



Peacekeeping Operations Retention Schedule - Ext. Relations/Public Info. 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.EXT001.P	Policy and guidance	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: Information Strategy (all phases), Concept of Operations (all phases).  Office of record: Mission Public Information Component.	PORS	01/07/2005
PKO.EXT002.P	Reporting to UNHQ	Local Archive after Date Closed	<b>Destroy Permitted</b> 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 public information activities.  Office of record: UNHQ DPI.	PORS	01/07/2005
PKO.EXT003.P	Community outreach	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: substantive records relating to the organization of town hall meetings and public briefings; scripts of theatrical performances; voter education programmes.  Office of record: Mission Public Information Component.	PORS	01/07/2005
PKO.EXT004.P	Development, production, and dissemination of information products	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: radio programme scripts, television programme scripts, print information products.  Office of record: Mission Public Information Component.	PORS	01/07/2005
PKO.EXT005.P	Local media development	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: training materials; substantive records relating to seminars, dialogue with local media, etc.  Office of record: Mission Public Information Component.	PORS	01/07/2005



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.EXT006.P	Media relations	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: transcripts of Spokesman's press briefings, press releases, interview transcripts.  Office of record: Mission Public Information Component.	PORS	01/07/2005
PKO.EXT007.P	Media monitoring: news analysis	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: digests & analyses of media; media monitoring database.  Office of record: Mission Public Information Component.	PORS	01/07/2005
PKO.EXT008.P	Media monitoring: news compilation and abstracting	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: daily media monitors' reports/press reviews.  Office of record: Mission Public Information Component.	PORS	01/07/2005
PKO.EXT009.P	Public information from non-mission agencies	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Documents include: UN and non-UN press releases, Web site captures, video productions, media kits and other information products not produced by the mission itself.  Retention justification: The items described above are not records; rather, they are publicly available documents produced by a 3rd party and thus should not be transferred to ARMS for storage.  Office of record: N/A.	PORS	01/07/2005
PKO.EXT010.P	Hospitality	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: records relating to the hosting of visitors to the mission.	PORS	29/03/2006