



## Peacekeeping Operations Retention Schedule - Human Resources Mgmt. Function

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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.HRM001.F	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: locally-produced policy and procedure relating to Human Resources Management activities.	PORS	01/07/2005
PKO.HRM002.F	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 quarterly reports, ad hoc reports, responses to DPKO code cables.  Offices of record: UNHQ DPKO/OMS/ASD/PMSS, UNHQ DPKO/OUSG/PBPS, UNHQ DM/OHRM/MSD, UNHQ DPKO/OMS/LSD/MSS, UNHQ DPKO/OUSG, etc.	PORS	01/07/2005
PKO.HRM003.F	Health and welfare: medical examination and treatment of international staff with no significant medical history	Interim Archive 1 Month after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 30 Years after Date Closed	Records include: staff medical file (MS.6 Periodic Report; medical treatment record, including laboratory results, progress notes and immunization card).  File closure: Close medical file upon staff separation from the United Nations.  Office of record: Mission Medical Section.  Special transfer: Immediately transfer all closed files of international staff to UNHQ DM/HRM/MSD or Parent Office. Upon end of mission mandate, transfer open files to UNHQ DM/HRM/MSD or Parent Office; transfer open medical files of Field Service Staff to UNHQ DM/HRM/MSD regardless of subsequent duty station.	PORS	01/07/2005
PKO.HRM004.F	Health and welfare: medical examination and treatment of local staff with no significant medical history	Interim Archive 1 Month after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 30 Years after Date Closed	Records include: staff medical files (MS.6 Periodic Report; medical treatment record, including laboratory results, progress notes and immunization card).  File closure: Close medical file upon staff	PORS	01/07/2005



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Continued...				<p>separation from the United Nations.</p> <p>Office of record: Mission Medical Section.</p>		
<b>PKO.HRM005.F</b>	Health and welfare: medical examination and treatment of any staff with significant medical history	Permanent Archive 1 Month after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	<p>Records include: staff medical files (MS.6, Periodic Report; medical treatment record, including laboratory results, progress notes and immunization card; medical evacuation request and authorization; medical evacuation report; casualty report or incident report; autopsy report if available; death certificate).</p> <p>File closure: Close medical file upon staff separation from the United Nations.</p> <p>Office of record: Mission Medical Section.</p> <p>Special transfer: Immediately transfer all closed files of international staff to UNHQ DM/HRM/MSD or Parent Office. Upon end of mission mandate, transfer open files to UNHQ DM/HRM/MSD or Parent Office; transfer open medical files of Field Service Staff to UNHQ DM/HRM/MSD regardless of subsequent duty station.</p>	<b>PORS</b>	<b>01/07/2005</b>
<b>PKO.HRM006.F</b>	Health and welfare: medical examination and treatment of military contingents	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 15 Years after Date Closed	<p>Records include: general medical files.</p> <p>File closure: Close file upon military contingent's separation from duty station.</p> <p>Office of record: Mission Medical Section.</p>	<b>PORS</b>	<b>01/07/2005</b>
<b>PKO.HRM007.F</b>	Health and welfare: medical team regional visits	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	<p>Records include: reports generated by field mission medical services relating to regional medical facilities. Copies of records created by UNHQ medical teams should be destroyed upon end of mission mandate.</p> <p>Office of record: Mission Medical Section.</p>	<b>PORS</b>	<b>01/07/2005</b>



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
Continued...				Special transfer: Transfer to UNHQ DM/HRM/MSD.		
PKO.HRM008.F	Health and welfare: medical statistics gathering	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 1 Month after End of Mission Mandate (User Defined)	Records includes: non-record copies of statistics.  Filing practice: Medical statistics are updated monthly by missions directly into DPKO/OMS/LSD/MSS' medical support portal.  Office of record: UNHQ DPKO/OMS/LSD/MSS.	PORS	01/07/2005
PKO.HRM009.F	Health and welfare: HIV/AIDS voluntary counselling and testing (VCT): general	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: confidential personnel case files.  Office of record: Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	30/09/2005
PKO.HRM010.F	Health and welfare: HIV/AIDS voluntary counselling and testing (VCT): statistics gathering	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: Statistics relating to number of personnel receiving counselling, testing, etc.  Office of record: Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	30/09/2005
PKO.HRM011.F	Health and welfare: HIV/AIDS training: general	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: locally-amended, UNHQ-produced training materials.  Office of record: Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	30/09/2005
PKO.HRM012.F	Health and welfare: HIV/AIDS training: statistics gathering	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: statistics.  Office of record: Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	30/09/2005



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.HRM013.F	Health and welfare: HIV/AIDS: condom distribution: statistics gathering	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 10 Years after End of Mission Mandate (User Defined)	Records include: Statistics.  Office of record: Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	30/09/2005
PKO.HRM014.F	Health and welfare: HIV/AIDS awareness assessment: reporting	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: reports relating to locally-conducted Knowledge, Attitude and Practice (KAP) surveys.  Office of record: Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	30/09/2005
PKO.HRM015.F	Health and welfare: HIV/AIDS awareness assessment: statistics gathering	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: statistics.  Office of record: Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	30/09/2005
PKO.HRM016.F	Health and welfare: HIV/AIDS awareness assessment: data gathering	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: locally-conducted KAP surveys (completed).  Office of record: Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	30/09/2005
PKO.HRM017.F	Training (general): course 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 course books and related subject materials, training course packages and modules, training course outlines. Training topics include: human trafficking sensitization programmes for UN peacekeeping personnel, human rights training programmes for UN peacekeeping personnel.  Office of record: Mission Training Section.	PORS	01/07/2005



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.HRM018.F	Training (general): course administration	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: training course application forms, training placement tests, participant selection forms.  Office of record: Mission Training Section.	PORS	01/07/2005
PKO.HRM019.F	Training (general): evaluation and assessment	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed	Records include: training course evaluation forms, training examinations and tests, training examination reports, results sheets.  Office of record: Mission Training Section.  Transfer to Interim Archive one copy each of blank forms, examinations, etc. Do not transfer completed forms, examinations, etc; destroy in situ.	PORS	01/07/2005
PKO.HRM020.F	Training (general): needs assessment	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed	Records include: needs assessment surveys, needs assessment reports.  Office of record: Mission Training Section.	PORS	01/07/2005
PKO.HRM021.F	Training (general): statistics gathering	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: training participants' statistics, attendance lists for training programmes.  Office of record: Mission Training Section.	PORS	01/07/2005
PKO.HRM022.F	HIV/AIDS: mainstreaming	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 10 Years after End of Mission Mandate (User Defined)	Records include: records relating to the integration of HIV/AIDS awareness into field mission components.  Office of record: Office of HIV/AIDS Policy Officer/Adviser.  See also, HRM009.P through HRM016.P.	PORS	31/07/2006



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
Continued...						
PKO.HRM023.F	Gender affairs: mainstreaming: promotion	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: monthly reports, weekly reports, and other records relating to the promotion of gender mainstreaming in peacekeeping missions, i.e., records relating to the expansion of women's roles in, inter alia, policing, the military, elections, judicial/corrections/legal affairs, and peace negotiations.  For records relating to gender mainstreaming in technical assistance to host country, see HRT003.P.  Office of record: Mission Office of Gender Affairs.	PORS	29/03/2006
PKO.HRM024.F	Gender affairs: mainstreaming: implementation	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 implementation of gender mainstreaming in peacekeeping missions, i.e., records relating to the expansion of women's roles in, inter alia, policing, the military, elections, judicial/corrections/legal affairs, and peace negotiations.  Offices of record: Mission offices affected by the policies of the Mission Office of Gender Affairs.	PORS	29/03/2006
PKO.HRM025.F	Gender affairs: sex balance: statistics gathering	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 statistics on sex balance in the mission.  Office of record: UNHQ DPKO/OMS/ASD/PMSS.	PORS	29/03/2006
PKO.HRM026.F	Gender affairs: addressing gender-based violence	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: records relating to the prevention of gender-based violence, including rape and other forms of sexual abuse.  For records relating to gender-based violence in the host country, see HRT004.P.  Office of record: Mission Office of Gender Affairs.	PORS	29/03/2006



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.HRM027.F	Gender affairs: training and capacity development	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: locally-produced training manuals and booklets.  Office of record: Mission Office of Gender Affairs.	PORS	29/03/2006
PKO.HRM028.F	Appointments and promotions: local staff	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 30 Years after Date Closed	Records include: personnel file (equivalent to Official Status File) containing records relating to staff member's accidents, benefits and entitlements, career development, recruitment, awards, notices and condolences, promotion, contract extensions, separation, performance appraisals, etc.  File closure: Close file upon staff separation from the mission or at end of mission mandate.  Office of record: Mission Personnel Section.	PORS	29/03/2006
PKO.HRM029.F	Appointments and promotions: international staff	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 1 Month after Date Closed	Records include: personnel working file containing non-record copies of records relating to staff member's accidents, benefits and entitlements, career development, recruitment, awards, notices and condolences, promotion, contract extensions, separation, performance appraisals, etc.  File closure: Close file upon staff separation from the mission or at end of mission mandate.  Office of record: UNHQ DPKO/OMS/ASD/PMSS.  Special transfer: original records must regularly be transferred to PMSS via diplomatic pouch.  Caveat: prior to file destruction confirm that all necessary records have been received by PMSS.	PORS	29/03/2006



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.HRM030.F	Appointments and promotions: military	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 2 Years after Date Closed	Records include: personnel files of UN military observers, staff officers, and senior military appointees not holding a UN contract. Files contain correspondence and various personnel actions relating to service with the mission.  File closure: Close file upon personnel separation from the mission or at end of mission mandate.  Office of record: Mission Office of the Chief Military Personnel Officer.  For senior military appointees holding UN contracts, see HRM029.P.	PORS	29/03/2006
PKO.HRM031.F	Appointments and promotions: police	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 2 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: personnel files of UN police holding CTO and AL records; personnel documents such as: copy of national Passport, driver license, early or medical repatriation; check-in forms, including beneficiary forms, MSA distribution form, weapon file, UN Police Self Assessment Questionnaire, contact information, inventory of personal effects).  Office of record: Mission Personnel Section/UNPOL Unit.  File closure: Close file upon personnel separation from the mission or at end of mission mandate.	PORS	29/03/2006
PKO.HRM032.F	Attendance and leave	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed	Records include: monthly attendance reports, attendance record cards, leave cards, leave passes (military personnel).  Office of record: Mission Personnel Section or Office of the Chief Military Personnel Officer.	PORS	29/03/2006



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.HRM033.F	Career development	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 records relating to the staff exchange programme, career support workshops, succession planning, external studies programme, language proficiency examination (LPE). Records are not specific to individuals.  Office of record: UNHQ DPKO/OMS/ASD/PMSS.  Filing practice: records relating to a specific individual are filed in his/her personnel file.	PORS	29/03/2006
PKO.HRM034.F	Disciplinary matters	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 Mission Joint Disciplinary Committee reports and related records.  Offices of record: UNHQ DM/OHRM and DPKO/OMS/ASD/PMSS.  For investigation case files, see AUD008.P through AUD010.P.	PORS	29/03/2006
PKO.HRM035.F	Recruitment	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 recruitment of local staff, not specific to individuals.  Office of record: Mission Personnel Section.  Filing practice: records relating to a specific individual are filed in his/her personnel file.	PORS	29/03/2006
PKO.HRM036.F	Staffing table planning and management	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 staffing table authorizations, mission templates, organizational structures, staffing table statistics. Information is either maintained on databases (e.g. Nucleus, IMIS) or generated from databases (e.g. FPMS).  Office of record: UNHQ.  For memoranda of understanding with UN organizations and other agencies, see LEG003.P.	PORS	29/03/2006



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.HRM037.F	Travel	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed	Records include: travel authorizations (form PT.8) with attached documentation such as itineraries and ticketing information; applications for issuance or renewal of laissez-passer; applications for G-4 and other visas.  File closure: close annually on 31 December.  Office of record: Mission Travel Section.	PORS	29/03/2006