



Contractual Translation Unit
Department for General Assembly and Conference Management: CTU
Issued: 2013

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
DGCM101	Records related to Translation Contracts with Individuals	Individual contractor files (containing personnel information, contracts for translation jobs, invoices, payment vouchers and general correspondence).	T + 15	D	Yes	Contractual Translation Unit	T = completion of contract. Files to be kept in office for 5 years from completion date and transferred to ARMS thereafter, for an additional 10 years
DGCM102	Records related to Translation Contracts with Companies	Budget and manifest (i.e. contract) files.	T + 15	D	Yes	Contractual Translation Unit	T = completion of contract. Files to be kept in office for 5 years from completion date and transferred to ARMS thereafter, for an additional 10 years.
Retention codes:	C=Current Year; T=Termination or completion of programme or project						
Disposition	A=Review for Archival (permanent); D=Destroy						