



DRAFT Records Retention Schedule

RCUN Records Common to All United Nations Offices -

UNITED NATIONS

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Page 1

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The Total Retention period shown below includes the period during which records may be stored off-site at ARMS before final disposition.

Schedule	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record <small>The office holding the record is the office of record unless another office is listed below.</small>
RCUN 101	Audit Files Department copies of audit reports, responses to reports and supporting materials pertaining to internal and external audits of UN Departments, Offices, Divisions and Programmes.	T + 2	D	T = Resolution of issues raised in audit.		OIOS/IAD, Board of Auditors
RCUN 144	Budget Files and Financial Reporting Files - Annual Budget Department copies of correspondence, memos, and reports dealing with planning the substantive and administrative activities of an office; budget submissions and budget preparation instructions; tracking of allotments and expenditures; performance indicators; medium-term planning; accomplishment, activity and workload reports submitted to higher levels.	C + 3	D			OPPBA
RCUN 102	Budget Files and Financial Reporting Files - Biennial Budget Department copies of correspondence, memos, and reports dealing with planning the substantive and administrative activities of an office; budget submissions and budget preparation instructions; tracking of allotments and expenditures; performance indicators; medium-term planning; accomplishment, activity and workload reports submitted to higher levels.	B + 4	D			OPPBA
RCUN 103	Business Continuity Plans Documentation detailing plans to protect and contact staff and records, and to resume business activities in the event of a disaster of emergency.	S	D		V	Business Continuity Planning
RCUN 104	Chronological Files - Incoming & Outgoing Copies of outgoing and incoming correspondence, memos, code cables, faxes, etc., arranged chronologically for quick reference. The record copy must be placed in the relevant subject file or record series in the office originating or taking action.	C + 1	D			
RCUN 105	Committee Files Agendas, minutes, reports, workpapers with respect to participation in Official UN Committees or UN participation in internal or external boards & groups. (For files pertaining to ad hoc committees and task forces see RCUN 125, Project Files, below.)	B + 1	D	Committee Chair's copy is to be reviewed by the Archive for permanent retention.		Committee Chair
RCUN 106	Communications Bills	T	D	T = charges resolved.		

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Disposition Codes A = To be reviewed for permanent preservation by Archives. D = Destroy



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	Detailed bills for charges for calls made using telephones or Blackberrys, as well as for telexes, and faxes used to recover charges for the personal communications from staff members.					ITSD
RCUN 107	Computer Systems Documentation Documentation of programming, codes, operational instructions, file layouts, security, customization, etc. of any computer systems or applications installed by the Department in addition to the standard applications provided by ITSD.	T + 1	D	T = system/application no longer installed AND any stored data created using the system/ application/ software has been destroyed or converted to format readable by current application software/hardware, or to a generic format.	V	
RCUN 108	Consultant Files (including SSA's) Records pertaining to the engagement, mission and payment of consultants including terms of engagement, approvals, travel arrangements, financial records, terms of reference.	T + 5	D	T = consultant no longer engaged.		Executive Office
RCUN 109	Contacts Files/Lists Lists of contact information (telephone, e-mail, address) including expert lists, knowledge networks, conference/meeting/event attendees, etc., along with information about nature of contacts and interactions.	S	D			
RCUN 110	Country Files Records, correspondence and general information about countries and regions not related to a specific project or action, arranged by country or region.	S	D			
RCUN 111	Daily Activities Records Calendars, appointment books, schedules and logs kept to assist United Nations officials to organize and allocate their time to such activities as meetings, telephone calls, trips, and visits.	C + 1	D			
RCUN 112	Delegations of Authority Assignments of authority for United Nations officials to act on behalf of others, or to carry out specific activities.	S	D	S = Superseded, expired or terminated	V	
RCUN 113	Equipment and Furnishing Inventories	S	D			

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	Inventories of computers equipment, office equipment, office furniture and furnishings and other UN property for which the department/unit is responsible.					
RCUN 114	Equipment Maintenance & Operation Files Files pertaining to the maintenance and operation of office equipment, & furnishings, copiers, computers, monitors, printers, scanners and other peripherals and associated equipment including , documentation, manuals, service contacts, warranties, where purchased, etc. (See RCUN 124 &125 for files pertaining to the procurement of equipment.)	T	D	T = Equipment no longer maintained/disposed of in compliance with UN Property Survey Board Guidelines & Procedures.		
RCUN 115	Expense Reports/Files Reports and documentation submitted to OPPBA Accounts section for the reimbursement of expense, including travel, incurred by staff while conducting United Nations business.	B + 3	D			OPPBA - Accounts Division
RCUN 116	Grievance and Disciplinary Case Files Files concerning grievance and disciplinary actions with respect to individual UN personnel including Administrative Tribunal Cases.	T	D	T = Case settled and employee separated, retired or transferred		OHRM/ALU/UNAT
RCUN 117	Invoices - Purchases under \$2500 - originals Documentation of billing and payment for goods and services.	B + 5	D	Do not destroy before audit clearance for biennium		
RCUN 118	Meeting Files - Agendas and minutes of regular departmental/ divisional/interdepartmental meetings.	C + 2	D			
RCUN 119	Meetings/Seminars/Conferences/Training - Presenter/Organizer Records pertaining to management training/workshops (strategy meeting, brainstorming sessions, etc.); retreats; and internal & external project presentations including speeches, PowerPoint presentations, handout materials, training manuals, etc	C + 5	D			
RCUN 120	Office Management Files Records pertaining to the daily administration of the UN departments	C + 3	D			

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	/divisions/offices, units including office management, safety and security, emergency or ad hoc project focal points, document processing, building passes, UN work calendar, leave and event and work schedules, etc.					
RCUN 121	Policies and Procedures - Issuing Office Policies, procedures, directives, instructions and guidelines created by this office as guidance for other offices either within the department or in other departments.	P	A	May be sent to storage when superceded		
RCUN 122	Policies and Procedures - Received from Other Offices Policies, procedures, directives, instructions and guidelines received from other offices and departments, concerning day to day operations including budget and financial procedures, personnel matters, recordkeeping, security, procurement, facilities, etc, as well as the administrations of the UN's substantive programs.	S	D			ISSUING OFFICE
RCUN 123	Procurement Records, Agreements/Contracts/Leases - Short Form. Original records pertaining to all requisitions & purchases under \$2500 including bids, proposals, quotations, invoices, payment records, etc.	T + 5	D	T = Procurement completed, contract expires, services complete.		
RCUN 124	Procurement Records, Agreements/Contracts/Leases- Long Form For purchases over \$2500 - copies of leases/agreements and contracts for goods and services maintained as information copies by the recipients of the goods or services.	T + 1	D	T = Procurement completed, contract expires, services complete.		PROCUREMENT SERVICE
RCUN 125	Project Files Files pertaining to special projects, task forces, ad hoc committees, initiatives, or activities, which are not part of the routine daily activities of the department/work group.	T + 5	A	Official records of the project are kept by the project /team/task force leader. Records kept by members of project team/task force, ad hoc committee should be discarded at project completion.		Project Leader
RCUN 126	Records Destruction Authorizations Forms circulated by ARMS to owner department/offices and appropriate UN officials requesting the authorization of the destruction of records in accordance with authorized United Nations retention schedules.	P	A		V	ARMS

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	Information pertaining to the staffing of the department including position descriptions, classifications and organization charts, etc.					OHRM
RCUN 134	Staffing and Recruitment Files	T + 1	D	T = Position Filled		OHRM
	Information pertaining to the hiring and recruitment of employees for department including recruitment correspondence, job postings, Temporary Vacancy Announcements (TVA's), etc.					
RCUN 135	Subject Files - Division/Unit	C + 3	D			
	Official documentation of a general nature including correspondence, reports, memos, and related materials arranged by subject or function, kept by a division, unit.					
RCUN 136	Subject Files - USG	T + 1	A	T = Appointment of successor USG.		
	Official documentation of a general nature including correspondence, reports, memos, and related materials arranged by subject or function.					
RCUN 137	Technical Assistance Mission Files	T + 2	A	Mission Leader's copy should be maintained T+4 and reviewed by Archive for permanent preservation.		Mission Leader
	Terms of reference, workpapers, reports, data pertaining to mission.					
RCUN 138	Timesheet, Leave & Overtime Files	C + 1	D			OHRM/IMIS
	Department copies of timesheets, leave requests and approvals and other materials and documentation concerning the attendance of UN personnel.					
RCUN 139	Travel Arrangements Files	T + 1	D	T= Trip completed		
	Reservations, itineraries, contact information, etc. for official staff travel. For travel expense claims see Expense/Reports Files, above.					
RCUN 140	Trust Fund Administration Files & Finance	B + 5	D			OPPBA
	Files pertaining to the administration of trust funds and the programmatic uses of the fund's assets including allotment advices, cash receipts, interoffice and journal files, expenditure reports, financial statements and current transactions and correspondence.					

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