



Peacekeeping Operations Retention Schedule - Budget Function

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Local Archive = Move to semi-active storage; Interim Archive = Transfer to ARMS; Permanent Archive = Transfer to ARMS for permanent storage Page 1

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.BUD001.F	Policy and guidance	Local Archive after Date Closed	Destroy Permitted Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: non-record copies of UNHQ budget policies and procedures. Office of record: UNHQ DM/OPPBA/PFD.	PORS	10/03/2006
PKO.BUD002.F	Reporting to UNHQ	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: non-record copies of performance reports, quarterly progress reports, troop strength reports. Office of record: UNHQ DM/OPPBA/PFD.	PORS	10/03/2006
PKO.BUD003.F	General budget activities	Local Archive after Date Closed	Destroy Permitted Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: non-record copies of general budget records relating to peacekeeping or political mission, including instructions, results-based budgets, allotment advices, redeployment requests, commitment authorities. Office of record: UNHQ DM/OPPBA/PFD.	PORS	10/03/2006