



## Retention Schedule for Records of the Archives &amp; Records Management Section, Department of Management

Date Published: 14/02/2006

*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
ARMS001	Organization/Functions Related to Work Programme	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	The records deal with the organization, mandate and functions pertaining to the activities in the work programme. They consist of correspondence, memos, cables, faxes, E-mail and reports in paper and electronic forms.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS002	Processing	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	Records relating to series descriptions and arrangement and description policy and procedures  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS003	Disposition	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	Records relating to ad hoc disposition decisions, including those resulting in the transfer of records to ARMS or concerning re-activation.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS004	Appraisal	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	Reports relating to appraisal of single record series, multiple series from a single office or generic record types common to multiple offices.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS005	Reference Service - Temporary Records	Interim Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Registered	Records relating to clearance of separating staff, loan and reproduction of records.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS006	Access and Declassification	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	Background and reference material relating to Secretariat access and declassification policy and procedure, access and declassification records concerning specific series and researcher applications  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997



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Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
ARMS007	Retention Scheduling	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	Records relating to series identification, retention period decisions, approval, implementation and revision of retention schedules.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS008	Special Projects	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	Records of activities such as studies concerning improvement and enhancement of archives and records management, outreach programme, etc.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS009	Computer Technology	Interim Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Registered	Records relating to ARMS and United Nations electronic information applications. Records with a long-term retention period should be filed separately.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS010	Internal Relations - Secretariat Offices	Interim Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Registered	Records relating to ARMS involvement with Secretariat offices on matters which do not fall under any other category in the record plan. Records with a long-term retention period should be filed separately.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS011	External Relations	Interim Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Registered	Records relating to ARMS involvement with United Nations offices outside of the Secretariat and with other external organizations on matters which do not fall under any other category in the record plan. Records with a long-term retention period should be filed separately.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS012	Records (Information) Management Matters	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	Records relating to records (information) management programmes provided to United Nations offices, including record plans, indexes, procedure manuals and records inventories.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997



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ARMS013	Archival Holdings	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	Records relating to identification, accession and preservation of United Nations archives.  Office of record: Archives and Records Management Section, OCSS	ARMS	07/05/1997
ARMS014	Reference Service - Permanent Records	Interim Archive after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	Records relating to policy and procedure and researcher correspondence.  Office of record: Archives and Records Management Section, OCSS	ARMS	01/09/2004