



Retention Schedule for Records of the Contractual Translation Unit, Dept. for GA and Conference Mgmt.

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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
DGCM001	Contracting: individuals	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 15 Years after Date Closed	Records include: individual contractor files (containing personnel information, contracts for translation jobs, invoices and general correspondence). File closure: Close file when contractor is removed from roster. Office of record: DGACM/DD, Contractual Translation Unit.	DGACM	06/12/2005
DGCM002	Contracting: companies	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 15 Years after Date Closed	Records include: budget and manifest (i.e. contract) files. File closure: Close files annually on 31 Dec. Office of record: DGACM/DD, Contractual Translation Unit.	DGACM	06/12/2005
DGCM003	Contracting: reference	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	Records include: reference copies of contracts for all translation jobs (companies and individuals). File closure: Close files annually on 31 Dec. Office of record: DGACM/DD, Contractual Translation Unit.	DGACM	06/12/2005
DGCM004	Payment	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 15 Years after Date Closed	Records include: payment vouchers. File closure: Close files annually on 31 Dec. Office of record: DGACM/DD, Contractual Translation Unit.	DGACM	06/12/2005
DGCM005	Tracking	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 15 Years after Date Closed	Records include: print-outs from CTU database containing information on word counts, etc. File closure: Close files annually on 31 Dec. Office of record: DGACM/DD, Contractual Translation Unit.	DGACM	06/12/2005