



# Facilities Management Service

## Office of Central Support Services, Department of Management

### 2011

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
FMS-101	Contract Documents	Documentation consisting of 2 parts, to prepare for contract of architectural/engineering projects: 1. Construction Drawings (the actual zoning information, applicable codes, site plans, floor plans, elevations, sections, window and door schedules, details, and all civil / mechanical / electrical drawings, etc.) and; 2. Specifications (usually two volumes, architectural and mechanical) these two volumes contain information that does not fit well within the set of Construction Drawings (list approved manufacturers, method of storing materials on site, required warranties, a list of adjacent / related components, acceptable tolerances, ASTM / ISO numbers (American Standard of Testing Materials and International Organization for Standardization), etc. - and furthermore if there is any discrepancy between the Construction Drawings and the Specifications, the Specifications take precedent.	P	A	Yes	PDCS, OPMU	
FMS-102	Signed Contract Documents	Documentation of "Signed Contract" (Owner / Architect and Engineers / General Contractor), which is the document that makes reference to the "Contract Documents" (Construction Drawings and Specifications) as being part of the overall contract, but the "signed contract" also includes the legally binding arrangement between all parties with the rules that will be followed if any party should happen to default on the agreement and includes information such as, overall Construction cost, building delivery schedules and milestones, payment schedule plans, rules governing subsequent contract amendments / change orders, building turn over or close out procedures, etc.	P	A	Yes	PDCS, OPMU	
FMS-103	Drafts of Signed Contract Documents	Any drafts of "Signed Contract Documents" except final draft	C+5	D	No	PDCS, OPMU	

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FMS-104	Construction Documents	Drawings related to architectural/engineering construction (i.e., the actual zoning information, applicable codes, site plans, floor plans, elevations, sections, window and door schedules, details, and all civil / mechanical / electrical drawings, etc.)	T+10	D	No	PDCS, OPMU	
FMS-105	Substantive Construction Documents	Selected "Construction Documents" which have historical values to be kept permanently related to projects regarding major organ meetings rooms (e.g., GA Plenary Hall, ECOSOC, Security Council, Conference Rooms, or Trusteeship, etc.), public meeting space (e.g., Austrian Cafe, Cafeteria, Delegate Lounges etc.), projects related to SG's Office and SG Residence, special events (e.g., UN Day Concert or U.N. 25th Anniversary etc.), projects which may be able to affect a basic structure of buildings (e.g. consturction, renovation, Repair of Conference Building Roof), projects related to CMP, and projects determined by project manager to have long term or historical values	P	A	Yes	PDCS, OPMU	
FMS-106	Lease Information Folder	* Final version of documentation consisting of charts and tables regarding facilities benchmarking to ultimately improve the operations of the United Nations' facilities and reduce their costs, through collecting concerned conference data from inner and outside organizations/agencies (i.e., INFM, the Guthrie Research Group, Inc., the International Monetary Fund, World Bank, Inter-American Development Bank, Organization for American States, World Wildlife Fund, and International Finance Corporation, to name a few) for comparing/seeking out best approaches Facilities Banchnarking Reports D OPMU C+20 No FMS-107 Information related to leasing including MOUs, tenant information and related materials."	P	A	Yes	PDCS	
FMS-108	On-Call Contract Files	Copies (both digital and paper copies) of contract and amendment with vendors regarding on-call constructional/engineering/maintenance services and related goods	T+5	D	No	PDCS	

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FMS-109	Project File	Documentation regarding projects of architectural/engineering construction or projects of office space reconfiguration/consolidation for United Nations International buildings, including related drawings, proposals, correspondences, contractors (sub contractors), contractual agreements, requisitions, invoices, purchase orders, change orders, memorandums or funds, all agendas, meeting minutes, site progress photos, construction schedules, contracts and ammendments, rendering, monthly and weekly reports, risk mitigation schedules, EOI, RFP, SOW, PCO, etc.	T+20	D	Yes	OPMU	
FMS-110	Project File (Project Case Folder)	Documentation regarding projects of architectural/engineering construction or projects of office space reconfiguration/consolidation, for United Nations Headquarter buildings including related drawings, proposals, correspondences, contractors (sub contractors), contractual agreements, requisitions, invoices, purchase orders, change orders, memorandums or funds, all agendas, meeting minutes, site progress photos, construction schedules, contracts and ammendments, rendering, monthly and weekly reports, risk mitigation schedules, EOI, RFP, SOW, PCO, etc.	T+10	D	Yes	PDCS	
FMS-111	Substantive Project File (Project Case Folders)	Documentation of selected projects which have historical values to be kept permanently including gifts from Official UN Member states, projects regarding major organ meetings rooms (e.g., GA Plenary Hall, ECOSOC, Security Council, Conference Rooms, or Trusteeship, etc.), public meeting space (e.g., Austrian Cafe, Cafeteria, Delegate Lounges etc.), projects related to SG's Office and SG Residence, special events (e.g., UN Day Concert or U.N. 25th Anniversary etc.), projects which may be able to affect a basic structure of buildings (e.g, consturction, renovation, Repair of Conference Building Roof), projects related to CMP, and projects determined by project manager to have long term or historical values	P	A	Yes	PDCS, OPMU	

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FMS-112	Project Management Guidance	Documentation of comprehensive administrative, technical, and construction project guidelines for the implementation of future construction and major maintenance projects, based on policies and procedures	P	A	Yes	OPMU	
FMS-113	Strategic Capital Review	Long term assesment (present - 2030) report from all OAHs (Office away Headquarters) to quantify cost estimates for all current and forthcoming new construction, renovation, and major maintenance.	P	A	Yes	OPMU	
FMS-114		Correspondence concerning requests for space, space allocations and related materials	T + 10	D	No	PDCS (OPMU)	

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