



UN/CS/RAI/USAA/DB01/2003-00158

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**Records Retention/Destruction Schedule, Inter-American Development Bank,
Part 2 of 2, includes PO-00 to PO 26.02, July 1997, in PDF format.**

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

Print Name of Person Submit Images

Signature of Person Submit

Number of images
without cover

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PROJECT OPERATIONS

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

PO-00	PO-General	PO-Gral	Break file 12/31. Retain 3 years. DESTROY
	Including but not limited to records of a <u>general nature</u> related to Sectors (agriculture, fishery, education, energy, environmental sanitation, microenterprise, mining, multisectorial, preinvestment, private sector, public health, sector adjustment, telecommunication, tourism, transportation, urban development); Project Financing (cofinancing, export credit, joint/parallel financing, MIF) and Programs (INDES, Integrated Development, Integration, PPF, Scholarship, Women in Development).		
PO-01	PO-Auditing	PO-Aud	Break file 12/31. Retain 5 years. DESTROY
	Records relating to auditing of projects. Background information on audit firms, correspondence relating to audit financial reports not yet received, transmittals of IDB's auditing requirements to borrowers and executing agencies.		
PO-01.01	PO-Auditing-Evaluations	PO-Aud-Eval	Do not break file. PERMANENT
	IDB's technical evaluations of annual audit reports submitted by independent audit firms/individuals/governmental audit agencies. Transmittals, background data, audit report, <i>Formulario de Evaluación de los Informes de Auditoría, Guía para la Evaluación de los Informes de Auditoría.</i>		

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

<p>PO-02</p>	<p>PO-Auditor's Register PO-AReg</p> <p>Register containing a summary of information on audit firms and control of remittance of updated material.</p> <p>This file consisted of Cardex Form S/F-57 <i>Control de Firmas de Auditores</i> arranged by country and, thereunder, alphabetically by audit firm. It included information about the audit firm, borrower, and auditing reports remittance control. This form was discontinued prior to 1985 and later replaced by an electronic record known as <i>Firmas Auditoras</i>.</p>	<p>Review annually. Destroy individual entries 10 years after audit.</p>
<p>PO-26</p>	<p>PO-Committee Name (use specific committee name)</p> <p>Permanent/ad hoc committees involved at any point of the development of a project such as Programming/Loan/Management Review/Environment and Social Impact/Procurement Committee.</p> <p>Agendas, meeting calls, documents distribution, aides memoir.</p> <p>The Unit of the Secretary of the Committee is responsible of keeping the Committee's official files.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>
<p>PO-26.02</p>	<p>PO-Committee Name-Bidding Questions (use specific committee name)</p> <p style="text-align: right;">PO-Committee Name-BQ</p> <p>Bidding questions/ waivers/ objections/ rejections/ requests concerning the procurement of good and services for Bank-financed projects, named <i>Caso PR/PRM-(number)/(year) (country)</i>.</p>	<p>Break file 12/31 year issue is resolved. Retain 5 years. Send to inactive storage. Retain 5 years. DESTROY</p>

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

PO-26.01	<p>PO-Committee Name-Minutes (use specific committee name) PO-Committee Name-Min</p> <p>Committee minutes.</p> <p>The Unit of the Secretary of the Committee is responsible of keeping the Committee's official files.</p>	<p>Break file 12/31. Retain 3 years in office of Committee Secretary. Send to inactive storage. PERMANENT</p>
PO-03	<p>PO-Control Register PO-CReg</p> <p>Background disbursement information used to enter data into automated systems relating to operations.</p> <p>Forms/correspondence/data feeding information, test code register, transaction control sheet, sequential code sheet, control forms of disbursement transactions received and information entered, daily control of information.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>
PO-04	<p>PO-Control Register (TC) PO-CReg TC</p> <p>Register of control numbers assigned to technical cooperation projects. Consists of form called <i>Registro de Aprobación de Cooperación Técnica</i>, filed sequentially.</p>	<p>Break file 12/31. Retain 3 years. Send to inactive storage. PERMANENT</p>
PO-05	<p>PO-Credit Financing PO-CF</p> <p>Records related to the Credit Financing program and activities, including small projects.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>

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

<p>PO-06</p>	<p>PO-Disbursement Accounting PO-DA</p> <p>Records relating to project disbursements accounting control automated systems, such as DAS, LIDAS, LMS.</p> <p>The <i>Disbursement Accounting System</i> (DAS) was discontinued in 1980, when the <i>Loan Information Disbursement Accounting System</i> (LIDAS) became fully operational. LIDAS was replaced by the <i>Loan Management System</i> (LMS) in September 1996. LMS substitutes and merges project accounting control subprograms (project disbursements, collections, billings, etc.).</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>
<p>PO-08</p>	<p>PO-Equity Investment PO-EI</p> <p>Records relating to the Equity Investment/Financing Program.</p> <p>The Program was established in 1977 and discontinued in 1983, when the preliminary studies of the IIC creation took place.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>
<p>PO-09</p>	<p>PO-Executing Agencies PO-EAgcy</p> <p>Bank's activities as executing agency for projects financed by other organizations such as UNDP.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>
<p>PO-10</p>	<p>PO-Export Financing PO-EF</p> <p>Records relating to the export of goods and services under the Export Financing Program.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>

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

<p>PO-11.01</p>	<p>PO-ID#-Administration PO-ID#-Adm</p> <p>General instructions regarding the execution of the operation. Administrative organization and management of the borrowing entity such as key personnel, operating procedures, regulations. Authorized signatures for borrower's representatives (after the CP have been fulfilled), credit references furnished to others, Manager for borrower/executing agency (selection, appointment, contracting), newspaper clippings, press releases, publicity, administrative arrangements for courses, seminars, workshops, meetings, and training activities, appointment of IDB officials to meetings.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>
<p>PO-11.02</p>	<p>PO-ID#-Agreements/Contracts PO-ID#-Agree/Con</p> <p>Agreement/Contract, letter of agreement, guarantee contracts, amendatory contract/letter, negotiation, interpretation, approval, authorized signatures for contract signing, deadline and extension period for contract signature, ratification, entry into effect, amendments, cancellation/revocation of project, expiration, change in the name of borrower, executor or beneficiary, interpretation and negotiation of contractual commitments, change of executing agency or beneficiary, guarantees the Bank may require.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT ¹</p>

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

<p>PO-11.05</p> <p>OR</p> <p>PO-11.28</p>	<p>PO-ID#-Conditions Prior PO-ID#-CP</p> <p>Compliance of conditions prior to the first disbursement, as identified in the agreement/contract.</p> <p>Documents may include: eligibility memorandum for disbursements; extension period for fulfilling the CP, legal report, authorized representatives, local contribution for the first calendar year, plan/catalogue/code of accounts, investment plan, opening of bank accounts.</p> <p>Even though the initial report is a CP, file it and the corresponding information under PO-ID#-Reports, Initial.</p> <p>Note: Once the Conditions Prior have been fulfilled, file any other information related to them under the corresponding tertiary term.</p>	<p>Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY</p> <p>OR</p> <p>Break file 12/31 year project is Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>
<p>PO-11.06</p>	<p>PO-ID#-Contractual Conditions PO-ID#-CC</p> <p>Compliance of the conditions stipulated in Chapter VI of the Special and General Conditions of loan contracts. They vary depending on the project. Subjects may include: prices and public tenders, use of goods, local contribution and budgetary allocation, reinvestment of capitalization funds, regulations and implementation of tariffs, recoveries, environmental impact mitigation measures, contractual modifications and extensions.</p> <p>Even though the ex-post evaluation is a CC, file it and its corresponding information under PO-ID#-Reports, Ex-Post.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>

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

<p>PO-11.07</p> <p>OR</p> <p>PO-11.29</p>	<p>PO-ID#-Disbursement Transactions</p> <p>PO-ID#-DT</p> <p>Disbursement requests and supporting documents. Types of disbursements include: Advance of funds (request, justification, renewal or expansion), reimbursements of payments made, direct payment to suppliers, reimbursement guarantee of letter of credit (opening, partial payments, waiver, amendments, cancellation). Also includes debit notes for payment of inspection and supervision charges and disbursements for capitalization of interest.</p>	<p>Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY</p> <p>OR</p> <p>Break file 12/31 year project is Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>
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PROJECT OPERATIONS DESCRIPTION OF FILES
 COVERED BY THE GENERAL RECORDS SCHEDULE (GRS) (cont.)

<p>PO-11.08</p> <p>OR</p> <p>PO-11.30</p>	<p>PO-ID#-Disbursements</p> <p>Disbursements procedures, cancellation of undisbursed balance, extensions of deadline for final disbursement and commitment of resources, certification of fully disbursed operation, instructions on inspection and supervision debits, transfer of amounts between budget categories, budget control, renewal or increase of advance of funds, recognition of costs, retroactive financing, currencies, accounting summaries, liquidation of the Bank's participation, and other general information which is not related to a particular disbursement request or payment.</p> <p>Note: For retention/destruction purposes, apply this item number and instructions to the file previously known as PO-ID#-Expenses, which was discontinued in 1995.</p>	<p>PO-ID#-Disb</p> <p>Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY</p> <p>OR</p> <p>Break file 12/31 year project is Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>
<p>PO-11.09</p>	<p>PO-ID#-Expenses</p> <p>(APPLIES TO DISBURSEMENT ACCOUNTING FILES ONLY)</p> <p>Background documents not created by BMA containing essential information (such as Plan of Operations, Agreement/Contract and amendments) and records related to controlling/reviewing/ processing the expense obligations and disbursements of each project (TC), such as vouchers, accruals, disbursement requests, etc. It also includes the above documentation related to UNDP projects for which the Bank acts as executing agency.</p>	<p>PO-ID#-Exp</p> <p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY</p>

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

<p>PO-11.11</p>	<p>PO-ID#-Financial Participation PO-ID#-FP</p> <p>Documentation pertaining to other sources of financing for the project, such as in the case of export credit, parallel credit, cofinancing or any other form of additional financing.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>
<p>PO-11.12</p>	<p>PO-ID#-Financial Statements PO-ID#-FS</p> <p>Financial statements and auditing of the project and their instructions for preparation. Selection and approval of auditing firms/independent public accountants, account statements, comments, performance evaluation of independent auditors.</p>	<p>RETAIN first and latest 5 years of financial statements and related correspondence DESTROY other statements.</p> <p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY</p>

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

<p>PO-11.13</p> <p>OR</p> <p>PO-11.31</p>	<p>PO-ID#-Goods and Services PO-ID#-GS</p> <p>Procurement of goods, works and services, bidding documents, award of contracts, modifications of bids, declined bids, direct buying by borrower, exemption of borrower from taxes and import duties, local and international biddings, modification of list/price of GS, shipping and transportation of goods, prequalifications, short lists, technical specifications and final as built construction plans, bidding questions, protest or claims by participating firms, publicity, General Procurement Notices (GPN), Specific Procurement Notices (SPN), information from the Procurement Information System (PRISM). Also includes selection/contracting of consultants/consulting firms/ instructors, terms of reference, approval of selection criteria, publicity, curricula, approval of shorts lists and contracts, extensions/amendments of contracts and performance evaluations.</p> <p>Note: File a copy of the performance evaluation of consulting firms and individual consultants under CO-Eval.</p>	<p>Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY</p> <p>OR</p> <p>Break file 12/31 year project is Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>
<p>PO-11.14</p>	<p>PO-ID#-Litigation PO-ID#-Lit</p> <p>Arbitration, litigation, or any other legal action arising in relation to the project, by which controversies or disputes are resolved. Selection of members of the tribunal, meetings arrangements, tribunal procedures, proceedings, remuneration of arbitrators, referee and other connected costs, briefs, minutes, judgements. Also includes the Independent Investigation Mechanism in case of complaints on a specific project by groups of persons in the borrowing/recipient member countries who might be affected by Bank supported operations.</p>	<p>Do not break file. Retain 3 years after resolution. Send to inactive storage. Retain 3 years. DESTROY</p>

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

<p>PO-11.15</p> <p>OR</p> <p>PO-11.32</p>	<p>PO-ID#-Missions PO-ID#-Mis</p> <p>Types of missions includes: Pre-Analysis, Identification, Orientation, Analysis, Negotiation, Supervision, Operations Administration, Management Support, Training and Midterm Review.</p> <p>Documents: mission announcement, participants terms of reference (TOR), participants, briefings, debriefings, aide memoirs and reports.</p>	<p>Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY</p> <p>OR</p> <p>Break file 12/31 year project is Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>
<p>PO-11.16</p>	<p>PO-ID#-Participants PO-ID#-Part</p> <p>Courses, scholarships, business traineeships, entrepreneurial meetings, workshops. Invitation, candidate information, selection, lists, acceptance, rejection, letters of appreciation, participation certificate, evaluation questionnaires.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>

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

<p>PO-11.17</p>	<p>PO-ID#-Plan of Operations PO-ID#-Plan Op</p> <p>Plan of operations preparation, revision, approval, amendments, assignment of project number, and related correspondence.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT ¹</p>
<p>PO-11.18</p>	<p>PO-ID#-Project Report PO-ID#-PR</p> <p>Project Report/Loan Document, preparation, comments, approval, amendments, and related correspondence.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT ¹</p>
<p>PO-11.19</p>	<p>PO-ID#-Proposal PO-ID#-Prop</p> <p>Proposal, preparation, comments, approval, amendments, and related correspondence. This document is identified by a PR Document Series Number. Memorandum of Assistance for Project Preparation (MAPP).</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT ¹</p>

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

<p>PO-11.20</p>	<p>PO-ID#-Reformulation</p> <p>Negotiation and/or approval of modifications to the approved project or its operations.</p>	<p>PO-ID#-Refo</p> <p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>
<p>PO-11.21</p> <p>OR</p> <p>PO-11.33</p>	<p>PO-ID#-Reports</p> <p>Reports by the Bank, borrower, beneficiary/executing agency or consultant (individual/firm). Includes periodic reports, partial evaluation of the operation, progress reports, sectoral specialist's report prior to transfer of specialist or project responsibility, advance of funds reports, inspection and supervision reports.</p>	<p>PO-ID#-Rpt</p> <p>Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY</p> <p>OR</p> <p>Break file 12/31 year project is Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>

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

<p>PO-11.22</p>	<p>PO-ID#-Reports, Ex-Post PO-ID#-Rpt Ex</p> <p>Ex-post evaluation by the Bank and/or the Borrower (BEP) when applicable, data collection, methodology, analysis, comparative data, Project Performance Review (PPR) and related correspondence.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT ¹</p>
<p>PO-11.23</p>	<p>PO-ID#-Reports, Final PO-ID#-Rpt F</p> <p>Any final reports from the borrower, beneficiary/executing agency, the Bank or consultant (individual/firm), such as the Project Completion Report (PCR), prefeasibility/feasibility studies, proceedings, annals, training materials, Appointment of working teams, comments, extension of period to present the report, approval.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT ¹</p>
<p>PO-11.24</p>	<p>PO-ID#-Reports, Initial PO-ID#-Rpt Init</p> <p>Initial Report and correspondence received in compliance with this condition prior to first disbursement.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT ¹</p>

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

<p>PO-11.25</p>	<p>PO-ID#-Resolutions PO-ID#-Res</p> <p>Resolution and authorizing memorandum approving the project by the Board of Executive Directors (DE Document Series), amendments and related correspondence.</p>	<p>Break file 12/31 year project is Fully Amortized/ Totally Cancelled/ Line-of-Credit Terminated. Retain 1 year. DESTROY</p>
<p>PO-11.26</p>	<p>PO-ID#-Subloans PO-ID#-Sub</p> <p>Regulations for subloans, interest rate charge to sub-borrowers, requests/notification of approval/rejected subloans, intermediate institution to grant subloans.</p>	<p>Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY</p>
<p>PO-12</p>	<p>PO-Institutions PO-Inst</p> <p>(APPLIES TO DISBURSEMENT ACCOUNTING FILES ONLY)</p> <p>See description below.</p>	<p>Break file 12/31. Retain 10 years. DESTROY</p>

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

<p>PO-13</p>	<p>PO-Institutions PO-Inst</p> <p>a) Institutions and agencies formerly/currently/prospectively involved in IDB's projects as:</p> <ul style="list-style-type: none"> * borrower/beneficiary * executing agency/administrator * cofinancing agency * governmental audit agencies/independent audit firms * IDB's projects promoter. <p>b) National/international/subregional public development/financial institutions (WORLD BANK, EEC, IFAD, OPEC, IMF, IIC, CABEI, CDB, CAF, USAID, FONPLATA).</p> <p>c) Any other institutions related to IDB's project operations/ programs.</p> <p>Annual reports, <i>Memorias</i>, <i>Institutional evaluation of borrowers and executing agencies</i> (FLD 14), technical evaluations, organizational charts, establishment, staffing, curriculums, manual of functions and activities, authentications of signatures, statutes, by-laws, regulations, background data, basic information required by the IDB of governmental audit agencies/independent audit firms (Form AF-700), portfolio reports, guidelines for the procurement of good and services, list of shareholders, information update.</p>	<p>Break file 12/31. Retain 5 years. DESTROY</p>
<p>PO-13.01</p>	<p>PO-Institutions-Financial Statements PO-Inst-FS</p> <p>Financial statements and auditing of institutions related to IDB's lending activities.</p> <p>Analysis, review and comments of the statement, financial projections, waivers, independent auditing report, <i>Análisis de los estados financieros de la entidad</i> (FLD 12), annual independent auditing of borrowers/ executing agencies/ projects.</p>	<p>Break file 12/31. Retain 5 years. DESTROY</p>

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

<p>PO-14</p>	<p>PO-Loans PO-LO</p> <p>Records related to loan operations.</p> <p>Investment/sectorial/hybrid/global credit loans, time slice operations.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>
<p>PO-27</p>	<p>PO-Meetings PO-Mtg</p> <p>Attendance at national, international, regional or global meetings : conferences, conventions, assembles, seminars, round tables, workshops and other meetings related to projects in general, sponsored by the Bank or by other institutions.</p> <p>Note: Do not file here documents related to events financed by the Bank's technical cooperation program. File these under the specific project.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>
<p>PO-15</p>	<p>PO-Missions PO-Mis</p> <p>Operational missions to identify/prepare/analyze/negotiate more than one project or no specific project, such as sectorial missions and portfolio review missions. (If related with one specific project, file under PO-ID#-Missions).</p> <p>Terms of reference, participants, briefing/ debriefing meetings, reports, aide memoirs.</p>	<p>Break file 12/31. Retain 5 years. DESTROY</p>

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

<p>PO-18</p>	<p>PO-Programming PO-Prog</p> <p>Records related with the process to formulate the Bank's operational program.</p> <p>CAM/Management Review/Programming Committee minutes, <i>Country Paper (CP)/Regional Paper (RP)</i>, Government's development objectives/programs/strategies, operational program (pipeline), Pre-programming/programming missions, <i>Programming Memorandum (PM)</i>, <i>Programming Mission Paper (PMP)</i>, <i>Programming Mission Report (PMR)</i>, sector goals/ strategies, Sectorial Studies, <i>Socio-Economic Report (ISE)</i>.</p>	<p>Break file 12/31. Retain 5 years. DESTROY</p>
<p>PO-20</p>	<p>PO-Projects Under Study PO-PUS</p> <p>Records produced before the operation is officially approved. Identification, preparation, analysis and negotiation stages of a specific project.</p> <p>Application, profiles, country/project team papers, technical/ socio-economic/financial/legal/environmental analysis, ex-ante evaluation, environmental documents/reports, orientation/analysis/negotiation missions, CAM/CAP/Loan/Management Review Committees comments/minutes/aide memoirs, project report, loan/credit document, plan of operations, financing proposal.</p> <p>Upon project approval, classify and file documents under the appropriate tertiary term.</p>	<p>Transfer project documents to PO-ID# when approved. REVIEW remaining materials annually. DESTROY those in which latest document is older than 3 years.</p>

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

<p>PO-21.01 to PO-21.07</p>	<p>PO-Reports PO-Rpt</p> <p>Includes, but is not limited to, periodic reports or one-time reports relating to programs, sectors, status of operations and operational activities in general.</p> <p>Reports relating to a specific project, file under PO-ID#-Rpt.</p> <p>For description and disposition instructions, see annex list of reports arranged alphabetically by name.</p>	<p>See annex</p>
<p>PO-22</p>	<p>PO-Reports Register PO-Rpt Reg</p> <p>Files created for registering the receipt and follow-up of reports from borrowers, consultants, and sectorial/financial specialists.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>
<p>PO-23</p>	<p>PO-Technical Cooperation PO-TC</p> <p>Records related to technical cooperation activities, CT/ Fondos, TC/INTRA. Includes decoding disbursement request cables.</p>	<p>Break file 12/31. Retain 3 years. DESTROY</p>
<p>PO-24</p>	<p>PO-Technical Cooperation, Intra-Regional PO-CT/INTRA</p> <p>Records related with IDB's activities in promoting and coordinating the Intraregional Technical Cooperation Program among its Latin-American and Caribbean member countries.</p>	<p>Break file 12/31. Retain 10 years. DESTROY</p>
<p>PO-24.01</p>	<p>PO-Technical Cooperation, Intra-Regional- Agreements PO-CT/INTRA-Agree</p> <p>Letters of agreement, designation of a government agency to act as a liaison with the IDB in the Intra-regional Technical Cooperation Program.</p>	<p>Break file 12/31. PERMANENT</p>

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

PO-25	PO-Terminations Process of projects cancellation/revocation/closing of account. Preparation/submission of eligible projects, list approved by the President.	PO-Term Break file 12/31. Retain 2 years. Send to inactive storage. PERMANENT ¹
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1. If file is in a country office, destroy when it becomes permanent.

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RECORDS RETENTION/DESTRUCTION SCHEDULE

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

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-08 ✓	PO-Equity Investment	Break file 12/31. Retain 3 years. DESTROY
PO-09 ✓	PO-Executing Agencies	Break file 12/31. Retain 3 years. DESTROY
PO-10 ✓	PO-Export Financing	Break file 12/31. Retain 3 years. DESTROY
**PO-00 ✓	PO-General	Break file 12/31. Retain 3 years. DESTROY
PO-11.01 ✓	PO-ID#-Administration	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of- Credit Terminated. Retain 1 year. DESTROY

* = REVISION ** = ADDITION



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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-11.02	✓ PO-ID#-Agreements/Contracts	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT
*PO-11.03	PO-ID#-Analysis/Application	Break file 12/31 year project is Approved. Send to inactive storage. Retain 3 years after project is Fully Disbursed. DESTROY
OR		OR
**PO-11.27		Break file 12/31 year project is Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-11.04	PO-ID#-Collections	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY
*PO-11.05	PO-ID#-Conditions Prior	Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY
OR		OR
**PO-11.28		Break file 12/31 year project is Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY
PO-11.06	PO-ID#-Contractual Conditions	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
*PO-11.07	PO-ID#-Disbursement Transactions	Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY
OR		OR
**PO-11.29		Break file 12/31 year project is Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY
*PO-11.08	PO-ID#-Disbursements	Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY
OR		OR
**PO-11.30		Break file 12/31 year project is Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-11.09	✓ PO-ID#-Expenses (applies to disbursement accounting files only)	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY
* PO-11.11	✓ PO-ID#-Financial Participation	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY



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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-11.14	✓ PO-ID#-Litigation	Do not break file. Retain 3 years after resolution. Send to inactive storage. Retain 3 years. DESTROY
*PO-11.15	PO-ID#-Missions	Break file 12/31 year project is Fully Disbursed. Retain 1 year. Send to inactive storage. Retain 2 years. DESTROY
OR		OR
**PO-11.32		Break file 12/31 year project is Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY
PO-11.16	✓ PO-ID#-Participants	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. DESTROY



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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-11.17	PO-ID#-Plan of Operations	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT
PO-11.18	PO-ID#-Project Report	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT
PO-11.19	PO-ID#-Proposal	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
*PO-11.22	PO-ID#-Reports, Ex-Post	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT
*PO-11.23	PO-ID#-Reports, Final	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT
*PO-11.24	PO-ID#-Reports, Initial	Break file 12/31 year project is Fully Amortized/Totally Cancelled/Line-of-Credit Terminated. Retain 1 year. Send to inactive storage. PERMANENT

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-14 ✓	PO-Loans	Break file 12/31. Retain 3 years. DESTROY
**PO-27 ✓	PO-Meetings	Break file 12/31. Retain 3 years. DESTROY
PO-15 ✓	PO-Missions	Break file 12/31. Retain 5 years. DESTROY
PO-16	PO-National Agencies	Break file 12/31 year agency ceases to serve in its capacity. Retain 1 year. DESTROY
**PO-28	PO-Policies and Procedures	Break file 12/31. PERMANENT
* PO-18 ✓	PO-Programming	Break file 12/31. Retain 5 years. DESTROY
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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-20	PO-Projects Under Study	TRANSFER project documents to PO-ID# when approved. REVIEW remaining materials annually. DESTROY those in which latest document is older than 3 years.
PO-21.01	PO-Reports-Superseded	DESTROY when superseded.
PO-21.02	PO-Reports-6 Months	Break file 6/30 and 12/31. Retain 6 months. DESTROY
PO-21.03	PO-Reports-1 Year	Break file 12/31. Retain 1 year. DESTROY
PO-21.04	PO-Reports-3 Years	Break file 12/31. Retain 3 years. DESTROY
PO-21.05	PO-Reports-5 Years	Break file 12/31. Retain 5 years. DESTROY

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-21.06	PO-Reports-10 Years	Break file 12/31. Retain 10 years. DESTROY
PO-21.07	PO-Reports-Permanent	Break file 12/31. Retain 1 year. Send to inactive storage. PERMANENT
PO-22	PO-Reports Register	Break file 12/31. Retain 3 years. DESTROY
PO-23	PO-Technical Cooperation	Break file 12/31. Retain 3 years. DESTROY
PO-24	PO-Technical Cooperation, Intraregional	Break file 12/31. Retain 10 years. DESTROY
**PO-24.01	PO-Technical Cooperation, Intraregional-Agreements	Break file 12/31. PERMANENT

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
PO-25	PO-Terminations	Break file 12/31. Retain 2 years. Send to inactive storage. PERMANENT