



Retention Schedule for Records of the United Nations Postal Administration

Date Published: 15/02/2006

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
UNPA001	UNPA Computer System Customer Transaction Records	Local Archive after Date Closed Interim Archive 3 Years after Date Closed	Destroy Permitted Destroy 1 Year after Date Registered	Office of record: Order Entry, United Nations Postal Administration, OCSS	ARMS	27/08/2004
UNPA002	Overseas Sales Records, filed by country	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 2 Years after Date Registered	Office of record: Overseas and Promotion, United Nations Postal Administration, OCSS	ARMS	27/08/2004
UNPA003	Financial Records, see notes	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 2 Years after Date Registered	The series includes bank reconciliations; cancellation, cash payment, cash receipt, journal and disbursement vouchers; posting reports; trial balance reports; budget control ledgers; daily deposits; counter credit card charges; petty cash; and stockroom records Office of Record: Finance, United Nations Postal Administration, OCSS	ARMS	27/08/2004
UNPA004	Administrative and Programme Records	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 2 Years after Date Registered	Office of record: Office of the Chief, United Nations Postal Administration, New York Office, OCSS	ARMS	27/08/2004