



Peacekeeping Operations Retention Schedule - Office of the SRSG

Date Published: 15/06/2006

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

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO-SR001.P	Records of the Office of the Special Representative of the Secretary-General (SRSG)	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 SRSG that relate to substantive programmes and operations of the peacekeeping operation within the authority of the Office of the SRSG must be transferred to ARMS at UNHQ before or upon expiration of a mission mandate. This includes records for which the SRSG may not have daily primary responsibility, such as human rights, disarmament, justice, etc. These substantive records of the Office of the SRSG should be filed separately from those relating to the routine administrative matters of the Office of the SRSG, such as time and attendance and travel for staff or requisitions for services of the Office of the SRSG.	PORS	15/06/2006