



Peacekeeping Operations Retention Schedule - Political Affairs 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.POL001.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: mission-authored policy and procedure relating to political affairs activities. Office of record: Office of the Special Representative of the Secretary-General.	PORS	29/03/2006
PKO.POL002.P	Reporting to UNHQ	Local Archive after Date Closed	Destroy Permitted Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: non-record copies of monthly, weekly and daily reports relating to political affairs. Office of record: UNHQ DPKO/OO.	PORS	29/03/2006
PKO.POL003.P	Political liaison: establishing and maintaining contacts	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 3 Years after End of Mission Mandate (User Defined)	Records include: records relating to the establishment and maintenance of political relations between the mission and governmental, diplomatic, and other agencies (e.g. media and civil society groups). Office of record: Office of the Special Representative of the Secretary-General.	PORS	29/03/2006
PKO.POL004.P	Political liaison: discussion and negotiation	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: minutes and records of SRSG meetings with agencies. Office of record: Office of the Special Representative of the Secretary-General. For agreements, see LEG003.P.	PORS	29/03/2006
PKO.POL005.P	Monitoring and analysis: information collection	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 used for reference purposes only. Also include here publicly-available UN and non-UN documents, journals, Web sites, newspapers, etc. Office of record: Office of the Special Representative of the Secretary-General.	PORS	29/03/2006



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PKO.POL006.P	Monitoring and analysis: monitoring of political developments	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	Destroy Permitted Destroy 10 Years after Date Closed	Office of record: Office of the Special Representative of the Secretary-General. See also, EXT008.P.	PORS	29/03/2006
PKO.POL007.P	Monitoring and analysis: situation and political analysis	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: records relating to peace process and parties, political activity; institutions and actors analysis; social, economic and political conditions; and early warning indicator development and monitoring. Office of record: Office of the Special Representative of the Secretary-General. See also, EXT007.P.	PORS	29/03/2006
PKO.POL008.P	Political strategy setting and planning	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: mission-authored strategy. Office of record: Office of the Special Representative of the Secretary-General.	PORS	29/03/2006