



Peacekeeping Operations Retention Schedule - Office of the DOA/COA

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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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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO-DOA001.P	Records of the Director (or Chief) of Administration	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	All records in the Office of the Director or Chief of Administration that relate to programmes and operations of the peacekeeping operation within the authority of the Office of the DOA/COA must be transferred to ARMS at UNHQ before or upon expiration of a mission mandate. This includes records for which the DOA/COA may not have daily primary responsibility, such as facilities management, procurement, etc. These records should be filed separately from records that relate to the routine administration of the Office of the DOA/COA, such as time and attendance and travel for staff and requisitions for services of the Office of the DOA/COA.	PORS	15/06/2006