



Peacekeeping Operations Retention Schedule - Police Function

Date Published 16/06/2006

Local Archive = Move to semi-active storage; Interim Archive = Transfer to ARMS; Permanent Archive = Transfer to ARMS for permanent storage Page 1

| Schedule no. | Title | Transfer to | Destruction | Notes | Source | Active from |
|--------------|--|--|--|---|--------|-------------|
| PKO.PLC001.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: guidelines, manuals, standard operating procedures (SOPs). Office of record: Mission Police Component. | PORS | 22/11/2005 |
| PKO.PLC002.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 periodic reports, daily operations logs, daily patrols, flash reports, police commissioners' end of duty reports. Office of record: UNHQ DPKO/PD. Reports on police activities in the field are addressed to the Office of the SRSG or DSRSG through the Police Commissioner. Reports are then forwarded from the Office of the SRSG or DSRSG to UNHQ DPKO/PD. | PORS | 22/11/2005 |
| PKO.PLC003.P | Policy and procedure for local police service | Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined) | Must Not Destroy | Records include: directives, regulations, interpretations of UNHQ-developed policies. Office of record: Mission Police Component. | PORS | 22/11/2005 |
| PKO.PLC004.P | Support of local police service in capacity-building | Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined) | Must Not Destroy | Records include: records relating to advising, training, and mentoring of local police service in policing skills, police administration, and financial management. Office of record: Mission Police Component. | PORS | 22/11/2005 |
| PKO.PLC005.P | Liaising with local government | Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined) | Must Not Destroy | Office of record: Mission Police Component. | PORS | 22/11/2005 |
| PKO.PLC006.P | Investigation of the local police service | Local Archive after Date Closed | Destroy Permitted Destroy 1 Month after End of Mission Mandate (User Defined) | Records include: non-compliance reports issued against police officials, de-certification warnings, copies of SRSG's correspondence to the Ministry of the Interior; copies of Ministry of the Interior's reply. Office of record: Mission Police Component. | PORS | 22/11/2005 |



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|--------------|---|---|-------------------------|--|--------|-------------|
| PKO.PLC007.P | Executive law enforcement | Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined) | Must Not Destroy | Records include: records relating to the protection of property and lives, records related to the investigation of crime and criminality. Office of record: Mission Police Component. | PORS | 22/11/2005 |
| PKO.PLC008.P | Hand-over of policing authority to local government | Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined) | Must Not Destroy | Records include: official correspondence, documentation of hand-over ceremonies. Office of record: Mission Police Component. | PORS | 22/11/2005 |