



# Retention Schedule for Records of the Travel and Transportation Section, Department of Management

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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
TTS001	Settled Organizational Claims	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Registered	Office of record: Travel and Transportation Section, CAS, FCSD, OCSS, DM.	ARMS	26/08/2004
TTS002	Shipment of household goods and personal effects, case files by staff members' names	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Registered	Office of record: Travel and Transportation Section, CAS, FCSD, OCSS, DM.	ARMS	26/08/2004
TTS003	Records Relating to Travel	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Registered	The records deal with the United Nations Laissez-Passer, G4 visa, lump-sum option for travel, travel authorizations, travel agency matters, airlines, Secretary-General's travel, hotel accommodation and support services for United Nations conferences. The series also includes some administrative records which are used for daily operations.  Office of record: Travel and Transportation Section, CAS, FCSD, OCSS, DM.	ARMS	24/09/2004