



Peacekeeping Operations Retention Schedule - Mine Action Function

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.MIN001.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Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: current and superceded policy and guidance records such as national technical safety guidelines, mission technical safety guidelines. Office of record: Mission Mine Action Coordination Centre.	PORS	27/03/2006
PKO.MIN002.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 mine action activities sent to DPKO/OUSG/MAS via UNOPS. Office of record: UNHQ DPKO/OUSG/MAS.	PORS	27/03/2006
PKO.MIN003.P	MACC establishment	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 Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	PORS	27/03/2006
PKO.MIN004.P	Coordination networks	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 Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	PORS	27/03/2006
PKO.MIN005.P	Assessment and survey	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 Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	PORS	27/03/2006



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

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PKO.MIN006.P	Resource mobilization	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 Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	PORS	27/03/2006
PKO.MIN007.P	Mine survey, marking, and clearance	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 Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	PORS	27/03/2006
PKO.MIN008.P	Stockpile destruction	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 Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	PORS	27/03/2006
PKO.MIN009.P	Mine risk education	Local Archive after Date Closed	Destroy Permitted Destroy 5 Years after End of Mission Mandate (User Defined)	Records include: locally-produced mine action education materials. Office of record: Mission Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, copies of certain records may be provided to a support agency (e.g. UNDP) upon mission closure.	PORS	27/03/2006



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PKO.MIN010.P	Mine victim assistance	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 Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	PORS	27/03/2006
PKO.MIN011.P	Stigmatization of landmines	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 advocacy to stigmatize the use of landmines and to support a total ban on anti-personnel mines. Office of record: Mission Mine Action Coordination Centre. Special transfer: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	PORS	27/03/2006