



Peacekeeping Operations Retention Schedule - Human Rights 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.HRT001.P	Policy and guidance	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: locally-produced policy and procedure relating to Human Rights activities. Office of record: Mission Human Rights Component.	PORS	29/03/2006
PKO.HRT002.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 quarterly reports, ad hoc reports, and responses to DPKO code cables. Office of record: UNHQ DPKO/OUSG/PBPS.	PORS	29/03/2006
PKO.HRT003.P	Gender affairs: mainstreaming	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: correspondence and other records relating to the mainstreaming of women in the technical assistance to the host country. Activities include: drawing on national commitments to women's rights and gender equality; ensuring that the technical assistance team includes experts with explicit gender analysis experience; ensuring that the views of women as well as men are included in the consultation process; provision of training and capacity building to national partners; inter-agency coordination (including reports on inter-agency task forces, coordination meetings, and hand-over material as part of the exit strategy); and consulting with local experts on gender equality. For records relating to intra-organization gender mainstreaming, see HRM023.P and HRM024.P. Office of record: Mission Office of Gender Affairs.	PORS	29/03/2006
PKO.HRT004.P	Women's rights	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: correspondence and other records relating to the prevention of rape and other forms of sexual abuse. For records relating to intra-organization gender-based violence, see HRM026.P.	PORS	29/03/2006



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				Office of record: Mission Office of Gender Affairs.		
PKO.HRT005.P	Monitoring of correctional facilities	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 3 Years after Date Closed	Office of record: Mission Human Rights Component. See HRT011.P for records relating to assisting in the preparation and adoption of human rights policies for prison officials and the implementation of relevant human rights instruments.	PORS	29/03/2006
PKO.HRT006.P	Providing guidance to mission components	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: records relating to the provision of human rights advice and guidance to all peacekeeping mission components. Office of record: Mission Human Rights Component.	PORS	29/03/2006
PKO.HRT007.P	Reporting human rights violations	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Office of record: Mission Human Rights Component.	PORS	29/03/2006
PKO.HRT008.P	Investigating and verifying past human rights violations	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: human rights cases. Office of record: Mission Human Rights Component.	PORS	29/03/2006
PKO.HRT009.P	Promoting and protecting rights	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: records relating to the promotion and protection of civil, cultural, economic, political and social rights.	PORS	29/03/2006



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PKO.HRT010.P	Judicial and truth & reconciliation processes	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: records relating to relevant judicial and truth and reconciliation processes to foster a culture of accountability and address impunity. Office of record: Mission Human Rights Component.	PORS	29/03/2006
PKO.HRT011.P	Capacity building	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: records relating to capacity building initiatives with local governmental agencies and non-governmental organizations (NGOs). Office of record: Mission Human Rights Component.	PORS	29/03/2006
PKO.HRT012.P	Collaboration	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 3 Years after Date Closed	Records include: records relating to collaboration with UN and international development and emergency relief organizations on human rights issues, where the mission plays a supporting role only. Office of record: Mission Human Rights Component.	PORS	29/03/2006
PKO.HRT013.P	Human rights training	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: records relating to the design and conduct of human rights training programmes for local and national institutions, e.g. military and police forces. Office of record: Mission Human Rights	PORS	29/03/2006



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Component.

PKO.HRT014.P	DDR-related programming	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: records relating to the identification and integration of a human rights perspective into DDR (disarmament, demobilization, reintegration) programmes. Office of record: Mission Human Rights Component. See also, DDR.	PORS	29/03/2006
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PKO.HRT015.P	Human trafficking detection and identification	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: memoranda to DOA/SRSG identifying establishments in which human trafficking occurs; list of establishments not to be frequented by UN staff. Office of record: Mission Human Rights Component. For records relating to sensitization programmes for UN staff, see HRM017.P.	PORS	29/03/2006
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