



Peacekeeping Operations Retention Schedule - Military Function

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.MIL001.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: concept of operations, Force Commander's plans for concept of operations, Force Commander's directives, mission mandates. Office of record: Office of the Force Commander.	PORS	29/03/2006
PKO.MIL002.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 Force Commander's end of assignment report, situation reports, and where applicable, 6-month reports. Office of record: UNHQ DPKO/MD.	PORS	29/03/2006
PKO.MIL003.P	Reporting: internal to mission	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: daily and monthly monitoring reports, patrol reports, reports incorporated into CAO/DOA monthly reports. Office of record: Office of the Force Commander.	PORS	29/03/2006
PKO.MIL004.P	Operations: routine	Local Archive after Date Closed	Destroy Permitted Destroy 6 Months after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: operational orders and related records for routine tasks such as military escort, administrative escort, military presence; also certain UNMO monitoring and mediation records, as determined by the Office of the Force Commander. Office of record: Office of the Force Commander.	PORS	29/03/2006
PKO.MIL005.P	Operations: significant	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: operational orders, special operations reports, and related records for tasks with a significant outcome, positive or negative, as determined by the Office of the Force Commander; also certain UNMO monitoring and mediation records, as determined by the Office of the Force Commander. Office of record: Office of the Force Commander.	PORS	29/03/2006



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Local Archive = Move to semi-active storage; Interim Archive = Transfer to ARMS; Permanent Archive = Transfer to ARMS for permanent storage Page 2

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.MIL006.P	Analysis of events: routine	Local Archive after Date Closed	Destroy Permitted Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: analysis of routine events to better prepare the Office of the Force Commander in planning and decision-making. Office of record: Office of the Force Commander.	PORS	29/03/2006
PKO.MIL007.P	Analysis of events: significant	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: analysis of events with a significant outcome, positive or negative, as determined by the Office of the Force Commander. Office of record: Office of the Force Commander.	PORS	29/03/2006
PKO.MIL008.P	Investigation: minor incidents	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: records relating to military investigations of incidents that A.) are not violations of UN rules and regulations, and B.) do not require the convening of a Board of Inquiry. Office of record: Office of the Force Commander. For records relating to violations of UN rules and regulations, see AUD008.P through AUD010.P. For Board of Inquiry records, see AUD005.P through AUD007.P. For investigation of civilian staff, see SAS006.P through SAS008.P.	PORS	29/03/2006
PKO.MIL009.P	Training	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: training records for the induction of UN military observers and staff officers. Office of record: Office of the Force Commander.	PORS	29/03/2006