



Peacekeeping Operations Retention Schedule - PCR Function

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.PCR001.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: locally-produced policy and procedure relating to peacebuilding, state-building, and post-conflict reconstruction. Office of record: Office of the Special Representative of the Secretary-General.	PORS	29/03/2006
PKO.PCR002.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. Office of record: UNHQ.	PORS	29/03/2006
PKO.PCR003.P	Civil-military coordination	Local Archive 1 Month after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Office of record: Office of the Special Representative of the Secretary-General. See also, HUM009.P.	PORS	29/03/2006
PKO.PCR004.P	Civil affairs	Local Archive 1 Month after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Office of record: Mission Civil Affairs Component.	PORS	29/03/2006
PKO.PCR005.P	Security sector reform	Local Archive 1 Month after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Office of record: Office of the Special Representative of the Secretary-General.	PORS	29/03/2006
PKO.PCR006.P	Transitional administration	Local Archive 1 Month after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Office of record: Office of the Special Representative of the Secretary-General.	PORS	29/03/2006
PKO.PCR007.P	Peace talks	Local Archive 1 Month after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Office of record: Office of the Special Representative of the Secretary-General.	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

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PKO.PCR008.P	Regional organizing forces (Non-UN)	Local Archive 1 Month after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Office of record: Office of the Special Representative of the Secretary-General.	PORS	29/03/2006
PKO.PCR009.P	Economic issues	Local Archive 1 Month after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Office of record: Office of the Special Representative of the Secretary-General.	PORS	29/03/2006