



## Retention Schedule for Records of the Contributions Service, OPPBA, 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*

Page 1

Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
CNT001	Permanent Records Relating to the Work of the Committee on Contributions	Local Archive after Date Closed Interim Archive 3 Years after Date Closed Permanent Archive 1 Month after Date Registered	<b>Must Not Destroy</b>	The records deal with questions on the scale of assessments and contributions; notification to Member States of their assessments and receipt of their contributions to the regular budget, peacekeeping operations and international tribunals; representation by Member States; monitoring and forecasting the Organization's cash flow; and Fifth Committee matters. They include the Committee's correspondence and conference room papers.  Office of record: Contributions Service, OPPBA	ARMS	14/09/2004
CNT002	Temporary Records Relating to the Work of the Committee on Contributions	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	<b>Destroy Permitted</b> Destroy 5 Years after Date Registered	The records deal with voluntary contributions to various United Nations activities. The series includes chronological files.  Office of record: Contributions Service, OPPBA	ARMS	15/09/2004