



Peacekeeping Operations Retention Schedule - Finance Function

Date Published: 18/10/2006

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

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.FIN001.P	Policy and guidance	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN002.P	Reporting to UNHQ	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 signed monthly trial balances with allotment reports and analysis. Office of record: UNHQ DM/OPPBA/Accounts Division. See also, FIN009.P.	PORS	03/03/2006
PKO.FIN003.P	Claims: civilian staff and UN military observers	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 6 Years after Date Closed	Records include: non-record copies of major claims case files submitted to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); record copies of minor claims case files not submitted to UNHQ for review. File closure: Case files submitted to UNHQ: close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Case files not submitted to UNHQ: close upon payment by Missions Finance Section. Office of record: UNHQ DPKO/OMS/ASD/PMSS and UNHQ DM/OPPBA/ABCC (major claims); Mission Claims Unit (minor claims). The Mission Claims Unit is responsible for the mission's non-record copies of major claims.	PORS	03/03/2006
PKO.FIN004.P	Claims: 3rd party cases related to formed police units or military contingents	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 6 Years after Date Closed	Records include: non-record copies of major claims case files submitted to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); record copies of minor claims case files not submitted to UNHQ for review. File closure: Case files submitted to UNHQ: close	PORS	03/03/2006



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Continued...				<p>annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Case files not submitted to UNHQ: close upon payment by Missions Finance Section.</p> <p>Office of record: UNHQ DPKO/OMS/ASD/FMSS/MCMS (major claims); Mission Claims Unit (minor claims).</p> <p>The Mission Claims Unit is responsible for the mission's non-record copies of major claims.</p>		
PKO.FIN005.P	Claims: 3rd party cases other than those related to formed police units or military contingents	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 6 Years after Date Closed	<p>Records include: non-record copies of major claims case files submitted to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); record copies of minor claims case files not submitted to UNHQ for review.</p> <p>File closure: Case files submitted to UNHQ: close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Case files not submitted to UNHQ: close upon payment by Missions Finance Section.</p> <p>Office of record: UNHQ DPKO/OMS/ASD/FMSS/Front Office (major claims); Mission Claims Unit (minor claims).</p> <p>The Mission Claims Unit is responsible for the mission's non-record copies of major claims.</p>	PORS	03/03/2006
PKO.FIN006.P	Claims: contingent-owned equipment (COE)	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 6 Years after Date Closed	<p>Records include: non-record copies of claims case files (including verification report, review by appropriate DPKO expert service, etc.).</p> <p>File closure: close upon submission to UNHQ.</p> <p>Office of record: UNHQ DPKO/OMS/ASD/FMSS/Front Office.</p> <p>The Mission Claims Unit is responsible for the mission's non-record copies.</p>	PORS	03/03/2006



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PKO.FIN007.P	Claims: letters of assist (LOA)	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 6 Years after Date Closed	Records include: non-record copies of claims case files (including claim & invoice from Permanent Mission, review by appropriate DPKO expert service, confirmation/verification from Field Mission, etc.). File closure: close upon submission to UNHQ. Office of record: UNHQ DPKO/OMS/ASD/FMSS/MCMS. The Mission Claims Unit is responsible for the mission's non-record copies. For letters of assist, see LEG003.P.	PORS	03/03/2006
PKO.FIN008.P	Claims: death and disability	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 6 Years after Date Closed	Records include: non-record copies of claims case files (claim and invoice from permanent mission, medical review from UNHQ DM/OHRM/MSD, confirmation NOTICAS from field, etc.). File closure: close upon submission to UNHQ. Office of record: UNHQ DPKO/OMS/ASD/FMSS/MCMS. The Mission Claims Unit is responsible for the mission's non-record copies.	PORS	03/03/2006
PKO.FIN009.P	Reporting to UNHQ: working files	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 1 Year after Date Closed	Records include: daily runs. File closure: Close file after financial report is finalized. Office of record: Mission Finance Section. See also, FIN002.P.	PORS	03/03/2006



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Page 4

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PKO.FIN010.P	Disbursement: disbursement vouchers (DVs)	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: disbursement vouchers (DVs) and supporting records such as invoices, travel authorizations (PT8s), receiving and inspection reports, and miscellaneous obligation documents (MODs). File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN011.P	Disbursement: termination vouchers	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: termination vouchers and supporting records. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN012.P	Disbursement: payroll vouchers	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: payroll vouchers and supporting records such as duty status summaries for local staff and salary advances subsidiary ledgers. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN013.P	Disbursement: check registers	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: check registers. File closure: Close annually 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006



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PKO.FIN014.P	Inter-office billing	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: records relating to inter-office billing and inter-office billing reconciliation, such as rejection letters and requests for additional information. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN015.P	Journal vouchers (JVs)	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: journal vouchers and supporting records such as imprest replenishments and copies of remittance transmittal notices. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN016.P	Inter-office vouchers (IOVs)	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: inter-office vouchers and supporting records such as imprest replenishments and copies of remittance transmittal notices; records relating to inter-office voucher reconciliation. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN017.P	Cash receipt vouchers	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: cash-receipt vouchers. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006



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PKO.FIN018.P	Cancellation of financial actions	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: cancellation vouchers with supporting documentation such as cancelled/voided checks. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN019.P	Bank reconciliation	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: bank reconciliations, bank debit/credit advices, bank statements, cleared checks. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN020.P	General ledger	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: general ledger in field accounting system (Sun Accounts), including daily postings and trial balance File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions) Office of record: Mission Finance Section Special transfer: Transfer a copy of the Sun System database to UNHQ DPKO/OMS/ASD/FMSS via UNLB every month and at end of mission mandate.	PORS	07/09/2006
PKO.FIN021.P	Accounts payable: supporting documentation	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: invoices and credit notes; records used to justify payment of salary and monthly subsistence allowance (MSA). File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).	PORS	03/03/2006



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Page 7

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Continued...

Office of record: Mission Finance Section.

PKO.FIN022.P	Accounts receivable: settled cases	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: supporting documentation for settled cases, such as invoices, credit notes, debit advices, notification letters to staff members, and statements of monthly accounts for special agencies. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN023.P	Accounts receivable: non-settled cases	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: supporting documentation for non-settled cases, such as invoices, credit notes, debit advices, notification letters to staff members, and statements of monthly accounts for special agencies. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006
PKO.FIN024.P	Write-off submission	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 5 Years after Date Closed	Records include: records substantiating published financial statements. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions). Office of record: Mission Finance Section.	PORS	03/03/2006