



Peacekeeping Operations Retention Schedule - Rule of Law 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

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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.RUL001.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).	PORS	01/07/2005
PKO.RUL002.P	Reporting to UNHQ	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: weekly, quarterly and annual reports. Offices of record: UNHQ DPKO/OUSG/PBPS and Mission Corrections or Judiciary Component.	PORS	01/07/2005
PKO.RUL003.P	Corrections: mentoring and advising local corrections personnel to develop institutional capacity (1)	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: mentoring plans, blank work forms, guidelines. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL004.P	Corrections: mentoring and advising local corrections personnel to develop institutional capacity (2)	Local Archive 1 Year after Date Created	Destroy Permitted Destroy 2 Years after Date Created Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: completed work forms. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL005.P	Corrections: developing systems, procedures and guidelines for the operation of national corrections systems (1)	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: policy and procedure manuals, guidelines, blank forms. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL006.P	Corrections: developing systems, procedures and guidelines for the operation of national corrections systems (2)	Local Archive 1 Year after Date Created	Destroy Permitted Destroy 2 Years after Date Created Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: completed forms. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL007.P	Corrections: assisting in the preparation of imprisonment-related laws	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: draft legislation. Office of record: Mission Corrections Component.	PORS	01/07/2005



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PKO.RUL008.P	Corrections: recruitment and vetting of local corrections personnel (1)	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: policies, procedures, blank forms. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL009.P	Corrections: recruitment and vetting of local corrections personnel (2)	Local Archive 1 Year after Date Created	Destroy Permitted Destroy 2 Years after Date Created Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: completed forms. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL010.P	Corrections: reintegration of prisoners into society (1)	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: guidelines, policies, procedures, blank forms, and other records relating to assisting in developing parole, probation, social, educational and work-training programmes for the reintegration of prisoners into society. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL011.P	Corrections: reintegration of prisoners into society (2)	Local Archive 1 Year after Date Created	Destroy Permitted Destroy 2 Years after Date Created Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: completed forms relating to assisting in developing parole, probation, social, educational and work-training programmes for the reintegration of prisoners into society. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL012.P	Corrections: strategic planning (1)	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: Corrections Component planning records such as program plans, assessment checklists, formal evaluation procedures, concept of operations, blank forms. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL013.P	Corrections: strategic planning (2)	Local Archive 1 Year after Date Created	Destroy Permitted Destroy 2 Years after Date Created Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: Corrections Component planning records such as completed forms. Office of record: Mission Corrections Component.	PORS	01/07/2005



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PKO.RUL014.P	Corrections: upgrading prison infrastructure	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: plans, proposals and costings. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL015.P	Corrections: training framework (1)	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: manuals, blank forms, blank examinations, policies and procedures. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL016.P	Corrections: training framework (2)	Local Archive 1 Year after Date Created	Destroy Permitted Destroy 2 Years after Date Created Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: completed forms, completed examinations. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL017.P	Corrections: developing national training capacity	Local Archive after Date Closed Permanent Archive 5 Years after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: training programs and guidelines. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL018.P	Corrections: coordination of assistance programs (1)	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: program frameworks. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL019.P	Corrections: coordination of assistance programs (2)	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: coordination group meeting minutes. Office of record: Mission Corrections Component.	PORS	01/07/2005
PKO.RUL020.P	Corrections: monitoring of correctional institutions	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: policies, procedures and correspondence with human rights monitoring agencies.	PORS	01/07/2005



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Continued...				Office of record: Mission Corrections Component.		
PKO.RUL021.P	Judiciary: policy and procedure developed for national government	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: case tracking procedures, ombudsman procedures. Office of record: Mission Judiciary Component.	PORS	01/07/2005
PKO.RUL022.P	Judiciary: strategic planning	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: Judiciary Component planning records such as concept of operations, terms of reference, work plans, standard operating procedures (SOPs). Office of record: Mission Judiciary Component.	PORS	01/07/2005
PKO.RUL023.P	Judiciary: training of mission staff	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: training materials in judicial matters. Office of record: Mission Judiciary Component.	PORS	01/07/2005
PKO.RUL024.P	Judiciary: training and mentoring of nationals	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: training materials in judicial matters. Office of record: Mission Judiciary Component.	PORS	01/07/2005
PKO.RUL025.P	Judiciary: monitoring of legal system	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: legal system monitoring reports, criminal justice data, court system data. Office of record: Mission Judiciary Component.	PORS	01/07/2005
PKO.RUL026.P	Judiciary: legislative reform	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: records related to the development of constitutions, laws and regulations. Office of record: Mission Judiciary Component.	PORS	01/07/2005
PKO.RUL027.P	Judiciary: compilation of laws	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: constitutions, laws and regulations of the host country; translations of constitutions, laws and regulations. Office of record: Mission Judiciary	PORS	01/07/2005



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Continued...				Component.		
PKO.RUL028.P	Judiciary: coordination of assistance programmes in the justice sector (1)	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	Must Not Destroy	Records include: proposals, strategies, terms of reference for coordination group, standard operating procedures (SOPs). Office of record: Mission Judiciary Component.	PORS	01/07/2005
PKO.RUL029.P	Judiciary: coordination of assistance programmes in the justice sector (2)	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: coordination group meeting minutes Office of record: Mission Judiciary Component.	PORS	01/07/2005