



Peacekeeping Operations Retention Schedule - Electoral Assistance Function

Date Published 16/06/2006

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.ELE001.P	Policy and guidance	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: UNHQ DPA/EAD.	PORS	18/11/2005
PKO.ELE002.P	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 technical assistance reports, weekly reports, end of mission reports. Office of record: UNHQ DPA/EAD.	PORS	18/11/2005
PKO.ELE003.P	Electoral needs assessment	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 electoral assessment reports, government's official requests for electoral assistance. Office of record: UNHQ DPA/EAD.	PORS	18/11/2005
PKO.ELE004.P	UN as electoral management body: expanding the legal framework for elections	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 laws, drafts of laws. Office of record: UN Security Council. See also, ELE009.P.	PORS	18/11/2005
PKO.ELE005.P	UN as electoral management body: registering voters	Local Archive after Date Closed	Must Not Destroy	Records include: electoral register. Office of record: These records are the property of the local government, not the United Nations. Special transfer: In the rare event that the mission's Electoral Assistance Component is in possession of the electoral register and related records, all efforts should be made to transfer the records back to the local government prior to mission liquidation. Do not transfer any reproductions of the register or related records to UNHQ.	PORS	18/11/2005



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Continued...				See also, ELE010.P. For voter education programmes, see EXT003.P.		
PKO.ELE006.P	UN as electoral management body assisting in nomination of candidates and campaigning	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 records related to UN's involvement in nominations, political parties, campaigns and campaign financing; codes of conduct; campaign stickers and posters. Office of record: UNHQ DPA/EAD. See also, ELE011.P.	PORS	18/11/2005
PKO.ELE007.P	UN as electoral management body voting and declaration of election results: balloting	Local Archive after Date Closed	Destroy Permitted Destroy 6 Months after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: ballot papers. File closure: Close upon acceptance of election results. Office of record: These records are the property of the local government, not the United Nations. Caveat: Prior to destroying the records, confirm with the mission's legal adviser that the destruction of ballot papers after 6 months complies with local law. See also, ELE012.P.	PORS	18/11/2005
PKO.ELE008.P	UN as electoral management body voting and declaration of election results: returns	Local Archive after Date Closed	Must Not Destroy	Records include: consolidated returns. Office of record: These records are the property of the local government, not the United Nations. Special transfer: In the rare event that the mission's Electoral Assistance Component is in possession of the consolidated returns and related records, all efforts should be made to transfer the records back to the local government prior to mission liquidation. Do not transfer any	PORS	18/11/2005



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Continued...				reproductions of the returns or related records to UNHQ. See also, ELE012.P.		
PKO.ELE009.P	UN assisting in electoral process: expanding the legal framework for elections	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 laws and drafts of laws. Office of record: UNHQ DPA/EAD. Retention justification: Drafts of laws have no lasting historical value and final versions are publicly available elsewhere. See also, ELE004.P.	PORS	18/11/2005
PKO.ELE010.P	UN assisting in electoral process: registering voters	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 correspondence with local government. Office of record: UNHQ DPA/EAD. See also, ELE005.P. For voter education programmes, see EXT003.P.	PORS	18/11/2005
PKO.ELE011.P	UN assisting in electoral process: assisting in nomination of candidates and campaigning	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 code cables regarding eligibility of candidates, correspondence with local government. Office of record: UNHQ DPA/EAD. See also, ELE006.P.	PORS	18/11/2005



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PKO.ELE012.P	UN assisting in electoral process: voting and declaration of election results	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 correspondence relating to disputed election results. Office of record: UNHQ DPA/EAD. See also, ELE007.P, ELE008.P.	PORS	18/11/2005