



## Peacekeeping Operations Retention Schedule - Safety and Security 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.SAS001.P	Policy and guidance	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: locally-produced policy and procedure relating to Safety and Security activities.  Office of record: Mission Safety and Security Section.	PORS	01/07/2005
PKO.SAS002.P	Reporting to UNHQ: general	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: end of mission report, correspondence regarding security-related incidents.  Office of record: Mission Safety and Security Section.	PORS	01/07/2005
PKO.SAS003.P	Reporting to UNHQ: situation reports	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: non-record copies of situation reports.  Office of record: UNHQ DPKO/OO/Situation Centre.	PORS	01/07/2005
PKO.SAS004.P	Identification of staff	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: identification cards (including temporary cards for visitors), border crossing passes, entry passes for UN contractors.  File closure: Close file upon staff separation from mission, end of contract/visit, etc.  Office of record: Mission Safety and Security Section.	PORS	01/07/2005



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Page 2

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.SAS005.P	Inventory of staff personal effects	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 1 Month after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: staff personal effects inventories. File closure: Close upon staff member's separation from mission. Office of record: Mission Safety and Security Section or Personnel Section.	PORS	01/07/2005
PKO.SAS006.P	Investigation: incidents resulting in minor damage/loss: general	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: non-Board of Inquiry case files documenting minor (as defined by the DPKO Field Administration Manual) damage/loss to the following: 1.) UN-owned property (excluding vehicles) 2.) contingent-owned equipment (COE) 3.) mission staff personal effects  File closure: Close file upon completion of final report.  Office of record: Mission Safety and Security Section.	PORS	01/07/2005
PKO.SAS007.P	Investigation: incidents resulting in minor damage/loss: UN vehicles	Local Archive after Date Closed Interim Archive 1 Month after End of Mission Mandate (User Defined)	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed	Records include: non-Board of Inquiry case files documenting minor (as defined by the DPKO Field Administration Manual) damage/loss to UN vehicles.  File closure: Close file upon completion of final report.  Office of record: Mission Safety and Security Section.	PORS	01/07/2005



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Page 3

Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.SAS008.P	Investigation: incidents resulting in no damage/loss of property	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: attempted theft reports, reports of traffic offences resulting in no injury or damage.  File closure: Close file upon completion of final report.  Office of record: Mission Safety and Security Section.	PORS	01/07/2005
PKO.SAS009.P	Safety planning and assessment	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 5 Years after Date Closed Destroy 1 Month after End of Mission Mandate (User Defined)	Records include: fire safety instructions, fire control system, driver safety education publications.  Office of record: Mission Safety and Security Section.	PORS	01/07/2005
PKO.SAS010.P	Security planning and assessment	Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	<b>Must Not Destroy</b>	Records include: Mission Security Plan, Emergency MEDEVAC plan, Crises Management Plan, risk assessments, emergency communications network, Safe Haven Plan, security agreements with non-UN agencies.  Office of record: Mission Safety and Security Section.	PORS	01/07/2005



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Schedule no.	Title	Transfer to	Destruction	Notes	Source	Active from
PKO.SAS011.P	Surveillance	Local Archive 1 Month after Date Created	<b>Destroy Permitted</b> Destroy 2 Months after Date Created Destroy 1 Month after End of Mission Mandate (User Defined)	Includes: surveillance camera logs.  Office of record: Mission Safety and Security Section.	PORS	01/07/2005