



Retention Schedule for Records of the Finance Management Support Service, ASD, OMS, DPKO

Date Published: 17/02/2006

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
FIN001	Organization/Functions Unrelated to Work Programme	Local Archive after Date Closed	Destroy Permitted Destroy 3 Years after Date Closed	<p>Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with the organization and functions of other offices, including officer-in-charge designation, appointment of key officials and staff assignments outside the office's work programme.</p> <p>In FMSS these include: Legislative Documents; Policies; and Other Sources</p> <p>Close 31 December every 2 or 4 years. Destroy in office 3 years after date closed.</p>	ARMS	30/10/2001
FIN002	DPKO Budget	Local Archive after Date Closed	Destroy Permitted Destroy 6 Years after Date Closed	<p>Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with planning the substantive and administrative activities; proposing budgetary resources for those activities; budget preparation instructions; tracking allotments and expenditures; performance indicators; medium-term planning; accomplishment, activity and workload reports submitted to higher levels. They are created and retained as a record of requests for action submitted through the departmental Executive Office to OPPBA. OPPBA is the office of record for this records series.</p> <p>In FMSS these include: Support Account/Regular Budget</p> <p>Close at end of biennium. Destroy in office 6 years after date closed.</p>	ARMS	30/10/2001
FIN003	Human Resources Administrative Files	Local Archive after Date Closed	Destroy Permitted Destroy 3 Years after Date Closed	<p>Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with staff administration including recruitment, assignment, training, job description, post classification, performance appraisal, promotion, travel plans and requests, leave and attendance, separation, etc. They are created and retained as a record of requests for action submitted through the departmental Executive Office to OHRM. OHRM is the office of record for this records series.</p> <p>In FMSS these include: Field Finance and FMSS Job Description; Performance Appraisal; Post Classification; Field and FMSS Personnel Training</p> <p>Close 31 December every 2 or 4 years. Destroy in office 3 years after date closed.</p>	ARMS	30/10/2001



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FIN004	Unofficial Personnel Files	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed	<p>Correspondence, memoranda and other records dealing with the different aspects of a staff member's employment. The files are maintained for convenience of reference to selected information about staff members under its supervision. They should not include material as precluded in ST/IC/82/77 (3 December 1982), ST/IC/82/77/Rev.1 (11 January 1983) and ST/IC/88/19 (4 April 1988) which recognize the official status files in Personnel Records Unit, OHRM as the sole official files.</p> <p>In FMSS these include: Personnel Files</p> <p>Close after date separated. Destroy in office 1 year after date closed.</p>	ARMS	30/10/2001
FIN005	Requisition / Certification Files	Local Archive after Date Closed	Destroy Permitted Destroy 3 Years after Date Closed	<p>Requisitions, purchase orders, invoices, correspondence, memoranda, faxes, email and reports in paper form. The records deal with requests for supplies and services. They are created and retained as a record of requests for action submitted to other offices such as Facilities Management Division, Procurement Division, etc.</p> <p>In FMSS these records include: Requisitions and Supporting Documentation</p> <p>Close 31 December every 2 or 4 years. Destroy in office 3 years after date closed.</p>	ARMS	30/10/2001
FIN006	Equipment Files	Local Archive after Date Closed	Destroy Permitted Destroy 8 Years after Date Closed	<p>Requisitions, purchase orders, invoices, correspondence, memoranda, faxes, email and reports in paper form. The records deal with the acquisition, replacement, and inventory of equipment.</p> <p>In FMSS these include: Requisitions, Invoices, Purchase Orders for Office Equipment and Supporting Documentation</p> <p>Close 31 December every 2 or 4 years. Destroy in office 8 years after date closed.</p>	ARMS	30/10/2001
FIN007	Premises Files		Destroy Permitted Destroy after Date Closed	<p>Correspondence, memoranda, cables, faxes, email, reports, lease, floor plan, etc. The records deal with requests for allocation and maintenance of space, facilities and security measures.</p>	ARMS	30/10/2001



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Continued...				<p>In FMSS these include: Floor Plans; Lease; and Premises Supporting Documentation</p> <p>Close at end of premises' occupancy. Destroy in office after date closed.</p>		
FIN008	Working Files	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed	<p>Drafts, rough notes, copies of correspondence, memoranda, cables, reports and annotated publications or documents assembled for reference purposes or for use in the analysis or preparation of other material. The files, which contain mostly duplicates of records in organized filing system, are created and used by a staff member to support work in progress. The final version of material produced should be included in the organized filing system.</p> <p>In FMSS these include: Working Files Relating to the Budget; Claims (Contingent-owned Equipment, Death and Disability, Letter of Assist and Third Party); In & Out Survey; Liquidation; MOU; MVR and Performance Report</p> <p>Close at end of reference use. Destroy in office 1 year after date closed.</p>	ARMS	30/10/2001
FIN009	Chronological File	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed	<p>Copies of outgoing correspondence, memoranda, cables, faxes, etc., arranged chronologically for quick reference.</p> <p>FMSS Chron Files include: Chron Logs In / Out S2100; CIMS</p> <p>Close 31 December yearly. Destroy in office 1 year after date closed.</p>	ARMS	30/10/2001
FIN010	Reading File	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed	<p>Copies of selected incoming and outgoing correspondence, memoranda, cables, faxes, etc., arranged chronologically. The file is circulated to staff members concerned with providing the necessary action.</p> <p>In FMSS reading files include: All documents signed by the Chief</p> <p>Close 31 December yearly. Destroy in office 1 year after date closed.</p>	ARMS	30/10/2001



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FIN011	United Nations Documents	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed	Administrative instructions, information circulars, Secretary-General's bulletins, documents of United Nations principal organs, press releases and other United Nations publications used only for information of staff. In FMSS this includes: UN Documents Close 31 December yearly. Destroy in office 1 year after date closed.	ARMS	30/10/2001
FIN012	Disbursement (Payment) Vouchers	Local Archive after Date Closed Interim Archive 1 Year after Date Closed	Destroy Permitted Destroy 4 Years after Date Closed	Record of United Nations payments, including supporting papers. In FMSS these include: Payment Vouchers for various Claims Close 31 December yearly. Transfer to ARMS 1 year after date closed. Destroy in ARMS 4 years after date closed.	UNFM	
FIN013	Certified Claims	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Correspondence, memos, cables, faxes, e-mail and reports in paper form. The records deal with the submission, investigation and rejection/reimbursement of claims from contributor countries and third parties regarding costs incurred and services rendered during the peacekeeping missions. FMSS is the office of record for this records series. FMSS Claims Documentation includes: Claims; Contingent-Owned Equipment (COE); Death and Disability (D&D); Letters of Assist (LOA); Third Party; Reimbursement Status Documentation (Filed with the claim to which it is linked); Certification Memo; Holding Letter; Payment Letter; Voucher (Filed with the claim to which it is linked) Close upon payment by Accounts Payable. Transfer to ARMS 5 years after date closed. Destroy 7 years after date closed.	ARMS	30/10/2001
FIN014	Rejected Claims	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with the submission, investigation and rejection/reimbursement of claims from contributor countries and third parties regarding costs incurred and services rendered during the peacekeeping missions. FMSS is the office of record	ARMS	30/10/2001



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Continued...				<p>for this records series.</p> <p>FMSS Claims Documentation includes: Claims; Contingent-Owned Equipment (COE); Death and Disability (D&D); Letters of Assist (LOA); Third Party; Reimbursement Status Documentation (Filed with claim to which it is linked); Rejection Letter (Filed with claim to which it is linked)</p> <p>Close upon rejection. Local archive after date closed. Transfer to ARMS 5 years after date closed. Destroy in ARMS 7 years after date closed.</p>		
FIN015	Agreements with Contributor Countries	Local Archive after Date Closed Interim Archive 7 Years after Date Closed	Destroy Permitted Destroy 30 Years after Date Closed	<p>Correspondence, memos, cables, faxes, email and reports in paper form. The records deal with the agreements between the United Nations and contributor countries concerning participation in a peacekeeping mission. Memoranda of Understanding (MOU) are negotiated agreements between the UN and the Contributing Country. Monthly Verification Reports (MVR) detail whether the agreed-upon equipment from a Contributor Country has arrived in the field and whether that equipment is in working order. The data are used by the UN to determine how much money it has to reimburse the Contributor Countries. MOUs and MVRs are the current document types in this category. Surveys are an obsolete document type in this category, in which Contributing Countries billed the UN for whatever services the country deemed appropriate for the Mission. Surveys are currently being phased out. FMSS is the office of record for this records series.</p> <p>FMSS Contributor Country Agreements Documentation includes: Commercial Contract; Letter of Assist; Memoranda of Understanding (Troop and Non-troop contributor types); SOFA/SOMA</p> <p>Close when Mission is liquidated, or if Country pulls out of Mission. Transfer to ARMS 7 years after date closed. Destroy 30 years after date closed.</p>	ARMS	30/10/2001
FIN016	Mission-Related Cross-Filed Materials		Destroy Permitted	<p>Correspondence, memoranda, cables, faxes, email and reports in paper form. The records are supplementary cross-filed materials for different CIMS documents although due to a lack of a formal filing structure, unique</p>	ARMS	30/10/2001



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Continued...				documents do exist in these records. FMSS Mission-Related Cross-Filed Documents include: Country and Mission Files Close when "sibling document" is closed. Consolidate with "sibling document" and purge duplicates when closed. Follow Disposition Instructions for "sibling document."		
FIN017	Subject Files	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records are reference materials for overall operations of CIMS and mission planning. They do not necessarily pertain to any specific mission, unit or country. Close at end of reference use. Destroy in office 1 year after date closed.	ARMS	30/10/2001
FIN018	Audit Files - External	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with examination of the peacekeeping missions' operations and their responses to the auditors' recommendations. IN FMSS these include: Board of Auditors Close after settlement of audit issues. Transfer to ARMS 5 years after date closed. Destroy 10 years after date closed.	ARMS	30/10/2001
FIN019	Audit Files - Internal	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with examination of the peacekeeping missions' operations and their response to the auditors' recommendations. In FMSS these include: Office of Internal Oversight Services Close after settlement of audit issues. Transfer to ARMS 5 years after date closed. Destroy 10 years after date closed.	ARMS	30/10/2001
FIN020	Regular Budget Files	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with planning the substantive and administrative activities of a peacekeeping mission which draws its funds from	ARMS	30/10/2001



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Continued...				<p>general UN resources, proposing budgetary resources for those activities; budget preparation instructions; tracking allotments and expenditure; performance indicators; medium-term planning; accomplishment, activity and workload reports submitted to higher levels.</p> <p>In FMSS these include: ACABQ, Fifth Committee; Allotment Advice; Budgets - UN; Consolidated IMIS/Field Accounts; Correspondence; Cost Estimates; Field Accounts; GA Resolutions; General Finance Reports; Performance Reports; Redeployment Requests; Requisitions; Yearly Financial</p> <p>Close at end of biennium. Transfer to ARMS 2 years after date closed. Destroy 10 years after date closed.</p>		
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FIN021	Peacekeeping Mission Budget Files	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	<p>Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with planning the substantive and administrative activities of a peacekeeping mission which draws its funds from general UN resources; proposing budgetary resources for those activities; budget preparation instructions; tracking allotments and expenditure; performance indicators; medium-term planning; accomplishment, activity and workload reports submitted to higher levels.</p> <p>In FMSS peacekeeping mission budget, financial and statistical files include: ACABQ, Fifth Committee; Allotment Advice; Budgets - UN; Commitment Authority; Consolidated IMIS/Field Accounts; Correspondence; Cost Estimates; Field Accounts; General Finance Reports; Obligations; Performance Reports; Redeployment Requests; Requisitions; SC Resolutions; Troop Strength Reports</p> <p>Close at end of biennium. Transfer to ARMS 2 years after date closed. Destroy 10 years after date closed.</p>	ARMS	30/10/2001
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FIN022	Earnings and Benefits Registers		Destroy Permitted Destroy 1 Year after Date Closed	<p>Record indicating staff members monthly earnings and benefits. Also known as Earnings and Deductions Registers.</p> <p>In FMSS these include:</p>	UNFM	
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Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
Continued...				Payroll Registers (a.k.a. Earnings and Deductions Registers) Close 1 year after date received. Destroy in office after date closed.		
FIN023	Trust Fund Files	Local Archive after Date Closed Interim Archive 3 Years after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	Record of authority and purpose for establishing a trust fund; establishment of bank accounts; designation of certifying officers; trust fund policy and procedure. In FMSS these include: Donors; Establishment Close after date trust fund is closed. Transfer to ARMS 3 years after date closed. Destroy in ARMS 10 years after date closed.	ARMS	30/10/2001
FIN024	Trust Fund Records	Local Archive after Date Closed Interim Archive 1 Year after Date Closed	Destroy Permitted Destroy 4 Years after Date Closed	Records include allotment advices; cash receipt, interoffice and journal vouchers; allocations and expenditure reports from executing agencies; financial statements; and current transactions correspondence. In FMSS these include: Cost plan; Expenditures (02-F24-02) Close at end of biennium. Transfer to ARMS 1 year after date closed. Destroy in ARMS 4 years after date closed.	ARMS	30/10/2001
FIN025	Field Financial Policy Development and Monitoring	Local Archive after Date Closed Interim Archive 10 Years after Date Closed	Must Not Destroy	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with monitoring the financial administration of field missions to ensure compliance with the policies of the Controller at HQ; developing policies and procedures for those activities; compiling statistics; and maintaining reports on Losses of Assets. IN FMSS these include: Losses of Assets; Policies and Procedures; Statistics Close 31 December yearly. Transfer to ARMS 10 years after date closed. ARMS to conduct archival appraisal 15 years after date closed.	ARMS	30/10/2001



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FIN026	Field Inventories: Personnel, Equipment & Services	Local Archive after Date Closed Interim Archive 7 Years after Date Closed	Destroy Permitted Destroy 30 Years after Date Closed	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with inspection and accounting of services, personnel and equipment in peacekeeping missions. Monthly Verification Reports (MVR) detail whether the agreed-upon equipment from a contributor country has arrived in the field and whether that equipment is in working order. The data are used by the UN to determine how much money it has to reimburse the contributor countries. In & out surveys are an obsolete document type in this category, in which contributing countries billed the UN for whatever services the country deemed appropriate for the mission. In & out surveys are being phased out (2001). In FMSS these include: In & out surveys; MVR Close when mission is liquidated, or if country pulls out of mission. Transfer to ARMS 7 years after date closed. Destroy in ARMS 30 years after date closed.	ARMS	30/10/2001
FIN027	Banking	Local Archive after Date Closed Interim Archive 3 Years after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	Record of authority and purpose for establishing a bank account; designation of signatories; banking policy and procedure. In FMSS these include: Bank signatories Close after bank account is closed. Transfer to ARMS 3 years after date closed. Destroy in ARMS 10 years after date closed.	ARMS	30/10/2001
FIN028	Delegation of Authority	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	Record of Controller's designation of officers approved and certified to make financial decisions regarding peacekeeping missions; Controller's designation of signatories. In FMSS these include: Field approving and certifying officers; HQ certifying officers; Mission List Close when mission is liquidated. Transfer to ARMS 5 years after date closed. Destroy in ARMS 10 years after date closed.	ARMS	30/10/2001



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FIN029	DPKO Policy	Local Archive after Date Closed	Destroy Permitted Destroy 6 Years after Date Closed	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with the organization and functions of the offices, including policies and procedures which relate to the offices' work programmes. In FMSS these include: Office for Mission Support (OMS); Special Committee on PK Operations; Standard Operating Procedures Close 31 December every 2 years. Destroy in office 6 years after date closed.	ARMS	30/10/2001
FIN030	Reform Measures and Initiatives	Local Archive after Date Closed	Destroy Permitted Destroy 6 Years after Date Closed	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records deal with reform measures and initiatives put forth by other UN bodies and FMSS compliance with these reforms. In FMSS these include: Brahimi report; GA/SC reports; SG Reform Agenda Close 31 December every 2 years. Destroy in office 6 years after date closed.	ARMS	30/10/2001
FIN031	Information Technology Records	Local Archive after Date Closed	Destroy Permitted Destroy 6 Years after Date Closed	Correspondence, memoranda, cables, faxes, email and reports in paper form. The records relate to the maintenance and use of FMSS and United Nations electronic information applications. In FMSS these include: Field finance systems; Standard cost manual; COE & claims systems; IMIS & IMIS reporting; IS projects Close every 2 years. Destroy in office 6 years after date closed.	ARMS	30/10/2001
FIN032	Write-offs	Local Archive after Date Closed Interim Archive 1 Year after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Correspondence, memoranda, cables, faxes, e-mail and reports in paper form. The records, which include supporting documentation, relate to the findings and recommendations of the Property Survey Boards. In FMSS these include: LPSB and HPSB minutes; Write-off vouchers; Provisional condemnation certificates; A, AW and SB case files	ARMS	30/10/2001



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Continued...						
				Close upon settlement of write-offs. Transfer to ARMS 31 December yearly. Destroy in ARMS 7 years after date closed.		

FIN033	Certified / Paid Death and Disability Claims	Local Archive after Date Closed Interim Archive 1 Year after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Correspondence, memoranda, cables, faxes, e-mail and reports in paper form. The records deal with the submission, investigation and certification/reimbursement of claims from contributor countries and third parties regarding death or disability which occurred during a peacekeeping mission. Close after payment by Accounts Payable. Transfer to ARMS 1 year after date closed. Destroy in ARMS 7 years after date closed.	ARMS	30/10/2001
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