



Peacekeeping Operations Retention Schedule - Humanitarian Affairs 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.HUM001.F	Policy and guidance	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: standard operating procedures. Office of record: Mission focal point for humanitarian aid (as determined by mission) or Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	18/11/2005
PKO.HUM002.F	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 reports relating to humanitarian activities. Office of record: UNHQ DPKO/OUSG (general); UNHQ DPKO/OUSG/PBPS (HIV/AIDS).	PORS	18/11/2005
PKO.HUM003.F	HIV/AIDS outreach to local populations	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: programme records. Office of record: Mission Office of HIV/AIDS Policy Officer/Adviser.	PORS	10/01/2005
PKO.HUM004.F	Strategy and planning	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: locally-produced emergency response records, entry strategy, response programme, and transition/exit strategy. Office of record: Office of the Resident Coordinator or OCHA Field Office. Special transfer: Transfer records to UNOG Registry, Records and Archives Unit upon mission closure. Reference copies may be created for use by successor agency in the field, e.g. UNDP.	PORS	29/03/2006



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PKO.HUM005.F	Early warning and contingency planning	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: locally-produced records relating to methodology, early warning indicators, early warning systems, early action, committees & teams, contingency planning, non-mission disaster prevention & preparedness, and complex crises. Office of record: Office of the Resident Coordinator or OCHA Field Office. Special transfer: Transfer records to UNOG Registry, Records and Archives Unit upon mission closure. Reference copies may be created for use by successor agency in the field, e.g. UNDP.	PORS	29/03/2006
PKO.HUM006.F	Field coordination and support	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: locally-produced records relating to rapid deployment, surge capacity, search & rescue, capacity building, natural disasters, environmental emergencies, complex emergencies, transition to development. Office of record: Office of the Resident Coordinator or OCHA Field Office. Special transfer: Transfer records to UNOG Registry, Records and Archives Unit upon mission closure. Reference copies may be created for use by successor agency in the field, e.g. UNDP. See also, HUM007.P.	PORS	29/03/2006
PKO.HUM007.F	Sectoral operations	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: locally-produced sectoral and cluster operations records such as meeting minutes, maps, etc. Office of record: Office of the Resident Coordinator or OCHA Field Office. Special transfer: Transfer records to UNOG Registry, Records and Archives Unit upon mission closure. Reference copies may be created for use by successor agency in the field, e.g. UNDP. See also, HUM006.P.	PORS	29/03/2006



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For records relating to the incorporation of gender affairs into humanitarian affairs activities, see HRT003.P.

For records relating to the incorporation of an HIV/AIDS programme into humanitarian affairs activities, see HUM003.P.

PKO.HUM008.F	Civil-military coordination	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: locally-produced rules/terms of engagement; generic RoE; records relating to armed groups and use of military assets. Office of record: Office of the Resident Coordinator or OCHA Field Office. Special transfer: Transfer records to UNOG Registry, Records and Archives Unit upon mission closure. Reference copies may be created for use by successor agency in the field, e.g. UNDP. See also: PCR003.P.	PORS	29/03/2006
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