



## Retention Schedule for Records of the United Nations Fund for International Partnerships

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
UNFIP001	Policy and Oversight Files	Interim Archive 3 Years after Date Closed Permanent Archive 10 Years after Date Inactive	<b>Must Not Destroy</b>	Correspondence, memos, cables, faxes, e-mail, reports, and research in paper form. The records deal with UNFIP's mandate, strategic plans, financial operations, the UNFIP Advisory Board, the UN Foundation Board of Directors, and policies and guidelines for projects and programmes. Includes outreach and public information materials.  Close at the end of each biennium. Transfer to ARMS 3 years after date closed ARMS to conduct archival appraisal 10 years after records are transferred.	ARMS	20/11/2002
UNFIP002	Programme management files	Local Archive after Date Closed	<b>Must Not Destroy</b>	Correspondence, memos, cables, faxes, E-mail and reports in paper form. The records deal with UNFIP programme management and include: programme frameworks (approved text); portfolio reviews; programme framework meetings; UNFIP implementation reports (quarterly and board issues); and ad hoc reports.  Close at end of biennium. Retain in office 6 years after date closed. Transfer to ARMS and retain 10 years ARMS to conduct archival appraisal	ARMS	20/11/2002
UNFIP003	Budget, Financial & Statistical Files	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 6 Years after Date Closed	Correspondence, memos, cables, faxes, E-mail and reports in paper form. The records deal with planning the substantive and administrative activities of an office; 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, including the ACABQ. The records are created and retained by UNFIP as its record of requests for action submitted through its Executive Office to OPPBA.  Close at end of biennium. Destroy in office 6 years after date closed.	ARMS	20/11/2002
UNFIP004	Tracking Records	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 2 Years after Date Closed	Logs, registers, etc., in paper or electronic form, used to trace action status of projects, including finances, or the status or whereabouts of correspondence, memos, reports and other records.  Close 31 December yearly. Destroy in office or delete 2 years after date closed.	ARMS	20/11/2002



Retention Schedule for Records of the United Nations Fund for International Partnerships

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 2

Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
UNFIP005	Requisition Files	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Closed	<p>Copies of requisitions, purchase orders, invoices, correspondence, memos, faxes, E-mail and reports in paper form (See also Notes) The records deal with requests for supplies and services. The records are created and retained by UNFIP as its record of requests for action submitted through the Executive Office to other offices such as Facilities Management, Procurement and ITSD, etc.</p> <p>Close 31 December every 2 or 4 years. Destroy in office 3 years after date closed.</p>	ARMS	20/11/2002
UNFIP006	Premises Files	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 4 Years after Date Closed	<p>Copies of correspondence, memos, cables, faxes, E-mail, reports, lease, floor plan, etc. The records deal with requests for, allocation and maintenance of, space and facilities and security measures.</p> <p>Close at end of biennium Retain in office for 4 years after date closed Destroy in office 4 years after date closed.</p>	ARMS	20/11/2002
UNFIP007	Human Resources Administrative Files	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Closed	<p>Copies of correspondence, memos, cables, faxes, E-mail 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. The records are created and retained by an UNFIP as its record of requests for action submitted through its Executive Office to OHRM.</p> <p>Close 31 December every 2 or 4 years. Destroy in office 3 years after date closed.</p>	ARMS	20/11/2002
UNFIP008	Unofficial Personnel Files	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 1 Year after Date Closed	<p>Copies of correspondence, memos and other records dealing with the different aspects of a staff member's employment. The files are maintained by UNFIP for convenience of reference to selected information about staff members under its supervision. The files 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>Close after date separated. Destroy in office 1 year after date closed.</p>	ARMS	20/11/2002



Retention Schedule for Records of the United Nations Fund for International Partnerships

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 3

Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
UNFIP009	Information technology records	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Closed	Records relating to UNFIP and United Nations information applications, policy, working groups, etc. Do not file records with a long-term retention period in this category.  Close 31 December every 2 years. Destroy in Archives 3 years after date closed. (See also Notes)	ARMS	20/11/2002
UNFIP010	Chronological File	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 1 Year after Date Closed	Copies of outgoing correspondence, memos, cables, faxes, etc., arranged chronologically for quick reference  Close 31 December yearly. Destroy in office 1 year after date closed.	ARMS	20/11/2002
UNFIP011	Internal Relations - United Nations offices	Local Archive after Date Closed	<b>Destroy Permitted</b> Destroy 3 Years after Date Closed	Records relating to UNFIP involvement with Secretariat offices on matters which do not fall under any other category in the record plan, including the EOSG, the DSG, the SG's reform agenda, DPKO's support account, Capital Master Plan, etc. Do not file records with a long-term retention period in this category.  Close 31 December every 2 or 4 years. Destroy in Archives 3 years after date closed.	ARMS	20/11/2002
UNFIP012	Audit Files - Internal	Local Archive 1 Month after Date Closed Interim Archive 5 Years after Date Closed	<b>Destroy Permitted</b> Destroy 10 Years after Date Closed	Correspondence, memos, cables, faxes, email and reports in paper form. The records deal with examinations of the UNFIP's operations and its response to auditors recommendations.  Close after settlement of audit issues Transfer to ARMS 5 years after date closed Destroy 10 years after date closed	ARMS	20/11/2002
UNFIP013	Audit Files - External	Local Archive 1 Month after Date Closed Interim Archive 5 Years after Date Closed	<b>Destroy Permitted</b> Destroy 10 Years after Date Closed	Correspondence, memos, cables, faxes, email and reports in paper form. The records deal with examinations of the UNFIP's operations and its response to auditors recommendations.  Close after settlement of audit issues Transfer to ARMS 5 years after date closed Destroy 10 years after date closed	ARMS	20/11/2002
UNFIP014	UN Foundation Liaison records		<b>Destroy Permitted</b>		ARMS	20/11/2002
UNFIP015	UNFIP Donor records		<b>Destroy Permitted</b>	Correspondence with actual and potential donors from foundations, funds, and corporations.  Close annually Destroy in office two years after last action on file	ARMS	20/11/2002



Retention Schedule for Records of the United Nations Fund for International Partnerships

Local Archive = Move to semi-active storage; Interim Archive = Transfer to ARMS; Permanent Archive = Transfer to ARMS for permanent storage

Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
UNFIP016	Project implementing partners--UN		<b>Destroy Permitted</b> Destroy 6 Years after Date Closed	Records relating to the relationship between UNFIP and UN funds and programmes that will implement projects. Includes: Memoranda of Understanding/BIAs; focal point designation, portfolio reviews, mission reports, consolidated financial reports, and partners.  Close 2 years after activity ceases Transfer to ARMS 2 years after date closed Destroy in ARMS 6 years after date closed	ARMS	20/11/2002
UNFIP017	Project implementing partners--non-UN		<b>Destroy Permitted</b> Destroy 6 Years after Date Closed	Records relating to relationship between UNFIP and non-UN partners implementing projects, including foundations, corporations, government agencies, and non-governmental organizations. Includes: memoranda of understanding, relationship agreements, memoranda of procedures, and partners information.  Close 2 years after activity ceases Transfer to ARMS 2 years after date closed Destroy in ARMS 6 years after date closed	ARMS	20/11/2002
UNFIP018	Project planning files		<b>Destroy Permitted</b>	Subject-based files used to plan projects, including fundraising strategy, etc.  Close every year. Retain in office for duration of project (if funded) Destroy in office when project is complete.	ARMS	20/11/2002
UNFIP019	Project case files	Permanent Archive 2 Years after Date Closed	<b>Must Not Destroy</b>	Case files comprise: project document; signed cover sheet; progress reports; programme review sheets; mission reports; requests for extension; project budgets; quarterly utilization reports; financial statements; and financial data tracking documents, including: requests to UNF, UNF/CDAs, requests to PPBD, IMIS/BADs, IMIS/FDs, Chase statements, PPBD allotments, UNFIP notifications  Close when project activity ceases Retain in office 2 years after date closed Transfer to ARMS for archival appraisal	ARMS	20/11/2002
UNFIP020	Project Administration records		<b>Destroy Permitted</b> Destroy 6 Years after Last Action Date	Minutes of meetings, policy letters, instructions, handbooks, manuals, forms and templates relating to UNFIP project administration.  Retain until superceded. Retain in office until UNFIP mandate expires then transfer to ARMS Retain in ARMS for 6 years	ARMS	20/11/2002