Archives and Records Management
Office of Central Support Services, Department of Management
12 June 2012

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
ADP	**Archival Description and Preservation**	**Records related to processing archives, archival description, preservation strategies, and archival holdings.**					
ARMS.ADP01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.ADP02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
RCUN129	Reference	Publications, reference information not required for audit purposes.	S	D		ARMS	
ARMS.ADP03	Description	Records related to the description work of archives	P	A		ARMS	
ARMS.ADP04	Preservation	Records related to the digitization of archives for preservation and access purposes. records related to the preservation of born-digital records (e.g. ICC project). records related to the conservation of paper records for protection and recovery purposes due to environmental threats	P	A		ARMS	
ARMS.ADP05	Archival Holdings	Records related to the production of finding aids.	P	A	V	ARMS	
APS	**ARMS Planning and Strategy**	**Records pertaining to ARMS planning of a general nature. Records related to meetings for specific purposes should be filed under the proper function and "Planning and Strategy" activity.**					
ARMS.APS01	Strategic Planning	Records related to ARMS strategic planning. Long term strategies.	P	A	V	ARMS	
ARMS.APS02	Coordination and Partnership	Records related to ARMS participation in UN-wide planning (e.g. ICT Committee, KM Working Group, MAMS, etc.)	P	A		ARMS	
ARMS.APS03	Work Plan	Records related to the ARMS work plan as task lists, follow-up, handover notes, etc	C+2	D		ARMS	
ARMS.APS04	Meeting Minutes	Minutes of ARMS professional meetings and general meetings including Archives unit meetings and Records Management unit meetings	C+2	D		ARMS	

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BUF	**Budget and Finance**	**Non-record copies related to ARMS Budget and Finance activities.**					
RCUN103	Regular Budgeting	Non-record copies of instructions, results-based budgets, allotment advice, redeployment requests, performance reports. Budget Account Code Information (BAC). BAC charge-back information	B+4	D		OPPBA	
RCUN102	Support Account	Non-record copies of instructions, results-based budgets, allotment advice, redeployment requests, performance reports. Budget Account Code Information (BAC). BAC charge-back information	C+3	D		OPPBA	
RCUN141	Extra Budget	Non-record copies of instructions, allotment advice, redeployment requests, performance reports. Budget Account Code Information (BAC). BAC charge-back information. Special funds (e.g. Trust funds, etc.)	B+5	D		OPPBA	
RCUN103	Performance Indicators	Non-record copies of workload statistics	B+4	D		OPPBA	
ARMS.BUF01	Cost Recovery and Charge Back	Records relating to the implementation of charging for ARMS services to Secretariat.	C+3	D		ARMS	
RCUN116	Accounting	Non-record copies of reports and documentation submitted to Accounts Division/Accounts Payable for the reimbursement of expense, including: travel incurred by staff while conducting United Nations business; consultants' invoices, SLAs.	B+3	D		OPPBA	
ARMS.BUF02	Petty Cash Management	Records related to the management of ARMS Petty cash	C+1	D		ARMS	
DSP	**Disposition**	**Records covering the transfer, accession, appraisal and final disposition of records in ARMS.**					
ARMS.DSP01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.DSP02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
RCUN129	Reference	Publications, reference information not required for audit purposes.	S	D		ARMS	
ARMS.DSP03	Transferring and Accessioning	Records covering the transfer and/or accession of records from Field Missions and offices away from HQ, Funds and Programmes and HQ Secretariat, including supporting documentation about the shipping, specific queries about the transfer, E-form issues and updates, transfer of records at mission liquidation (spreadsheets, etc). Records inventories	T+10	D	V	ARMS	T = Accession destroyed

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ARMS.DSP04	Disposing	Records covering the disposal records from Field Missions and offices away from HQ, Funds and Programmes and HQ Secretariat, including the Disposition of records memo, authorization of disposal, supporting documentation, correspondence, specific queries or instruction related to the transfer. Records inventories.	T+10	D	V	ARMS	T = Accession destroyed
ARMS.DSP05	Appraisal Reports	Reports on specific appraisal exercises and related documentation.	T+1	D		ARMS	T = Accession processed into Archives
ARMS.DSP06	Deaccessioning	Records related to the deaccessioning of records from ARMS to other archives, institutions, or individuals. Records inventories	P	A		ARMS	
FAM	**Facilities Management**	**Non-record copies related to the management of facilities and coordination with FMS.**					
RCUN.121	Security of Premises	Records related to security systems and activities within ARMS facilities, Disaster Preparedness Plans	C+3	D		ARMS	
ARMS.FAM01	Facilities Maintenance and Renovations	Records related to ARMS facilities such as construction/design projects, space management and shelving projects, etc.	T+3	D		FMS	T = Settlement of financials
HRM	**Human Resources**	**Non-record copies related to ARMS Human Resources activities.**					
RCUN135	Staffing and Recruitment	Vacancy Announcements, Applicants' files, Interviews' notes, written tests results, recommendations for GTA and posts from Galaxy and Inspira. Consultant files and recruitment of interns and volunteers	T+1	D		OHRM	T = Position filled
RCUN133	Learning and Development	Records relating to ARMS staff internal and external training. Do not file records pertaining to Training provided by ARMS (See OCM04)	T+1	D		ARMS /DM EO	T = Transfer or separation of employee
RCUN133	Performance Management	Non-record copies of performance documents (e.g. e-PAS, Inspira)	T+1	D		DM EO	T = Transfer or separation of employee
RCUN139	Attendance and Leave Administration	Requests for annual leave and Monthly and yearly attendance reports	C+1	D		OHRM / IMIS	

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RCUN140	Travel Administration	Non-record copies of travel authorization, requests, etc. Only the administrative records of the travel are filed here. Non-record copies of requests for laissez-passer. For substantive records related to the purpose of the travel, see specific function (e.g. Advisory or Outreach and Communication)	T+1	D		DM EO	T = Trip completed
RCUN113	Delegation of Authority	Signed delegation of authority	S	D	V	ARMS	
ARMS.HRM01	Staff Clearances	Records include; Staff requests for clearances	T+2	D		ARMS	T = Staff separation
ICT	**Information Communication and Technology**	**Records covering the development, maintenance and technical support of ICT systems, as well as initiatives related to electronic record-keeping and digitization.**					
ARMS.ICT01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans. Records related to the planning of ECM projects from the IT perspective.	P	A		ARMS	
ARMS.ICT02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
RCUN129	Reference	Publications, manuals, reference information not required for audit purposes.	S	D		ARMS	
ARMS.ICT03	Website Technical Development and Maintenance	Records related to the development and maintenance of the ARMS website, upgrades, etc. File records related to website content under OCM05	T+1	D		ARMS	T = System/application no longer in use
ARMS.ICT04	e-Forms Development and Maintenance	Records related to the development and maintenance of the ARMS e-form transfer and reading room registrations tools	T+2	D		ARMS	T = System/application no longer in use
ARMS.ICT05	TRIM Administration	Records related to TRIM upgrades, TRIM technical support, TRIM development, etc.	T+2	D	V	ARMS	T = System/application no longer in use
RCUN130	Requests for IT Services	Non-record copies of requests for IT services to OICT, help desk, phone requests, blackberries, including requests related to LAN administration and Servers Maintenances	T	D		OICT	T = Service request completed
ARMS.ICT06	Implementation of Record-Keeping Systems	Records related to ARMS role in the implementation of specific record-keeping systems from the IT perspective. For records related to the implementation of records management tools in the systems, please see appropriate function	T+2	D		ARMS	T = system implemented

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
OCM	**Outreach and Communication**	**Records pertaining to the promotion of the archives, archive and records management trainings, and ARMS communication strategies.**					
ARMS.OCM01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans. Development of Communication strategies.	P	A		ARMS	
ARMS.OCM02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
RCUN129	Reference	Publications, reference information not required for audit purposes as training material not produced by ARMS.	S	D		ARMS	
ARMS.OCM03	Training	Records related to the delivery of training for peacekeeping missions, Secretariat, Funds and Programmes, including training materials and awareness presentations.	P	A		ARMS	
ARMS.OCM04	Public Relations	Records relating to specific awareness campaigns, promotion, production of brochures, postcards, website and intranet, etc.	P	A		ARMS	
OVE	**Oversight**	**Non-record copies related to audits conducted to ARMS.**					
RCUN101	Internal Audit	Notification of audits, recommendations, follow-ups	T+2	D		OIOS/IAD, Board of Auditors	T = Resolution of issues raised in audit
RCUN101	External Audit	Notification of external audits, recommendations, follow-ups	T+2	D		OIOS/IAD, Board of Auditors	T = Resolution of issues raised in audit
PDV	**Policy Development**	**Records related to the establishment and revision of policies and settlement of standards where ARMS is the approval authority.**					
ARMS.PDV01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.PDV02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
RCUN129	Reference	Publications, reference information not required for audit purposes.	S	D		ARMS	
ARMS.PDV03	Retention Scheduling	Records covering the review, approval of new retention schedules and the revision of existing retentions. Include here inventories conducted for this purpose.	P	A		ARMS	
ARMS.PDV04	File Classification Schemes	Records relating to the development and revision of existing Classification Schemes and file plans for offices/missions. Include here records inventories conducted for this purpose	P	A		ARMS	
ARMS.PDV05	Archives and Records Management Standards Development	Records covering the issue and revision of Archives and Records Management standards.	P	A		ARMS	

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
ARMS.PDV06	Management of Sensitive Information	Records covering the development and revision of policies and tools for the management of sensitive information including toolkits.	P	A		ARMS	
ARMS.PDV07	Record-Keeping Tools	Records covering the development and implementation of records management tools as toolkits that are of general nature and are not covered by any of the above activities. E.g.: Recordkeeping toolkits for peacekeeping operation or CM toolkit.	P	A		ARMS	
ARMS.PDV08	Business Continuity Plan	Contingency plans, including vital records plan	P	A	V	ARMS	
PRO	**Procurement**	**Records and non-record copies related to ARMS procurement activities.**					
RCUN125	Contract Management	Case folders for contracts, leases and institutional or cooperate agreements (e.g. off-site storage, archival description, digitization, etc.)	T+1	D		Procurement Service	T = Procurement completed, contract expires, services completed
RCUN118	Purchase of Goods and Supplies UNDER $4,000	Requisitions, ITB, PO, invoices, payment Do not destroy before audit clearance for biennium	B+5	D		ARMS	
RCUN125	Purchase of Goods and Supplies OVER $4,000	Non-record copies of requisitions, RFP, ITB, invoices, payment, correspondence with Procurement Office	T+1	D		Procurement Service	T = Procurement completed, contract expires, services completed
PRP	**Property Management**	**Non-record copies related to ARMS management of UN properties.**					
RCUN114	Equipment and Furniture Inventories	Copies of FMS inventory	S	D		FMS	
RCUN130	Services Requests	Records pertaining requests for services from supportive offices including janitorial services, locksmith memos, water, office supplies stock requisitions, furniture, moves, FMS requests, food services, translation requests, etc.	T	D		FMS	T = Service request completed
PAC	**Provision of Access**	**Records covering the provision of access to archives, including declassification requests.**					
ARMS.PAC01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.PAC02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
RCUN.129	Reference	Publications, reference information not required for audit purposes.	S	D		ARMS	
ARMS.PAC03	Requests for Reference Services	Case files of request for reference. Including internal services requests (record types in TRIM)	T+5	D		ARMS	
ARMS.PAC04	Access and Declassification Requests	Records related to access and declassification requests processed by arms. Correspondence with OLA and other departments.	P	A		ARMS	

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PAC	**Provision of Advisory Services**	**Records related to the provision of advice in record-keeping matters.**					
ARMS.PAC01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.PAC02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
RCUN.129	Reference	Publications, reference information not required for audit purposes.	S	D		ARMS	
ARMS.PAC03	Implementation of Records Management Programmes	Records relating to general queries about the implementation of records management programmes including records' inventories. When advice is provided for multiple topics, file here. Also file here records relating to ARMS missions abroad, including agendas, mission reports, etc. For travel authorizations and other admin records related to the trip, please see HRM05	P	A		ARMS	
ARMS.PAC04	Records Disposition and Implementation of Retention Schedules	Records relating to queries about the records appraisal and implementation of retention schedules; records destruction in offices; records' transfers to ARMS; and records inventories developed for this purpose. For records relating to approval of retention schedules, please see ARMS.PDV04	T+2	D		ARMS	T = Advised provided
ARMS.PAC05	Implementation of File Classification Schemes	Records relating to queries about the implementation of file classification schemes.	T+2	D		ARMS	T = Advised provided
ARMS.PAC06	Offices and Missions Movement or Closures	Records relating to preparation for transfers of missions in liquidation phase, office closures or eventual movements such as coordination emails, instructions provided, etc. When ARMS goes on Mission to assist with a Liquidation please see ARMS.PAC03	T+2	D		ARMS	T = Mission closure or Office moved.
ARMS.PAC07	Digitization Activities	Records relating to general queries about digitization in offices, missions, etc. For records relating to the implementation of digitization projects, please see ICT…	T+2	D		ARMS	T = Advised provided
ARMS.PAC08	Implementation of Record Keeping Systems	Records relating to general queries about the implementation of record-keeping systems in offices, missions, etc. Include here specifically, records relating to the implementation of record-keeping software, such as SharePoint, Documentum, TRIM, etc.	T+2	D		ARMS	T = Advised provided

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
ARMS.PAC09	Information Sensitivity, Classification and Handling	Records pertaining to the implementation of the SG/STB/2007/6	T+2	D		ARMS	T = Advised provided
STM	**Storage Management**	**Records covering the management of ARMS facilities and storage of records in all formats.**					
ARMS.STM01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.STM02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
RCUN.129	Reference	Publications, reference information not required for audit purposes.	S	D		ARMS	
ARMS.STM03	Environmental Control	Records related to environmental control systems within ARMS facilities.	C+1	D		ARMS	
ARMS.STM04	Storage Coordination	Records related to liaison with FMS or other offices regard areas outside ARMS official repositories (e.g. staging areas in Annex buildings, temporary records storage etc)	T+1	D		ARMS	T = Temporary records storage closed
ARMS.STM05	Storage Inventory	Inventories conducted for space management purposes.	S	D		ARMS	
ARMS.STM06	Movement of Boxes	Records relating to the movement of boxes from and in the off-site storage or/and between FF and LIC. Perm out.	T+10	D		ARMS	T = Movement of boxes completed
Retention codes:	B=Budget period; C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project S=Superseded						
Disposition codes:	A=Review for Archival (permanent); D=Destroy						