



Peacekeeping Operations Retention Schedule - Procurement 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.PRO001.F | Policy and guidance | Local Archive after Date Closed | Destroy Permitted Destroy 1 Month after End of Mission Mandate (User Defined) | Records include: non-record copies of procurement policy and procedure. Office of record: UNHQ DM/OCSS/PS. | PORS | 18/11/2005 |
| PKO.PRO002.F | 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) | Office of record: UNHQ DM/OCSS/PS. | PORS | 18/11/2005 |
| PKO.PRO003.F | Bids, proposals, quotations: tendering | Local Archive 1 Year after Date Created Interim Archive 1 Month after End of Mission Mandate (User Defined) | Destroy Permitted Destroy 3 Years after Date Created | Records include: tender opening meeting minutes, tender opening abstracts. Filing practice: Original tender opening records are filed separately. Copies of relevant tender opening records are collocated with contract/purchase order. Office of record: Mission Procurement Office. | PORS | 01/07/2005 |
| PKO.PRO004.F | Bids, proposals, quotations: cancelled requisitions | Local Archive after Date Closed | Destroy Permitted Destroy 2 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined) | Filing practice: A list of vendors who have submitted unsuccessful bids, proposals or quotations at the time of cancellation should be kept in the relevant procurement case file. File closure: Close file one year after date of requisition cancellation. Office of record: Mission Procurement Office. | PORS | 01/07/2005 |
| PKO.PRO005.F | Bids, proposals, quotations: unsuccessful bids, proposals, quotations | Local Archive after Date Closed | Destroy Permitted Destroy 1 Month after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined) | File closure: Close file 4 months after award date. Office of record: Mission Procurement Office. | PORS | 01/07/2005 |



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| PKO.PRO006.F | Bids, proposals, quotations for cancelled ITBs, RFPs and RFQs | Local Archive after Date Closed | Destroy Permitted Destroy 3 Months after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined) | File closure: Close file 4 months after date ITB, RFP, or RFQ cancelled. Office of record: Mission Procurement Office. | PORS | 01/07/2005 |
| PKO.PRO007.F | Contracting: Local Committee on Contracts | Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined) | Destroy Permitted Destroy 10 Years after Date Closed | Records include: Local Committee on Contracts meeting minutes and presentations. Office of record: Mission Office of the Chief Administrative Officer/Director of Administration (Secretary of the Local Committee on Contracts). | PORS | 01/07/2005 |
| PKO.PRO008.F | Contracting: Headquarters Committee on Contracts | 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 Headquarters Committee on Contracts meeting minutes. Filing practice: This disposal class corresponds to HCC meeting minutes not filed in contract/purchase order case files. Office of record: Secretariat of the Headquarters Committee on Contracts, UNHQ. | PORS | 01/07/2005 |
| PKO.PRO009.F | Contracting: contracts, leases and institutional or corporate agreements | Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined) | Destroy Permitted Destroy 15 Years after Date Closed | Records include: Key procurement file containing the signed contract; approved requisitions; ITB, RFP or RFQ; offers or bids; procurement abstracts or analysis; technical evaluations; HCC/LCC presentations and minutes; Comptroller's approval; Statement of Award and procurement correspondence Office of record: Mission Procurement Office. | PORS | 01/07/2005 |
| PKO.PRO010.F | Contracting: purchase orders | Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined) | Destroy Permitted Destroy 6 Years after Date Closed | Records include: Key procurement file containing authorized purchase orders; approved requisitions; ITB, RFP or RFQ; offers or bids; procurement abstracts or analysis; technical evaluations; HCC/LCC presentations and minutes; Comptroller's approval; Statement of Award and procurement correspondence | PORS | 01/07/2005 |



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| Continued... | | | | | | |
| | | | | Office of record: Mission Procurement Office. | | |
| PKO.PRO011.F | Vendor registration: approved vendor files | Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined) | Destroy Permitted Destroy 2 Years after End of Mission Mandate (User Defined) | Office of record: Mission Procurement Office. | PORS | 01/07/2005 |
| PKO.PRO012.F | Vendor registration: unsuccessful vendor files | Local Archive after Date Closed | Destroy Permitted Destroy 2 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined) | Office of record: Mission Procurement Office. | PORS | 01/07/2005 |