



Peacekeeping Operations Retention Schedule - DDR Function

Date Published 15/06/2006

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.DDR001.F	Policy & guidance	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: policy decisions of the national DDR commissions, including eligibility criteria; weapons acceptance policy; policy towards combatants, groups associated with armed groups, and dependents. For peace agreements, see LEG003.P. Office of record: Mission DDR Component.	PORS	29/03/2006
PKO.DDR002.F	Reporting to UNHQ	Local Archive after Date Closed	Destroy Permitted Destroy 3 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: non-record copies of reports relating to DDR activities. Office of record: UNHQ DPKO/OUSG/PBPS.	PORS	29/03/2006
PKO.DDR003.F	Assessment, survey and analysis	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: detailed field assessments including, inter alia, small arms baseline surveys, verifications of the armed groups and weapons, and socio-economic surveys. Office of record: Mission DDR Component.	PORS	29/03/2006
PKO.DDR004.F	Planning	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 10 Years after Date Closed	Records include: DDR programme documents, operational plans, resource mobilization strategy (assessed and voluntary). Office of record: Mission DDR Component. See also, HRT014.P.	PORS	29/03/2006
PKO.DDR005.F	Implementation: disarmament	Local Archive after Date Closed	Destroy Permitted Destroy 3 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: records relating to disarmament, weapons control and destruction. Office of record: Mission DDR Component.	PORS	29/03/2006



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PKO.DDR006.F	Implementation: demobilization	Local Archive after Date Closed	Destroy Permitted Destroy 3 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: records relating to reinsertion. Office of record: Mission DDR Component.	PORS	29/03/2006
PKO.DDR007.F	Implementation: reintegration	Local Archive after Date Closed	Destroy Permitted Destroy 3 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Office of record: Mission DDR Component.	PORS	29/03/2006
PKO.DDR008.F	Management coordination	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: records relating to the roles and responsibilities of implementing partners (internal and external). For letters of agreement and memoranda of understanding for the establishment of integrated DDR units, see LEG003.P. Office of record: Mission DDR Component.	PORS	29/03/2006
PKO.DDR009.F	Monitoring and evaluation	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 10 Years after Date Closed	Records include: records relating to both internal and external monitoring and evaluation. Office of record: Mission DDR Component.	PORS	29/03/2006