



Peacekeeping Operations Retention Schedule - Logistics Function

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.LOG001.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: locally-produced policy and procedure relating to Logistics activities.	PORS	30/09/2005
PKO.LOG002.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 logistics activities. Office of record: UNHQ DPKO/OMS/LSD.	PORS	25/08/2005
PKO.LOG003.F	Air transport: aircraft maintenance	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: inspection reports. Office of record: Mission Air Transport Section.	PORS	01/08/2005
PKO.LOG004.F	Air transport: air safety	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: Aviation Safety Committee minutes and agenda; surveys; checklists; monthly aviation reports; aviation risk assessments. Office of record: Mission Air Transport Section.	PORS	01/08/2005
PKO.LOG005.F	Air transport: flight operation: general	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: booking, manifests, landing clearance records, regular flight requests, schedules. Office of record: Mission Air Transport Section.	PORS	01/08/2005
PKO.LOG006.F	Air transport: flight operation: special	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 2 Years after End of Mission Mandate (User Defined)	Records include: special flight requests. Office of record: Mission Air Transport Section.	PORS	01/08/2005



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PKO.LOG007.F	Air transport: aircraft use	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 2 Years after End of Mission Mandate (User Defined)	Records include: aircraft usage reports. Office of record: Mission Air Transport Section.	PORS	01/08/2005
PKO.LOG008.F	Facilities management: building/camp construction and 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: records related to space planning, construction scheduling, working accommodations, residential accommodations, implementation of projects, equipment specifications; meeting minutes and constitutions of mission PX/commissary. Office of record: Mission Engineering Section (general); Office of CAO/DOA (PX/commissary records). For housing agreements with host government, see LEG003.P. For rental arrangements, see ADM009.P.	PORS	01/10/2005
PKO.LOG009.F	Facilities management: facilities maintenance	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 related to cleaning services, extermination and pest control, parking management, waste management. Office of record: Mission Engineering Section.	PORS	01/10/2005
PKO.LOG010.F	Facilities management: HVAC and power supply	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 related to equipment maintenance, plant management, utilities. Office of record: Mission Engineering Section.	PORS	01/10/2005
PKO.LOG011.F	Facilities management: road construction and maintenance	Local Archive after Date Closed	Destroy Permitted Destroy 3 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Office of record: Mission Engineering Section.	PORS	01/10/2005



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PKO.LOG012.F	Movement control/shipping	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: movement plans, transport schedules, bills of lading, customs records, shipping notifications, container tracking records, records related to shipment of cargo and shipment of household goods. Office of record: Mission Movement Control or Traffic Section.	PORS	31/03/2006
PKO.LOG013.F	Property control: annual inventory	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 2 Years after End of Mission Mandate (User Defined)	Office of record: Mission Property Control and Inventory Unit.	PORS	31/03/2006
PKO.LOG014.F	Property management: issue of property	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: issue vouchers, authority to release vouchers. Office of record: Corresponding mission self-accounting unit.	PORS	29/08/2005
PKO.LOG015.F	Property management: handover of property: general	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: handover vouchers. Office of record: Corresponding mission self-accounting unit.	PORS	29/08/2005
PKO.LOG016.F	Property management: handover of property: donation to host country	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 6 Years after End of Mission Mandate (User Defined)	Records include: donation handover vouchers. Office of record: Mission Property Control and Inventory Unit.	PORS	29/08/2005
PKO.LOG017.F	Property management: return of property	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: return stores vouchers. Office of record: Corresponding mission self-accounting unit.	PORS	29/08/2005



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PKO.LOG018.F	Property management: write-off request maintenance	Local Archive after Date Closed	Destroy Permitted Destroy 2 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: non-record copies of security incident reports, PCC condemnation certificates. Office of record: Mission self-accounting unit managing the request.	PORS	29/08/2005
PKO.LOG019.F	Property survey: write-off requests rejected by Property Survey Officer	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: Asset Managers' write-off requests and asset lists. File closure: Close file upon rejection. Retention justification: A new request must be submitted upon rejection; appeal based on request at hand is not permitted. Office of record: Corresponding mission self-accounting unit.	PORS	01/08/2005
PKO.LOG020.F	Property survey: write-off requests rejected by LPSB or CAO/DOA	Local Archive after Date Closed	Destroy Permitted Destroy 2 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: Survey Team's Physical Verification records; Asset Managers' write-off requests and asset lists. File closure: Close file upon rejection. Retention justification: A new case must be filed upon rejection; appeal based on case file at hand is not permitted. Office of record: Mission General Services Section, Claims Unit (Property Survey Officer). Filing practice: Records for approved cases are added to AW, A, or SB files (LOG021.P, LOG022.P).	PORS	01/08/2005



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PKO.LOG021.F	Property survey: processing of accepted write-off requests	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: property survey AW case records (CAO/DOA decision); LPSB meeting minutes with attached A case records. File closure: Close file after physical disposal of assets and after asset records have been deleted from mission inventory. Retention justification: 1 year for audit, 1 year for audit follow-up, and 1 year buffer. Office of record: Mission Office of CAO/DOA (AW cases); Mission LPSB (A cases).	PORS	01/08/2005
PKO.LOG022.F	Property survey: solicitation of HPSB recommendation	Local Archive after Date Closed	Destroy Permitted Destroy 2 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: non-record copies of SB case files. File closure: Close file after physical disposal of assets and after asset records have been deleted from mission inventory. Office of record: Office of record changes from Mission LPSB to UNHQ HPSB upon the latter's receipt of SB case files. LPSB retains non-record copies of SB case files.	PORS	01/08/2005
PKO.LOG023.F	Receiving and inspection	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 2 Years after Date Closed Destroy 1 Year after End of Mission Mandate (User Defined)	Records include: receiving and inspection reports. Offices of record: Mission Receiving and Inspection Unit (where no payment is involved, such as inter-mission transactions); Mission Finance Section (where payment is involved, such as procurement of goods). Filing practice: receiving and inspection reports maintained by the Mission Finance Section are attached to the corresponding voucher and thus adopt the voucher's retention requirements.	PORS	29/08/2005



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PKO.LOG024.F	Surface transport: vehicle maintenance	Local Archive after Date Closed	Destroy Permitted Destroy 2 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: vehicle maintenance history records. File closure: Close file annually on 31 December. Office of record: Mission Surface Transport Section.	PORS	18/11/2005
PKO.LOG025.F	Surface transport: surface operations	Local Archive after Date Closed	Destroy Permitted Destroy 2 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: vehicle allocation records, vehicle inventory records, vehicle logs, vehicle daily dispatch records, mileage reports, trip tickets, vehicle statistics, meeting minutes of the Vehicle Establishment Committee, records of the Force Vehicle Inventory Unit (FVIU). File closure: Close file annually on 31 December. Office of record: Mission Surface Transport Section.	PORS	18/11/2005
PKO.LOG026.F	Surface transport: licencing of drivers	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: drivers' files (containing driver examination, photocopy of driver's licence, etc.). File closure: Close file upon staff separation from mission. Office of record: Mission Surface Transport Section.	PORS	18/11/2005