



Retention Schedule for Records of the Information Technology Services Division, OCSS, DM

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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
ITSD001	Programme Records	Local Archive after Date Closed Interim Archive 1 Year after Date Closed	Must Not Destroy	<p>The records relate to the development, implementation and maintenance of the Integrated Management Information System (IMIS) including design documents, test plans, workflow procedures analyses, correspondence with United Nations offices at and away from Headquarters and with contractors.</p> <p>Office of record: Software Solutions Service (formerly Integrated Management Information Service), ITSD, OCSS, Department of Management.</p> <p>Note: The records need to be reviewed and appraised.</p>	ARMS	26/08/2004