



DGCM - Contractual Translation Unit, Dept. for GA & CM

Records with a Total Retention of less than 3 years should be retained in offices and may not be sent to storage

The Total Retention period shown below includes the period during which records may be stored off-site at ARMS before final disposition

Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record The office holding the record is the office of record unless another office is listed below
DGCM001	Records related to Translation Contracts with individuals	C+20	D		Yes	Contractual Translation Unit
Records include: individual contractor files (containing personnel information, contracts for translation jobs, invoices and general correspondence).						
DGCM002	Records related to Translation Contracts with Companies	T+20	D		Yes	Contractual Translation Unit
Records include: budget and manifest (i.e. contract) files.						
DGCM003	Contracting: reference copies	C+20	D		No	
Records include: reference copies of contracts for all translation jobs (companies and individuals).						
DGCM004	Payment vouchers	C+20	D		No	Contractual Translation Unit
DGCM005	Tracking Files	C+20	D	Contractual Translation Unit	No	
Records include: print-outs from CTU database containing information on word counts, etc.						

All retention instruction apply equally to records in all formats, hard copy and digital

Retention Codes B = End of Biennium C = Current Year P = While needed to conduct UN Business

S = Superseded or Obsolete T = Termination, Settlement or Completion

Disposition Codes A = To be reviewed for permanent preservation by Archives D = Destroy