



Peacekeeping Operations Retention Schedule - Information Management 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.INM001.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. Office of record: Mission Registry/Archives, Mail and Pouch Unit or Communications and Information Technology Section.	PORS	15/11/2005
PKO.INM002.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 reports relating to information management activities. Office of record: UNHQ DM/OCSS/FCSD/CAS/ARMS (records management and archives activities) or UNHQ DPKO/OMS/LSD (information technology activities).	PORS	15/11/2005
PKO.INM003.P	Filing of records	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: locally-amended or produced file classification schemes. Office of record: Mission Registry/Archives, Mail and Pouch Unit. Special transfer: Transfer to Permanent Archive latest versions only.	PORS	15/11/2005
PKO.INM004.P	Disposition of records: general	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: Disposal authorizations; intra-mission file transfer requests with file lists; completed ARMS forms RMS34 and RMS36.A. Office of record: Mission Registry/Archives, Mail and Pouch Unit.	PORS	15/11/2005
PKO.INM005.P	Disposition of records: retention scheduling	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: locally-amended, ARMS-approved retention schedules. Office of record: Mission Registry/Archives, Mail and Pouch Unit.	PORS	15/11/2005



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PKO.INM006.P	Liaising with ARMS	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: correspondence with ARMS relating to information management matters. Office of record: UNHQ DM/OCSS/FCSD/CAS/ARMS.	PORS	15/11/2005
PKO.INM007.P	Mail and pouch management	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: correspondence distribution lists, damaged shipment reports. Office of record: Mission Registry/Archives, Mail and Pouch Unit.	PORS	15/11/2005
PKO.INM008.P	Registry access control	Local Archive after Date Closed	Destroy Permitted Destroy 3 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Includes: researcher confidentiality agreements, section chief permissions to use the registry. Office of record: Mission Registry/Archives, Mail and Pouch Unit.	PORS	15/11/2005
PKO.INM009.P	Disaster recovery: records management	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: vital records list, disaster recovery plan. Office of record: Mission Registry/Archives, Mail and Pouch Unit.	PORS	15/11/2005
PKO.INM010.P	Disaster recovery: information technology	Local Archive after Date Closed	Destroy Permitted Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Office of record: Mission Communications and Information Technology Section.	PORS	21/11/2005



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PKO.INM011.P	Applications development and applications in use	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: records related to the development of information management applications in the field, including those used to monitor/manage inmate populations; records related to UN-developed applications currently in use. Office of record: Mission Communications and Information Technology Section.	PORS	21/11/2005
PKO.INM012.P	Telephone billing	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 2 Years after Date Closed	Records include: telephone bills for field mission offices. File closure: Close files with no outstanding bills at end of fiscal year or at end of mission mandate. Office of record: Mission Communications and Information Technology Section. Special transfer: At the end of mission transfer to Interim Archive only files containing outstanding bills (i.e. open files); all closed files, regardless of age, may be destroyed in situ.	PORS	21/11/2005
PKO.INM013.P	Telecommunications systems	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: requests for network access, network drawings, records relating to network design, requests for frequencies, frequency approvals, user accounts, work orders for pagers, radios, and satellite communications. Office of record: Mission Communications and Information Technology Section.	PORS	21/11/2005
PKO.INM014.P	Secure communications operation	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: chronological file of incoming and outgoing code cables and cryptofaxes. Retention justification: This record class applies only to non-record copies of code cables and cryptofaxes maintained by the Mission Communications and Information Technology Section. The office of record for code cables and cryptofaxes is the creator/collector of the	PORS	21/11/2005



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record, e.g. the Office of the SRSG. The creator/collector should review the subject matter of the code cable or cryptofax to determine the appropriate disposition class.

PKO.INM015.P	Fax operation	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: Chronological file of incoming and outgoing faxes. Retention justification: This record class applies only to non-record copies of faxes maintained by the Mission Communications and Information Technology Section. The office of record for faxes is the creator/collector of the fax, e.g. the Office of the SRSG. The creator/collector should review the subject matter of the fax to determine the appropriate disposition class. For cryptofaxes, see INM014.P.	PORS	21/11/2005
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