senior manager should be forwarded to Staff Records, Local Staff Records, or Consultant Records, as appropriate, for filing.

4869.02

Records related to training received by staff

☞ Retain in office for 1 year from transfer or termination of employment; then  
✂ DESTROY

4869.03

Records relating to leave

**Note:** Annual summary of leave taken should be forwarded to Staff Records, Local Staff Records or Consultant Records, as appropriate, for filing.

☞ Retain in office for 6 months from end of leave year; then  
✂ DESTROY

4869.04

Records relating to payment of consultants and part-time staff, including CVs, correspondence, attendance records, invoices, claims for payment, etc.

☞ Retain in office for 1 year from transfer or termination of employment, then  
✂ DESTROY

*continued on next page*

<b>4869</b>	<b>PERSONNEL, BENEFITS, AND TRAINING RECORDS</b>	<b>(continued)</b>
4869.05	Other records relating to individual members of staff  <i>Note:</i> Original documents on matters of substance should be forwarded to Staff Records, Local Staff Records, or Consultant Records, as appropriate, for filing; anything remaining is ephemeral and of short-term information value.	☞ Retain in office while needed; then ☠ DESTROY
4869.06	Consultant fact sheets, summary information or card roster (with biographical information and latest evaluation)	☞ Retain in office while needed; then ☠ DESTROY
4869.07	Records related to general personnel issues, such as sexual harassment policies, unit work schedule agreements, general notices about salary increases, and memoranda about administration of the performance review process (e.g., policies, objectives, timetables)	☞ Retain in office while needed; then ☠ DESTROY
4869.08	Job descriptions; information about occupational streams and job competencies	☞ Retain in office until superseded; then ☠ DESTROY
4869.09	Staff Association announcements, newsletters, etc.	☞ Retain in office while needed; then ☠ DESTROY

4870

**PUBLIC RELATIONS RECORDS - DIVISION LEVEL**

**Purpose:** Used to document policies, procedures, and strategies developed to raise awareness of the unit's operations and functions in its client community (within and/or outside the Bank Group).

**Content:** This class includes records detailing information dissemination, public relations initiatives and other arrangements between the unit and governments, NGOs, the financial, academic or business communities, and the media. The class may include inquiries or other correspondence of a general or routine nature received by the unit from its client community. The class may also include news clippings and other external material relating specifically to the work of the unit which has been gathered by the unit.

**Note:** These provisions DO NOT APPLY to the program records of units whose primary functions include external relations, e.g. External Affairs Department.

**Note:** These provisions DO NOT APPLY to institutional or governmental liaison, project related records or to records related to cofinancing. Refer to your unit-specific Records Retention and Disposition Schedule for treatment of this material.

**Cross reference to Bankwide Records Classification**

**Scheme:** : EXTERNAL AFFAIRS-Community Outreach; Media Relations; Organizations; Promotional Materials/Products; Representation; Speeches/Presentations/Articles.



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4870	<b>PUBLIC RELATIONS RECORDS - DIVISION LEVEL</b>	<i>(continued)</i>
4870.01	Records documenting the development of the division's public relations policies, procedures and strategies (if captured at the departmental level)	<ul style="list-style-type: none"> <li>☞ Retain in office for 3 years from end of calendar year; then</li> <li>✖ DESTROY</li> </ul>
4870.02	Records documenting the development of the division's public relations policies, procedures and strategies (if NOT captured at the departmental level)	<ul style="list-style-type: none"> <li>☞ Retain in office for 5 years from end of calendar year; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul>
4870.03	Published material (hard copy or electronic) or audiovisual material prepared by the unit for dissemination to its clients as a result of its public relations activities: one copy	<ul style="list-style-type: none"> <li>☞ Retain in office until the end of the calendar year; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul>
4870.04	Final version of speeches presented by unit staff: one copy	<ul style="list-style-type: none"> <li>☞ Retain in office until the end of the calendar year; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul>
4870.05	Press releases, press briefings, interviews, press clippings, and other external material specifically mentioning unit activities: one copy	<ul style="list-style-type: none"> <li>☞ Retain in office while needed; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul>
4870.06	Correspondence with client communities (including inquiries, complaints, compliments, and miscellaneous correspondence)	<ul style="list-style-type: none"> <li>☞ Retain in office for 3 years from end of calendar year; then</li> <li>✖ DESTROY</li> </ul>
4870.07	Records related to involvement in charitable initiatives (e.g., United Way, WBVS), requests for sponsorship of events, and related documents	<ul style="list-style-type: none"> <li>☞ Retain in office for 3 years from end of calendar year; then</li> <li>✖ DESTROY</li> </ul>



4871

**PUBLIC RELATIONS RECORDS - DEPARTMENT AND VICE PRESIDENT LEVEL**

**Purpose:** Used to document policies, procedures, and strategies developed to raise awareness of the unit's operations and functions in its client community (within and/or outside the Bank Group).

**Content:** This class includes records detailing information dissemination, public relations initiatives and other arrangements between the unit and governments, NGOs, the financial, academic or business communities, and the media. The class may include inquiries or other correspondence of general or routine nature received by the unit from its client community. The class may also include news clippings and other external material relating specifically to the work of the unit which has been gathered by the unit.

**Note:** These provisions DO NOT APPLY to the program records of units whose primary functions include external relations, e.g. External Affairs Department.

**Note:** This class DOES NOT APPLY to institutional or governmental liaison, project related records or to records related to cofinancing. Refer to your unit-specific Records Retention and Disposition Schedule for treatment of this material.

**Cross reference to Bankwide Records Classification**

**Scheme:** EXTERNAL AFFAIRS-Community Outreach; Media Relations; Organizations; Promotional Materials/ Products; Representation; Speeches/ Presentations /Articles.



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4871	<b>PUBLIC RELATIONS RECORDS - DEPARTMENT AND VICE PRESIDENT LEVEL</b>	<i>(continued)</i>
4871.01	Records documenting the development of the unit's public relations policies, procedures and strategies	<ul style="list-style-type: none"> <li>☞ Retain in office for 5 years from end of calendar year; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul>
4871.02	Published material (hard copy or electronic) or audiovisual material prepared by the unit for dissemination to its clients as a result of its public relations activities: one copy	<ul style="list-style-type: none"> <li>☞ Retain in office until the end of the calendar year; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul>
4871.03	Final version of speeches presented by unit staff: one copy	<ul style="list-style-type: none"> <li>☞ Retain in office until the end of the calendar year; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul>
4871.04	Press releases, press briefings, interviews, press clippings, and other external material specifically mentioning unit activities: one copy	<ul style="list-style-type: none"> <li>☞ Retain in office while needed; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul>
4871.05	Correspondence with client communities (including inquiries, complaints, compliments, and miscellaneous correspondence)	<ul style="list-style-type: none"> <li>☞ Retain in office for 3 years from end of calendar year; then</li> <li>☒ DESTROY</li> </ul>
4871.06	Records related to involvement in charitable initiatives (e.g., United Way, WBVS), requests for sponsorship, and related documents	<ul style="list-style-type: none"> <li>☞ Retain in office for 3 years from end of calendar year; then</li> <li>☒ DESTROY</li> </ul>

4872

**PUBLICATIONS, MANUALS, HANDBOOKS, AND ISSUANCES**

**Purpose:** Used to maintain a record of informational and promotional material created by the unit for distribution to internal and external audiences.

**Content:** This class applies to publications and reports originating within an individual unit and intended for distribution to an internal or external audience. Included may be books, reports (economic, sector, and research reports), journal articles, serial publications (bulletins, newsletters, magazines, etc.), public speeches and addresses made by Bank staff (in the course of their work program), audio visual material, and training materials developed for internal and external instruction. It may also include material of an instructional, informational or directional nature, whether produced on a regular or occasional basis (such as directives, guidelines, handbooks, manuals, user guides, FYIs, catalogs, etc.)

**Note:** The unit (whether at the level of vice presidency, department, division, or work group) which is primarily responsible for the creation of the work is responsible for retaining and transferring a record copy of the material to the IDU or the Archives for permanent retention, as per instructions below.

**Note:** These provisions DO NOT APPLY if the publication is described under its own individual series description. See your unit-specific Records Retention and Disposition Schedule.

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**4872 PUBLICATIONS, MANUALS, HANDBOOKS, AND ISSUANCES (continued)**

***Cross reference to Bankwide Records Classification Scheme: EXTERNAL AFFAIRS-Publications***

- |         |   |  |
|---------|---|--|
| 4872.01 | Selected documents by agreed-upon arrangement with Internal Documents Unit (IDU): three copies                                  | ⇒ Send to IDU immediately;<br>⇒ One copy forwarded to ARCHIVES from IDU for PERMANENT RETENTION            |
| 4872.02 | Record copy of each item (if not sent to Internal Documents Unit)   | ☞ Retain in office until end of calendar year; then<br>⇒ Transfer to ARCHIVES for<br>P PERMANENT RETENTION |
| 4872.03 | Extra copies for dissemination  | ☞ Retain in office while needed; then<br>☠ DESTROY   |
| 4872.04 | Production copy (film, electronic, or printed versions) retained for reprinting   | ☞ Retain in office for 2 years from end of calendar year; then<br>☠ DESTROY                                |
| 4872.05 | Working files, including drafts, correspondence regarding printing/publication arrangements, and other supporting documentation | ☞ Retain in office for 2 years from date of publication of item; then<br>☠ DESTROY                         |

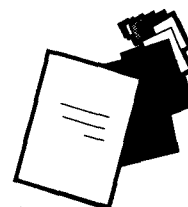
4873

**RECORDS MANAGEMENT**

**Purpose:** Used to document the management of all unit records in any media, whether active, semi-active, inactive, or destroyed.

**Content:** This class includes records related to records management standards and procedures specific to the unit; records management policy statements, guidelines, or manuals issued by the Information Solutions Group or the Archives; Records and Information Coordinator (RIC) guidelines; lists of records (e.g. file classification schemes, either current or superseded); all supporting access and retrieval aids (e.g. indexes); Records Retention and Disposition Schedule (RRDS); lists of records transferred to the Archives; destruction notifications, authorizations/refusals, and lists of records destroyed; unit records evaluation and monitoring reports.

**Cross reference to Bankwide Records Classification Scheme:** INFORMATION & KNOWLEDGE MANAGEMENT-Policies & Procedures or Documents, Records and Repositories.



4873.01 Unit-specific records management standards and procedures, if substantially different from Bank records management standards and procedures

- 📁 Retain in Office until superseded; then
- ⇒ Transfer to ARCHIVES for
- Ⓟ PERMANENT RETENTION

4873.02 Records management policy statements, guidelines and/or manuals, and RIC guidelines, issued by ISG or the Archives

- 📁 Retain in Office until superseded; then
- Ⓝ DESTROY

continued on next page

4873

**RECORDS MANAGEMENT**

*(continued)*

4873.03

Records Retention and Disposition Schedule (RRDS)

☞ Retain in Office until superseded; then  
☠ DESTROY

4873.04

List of records, such as file list or file classification scheme, and all supporting access and retrieval aids, such as indexes

**Note:** This material should be transferred to the successor unit along with related files when related functions are transferred.

☞ Retain in Office until end of the calendar year in which the document is superseded; then  
⇒ Transfer to ARCHIVES for  
P PERMANENT RETENTION

4873.05

Unit records evaluation and monitoring reports

☞ Retain in Office 1 year from end of fiscal year; then  
☠ DESTROY

4873.06

Lists of records transferred to the Archives; destruction notifications, authorizations/refusals, and lists of records destroyed

**Note:** This material should be transferred to the successor unit along with related files when related functions are transferred.

P Retain in Office PERMANENTLY

4873.07

General correspondence, background materials, and notes related to records management issues, including minutes of RIC meetings and correspondence with the Institutional Records Improvement Unit (IRIU) or the Archives

☞ Retain in Office 2 years from end of calendar year; then  
☠ DESTROY

4874

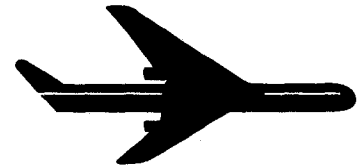
**TRAVEL (OPERATIONAL AND BENEFIT) RECORDS - DIVISION LEVEL AND DEPARTMENT LEVEL**

**Purpose:** Used to maintain convenience copies of records relating to travel by divisional or departmental personnel.

**Content:** This class includes travel requests and authorizations, statements of expenditure (SOEs), travel advisories, and copies of Back to Office Reports (BTOs).

**Note:** These provisions DO NOT APPLY to program records maintained by Travel Management Section or the Accounting Department, which are responsible for maintaining the formal Bank Group records related to travel.

**Cross reference to Bankwide Records Classification Scheme:** FINANCIAL TRANSACTIONS-Asset & Budget Accounting-Travel Accounting or SERVICES & FACILITIES-Travel



4874.01

Travel requests, authorizations, statements of expenditure (SOEs), and supporting documentation

**Note:** Record copies of this material are maintained by the Travel Management Section and/or Accounting Department.

☞ Retain in Office for 1 year from end of fiscal year; then  
✂ DESTROY

4874.02

Travel advisories, travel guidelines, and other informational materials

☞ Retain in Office for 1 year from end of fiscal year; then  
✂ DESTROY

4874.03

Duplicate copies of Back to Office reports (BTOs), if filed with travel records

**Note:** Original BTOs should be filed in the appropriate files related to the work of the unit -- e.g., project file

☞ Retain in Office for 1 year from end of fiscal year; then  
✂ DESTROY

4875

**TRAVEL (OPERATIONAL AND BENEFIT) RECORDS - VICE PRESIDENT LEVEL**

**Purpose:** Used to maintain convenience copies of records relating to travel by personnel in the Vice President's Front Office.

**Content:** This class includes travel requests and authorizations, statements of expenditure (SOEs), travel advisories, and copies of Back to Office Reports (BTOs).

**Note:** These provisions DO NOT APPLY to program records maintained by Travel Management Section or the Accounting Department, which are responsible for maintaining the formal Bank Group records related to travel.

**Cross reference to Bankwide Records Classification Scheme:** FINANCIAL TRANSACTIONS-Asset & Budget Accounting-Travel Accounting or SERVICES & FACILITIES-Travel-Advisories



4875.01

Travel requests, authorizations, statements of expenditure (SOEs), and supporting documentation

**Note:** Record copies of this material are maintained by Travel & Shipping Division and/or Accounting Department.

📁 Retain in Office for 1 year from end of fiscal year; then  
☠ DESTROY

4875.02

Travel advisories, travel guidelines, and other informational materials

📁 Retain in Office for 1 year from end of fiscal year; then  
☠ DESTROY

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**4875 TRAVEL (OPERATIONAL AND BENEFIT) RECORDS - VICE-PRESIDENT LEVEL (continued)**

- |         |  |   |
|---------|--|---|
| 4875.03 | Back to Office reports (BTOs) for travel by Vice President   | <ul style="list-style-type: none"> <li>📁 Retain in Office for 1 year from end of fiscal year; then</li> <li>⇒ Transfer to ARCHIVES for</li> <li><b>P</b> PERMANENT RETENTION</li> </ul> |
| 4875.04 | Duplicate copies of all other Back to Office reports (BTOs), if filed with travel records<br><br><b>Note:</b> Original BTOs should be filed in the appropriate files related to the work of the unit, e.g., project file | <ul style="list-style-type: none"> <li>📁 Retain in Office for 1 year from end of fiscal year; then</li> <li>✂ DESTROY</li> </ul>  |