



Retention Schedule for Records of the Office of Human Resources Management, 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
HRM001	Official status files	Local Archive after Date Closed Interim Archive 3 Years after Date Closed	Destroy Permitted Destroy 30 Years after Date Closed	Records include: official status files of UN personnel. File closure: close file upon staff member's separation from the Organization. Office of record: Personnel Records Unit, Operational Services Division, Office of Human Resources Management, Department of Management.	ARMS	28/02/2006
HRM002	Internship programme: successful candidates	Local Archive after Date Closed Interim Archive 3 Years after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	Records include: interns' case files (containing curriculum vitae, UN form P135, application essay and correspondence). File closure: close file upon completion of internship. Office of record: UNHQ DM/OHRM/Learning Section/Office of the Internship Coordinator.	OIC	28/02/2006
HRM003	Internship programme: unsuccessful candidates	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed	Records include: curriculum vitae, UN form P135, application essay and correspondence. File closure: close file upon rejection of candidate. Office of record: UNHQ DM/OHRM/Learning Section/Office of the Internship Coordinator.	OIC	28/02/2006