



# Garage Issued: 2017

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital
<b>CAS.GAR101</b>	Garage Administration Policy	Policies, procedures, directives, instructions and guidelines created by this office as guidance for other offices either within the department or in other departments.	P	A	Yes
<b>CAS.GAR102</b>	Mission/Delegate Files	Records regarding parking applications, valid U.N. ID's copies of issued parking decals and logs with required information.	C+2	D	No
<b>CAS.GAR103</b>	Overnight Parking Reports	Vehicle/Mission information indicating vehicles which are parked overnight	C+5	D	No
<b>CAS.GAR104</b>	Age Listings	Generated by the Paradox 9 system- shows monies owed by <6 months and >6 months; >1 year and >2 years	C+5	D	No
<b>CAS.GAR105</b>	Violations	Summons form for infractions of Administrative Instructions on rules/regulations governing the U.N. Garage	C+5	D	No

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<b>CAS.GAR106</b>	U.N. Staff Files	Full record of respective staff member's original Waitlist application along with Garage Review Board approval for medallion issuance; required personal information, etc.	T+1	D	Yes
<b>CAS.GAR107</b>	Garage Review Board Files	Garage Review Board Meeting Agendas and Minutes corresponding to decisions reached by the Board	T+2	D	Yes
Retention codes: C=Current Year; T=Termination or completion of programme or project					
Disposition codes: A=Review for Archival (permanent); D=Destroy					

Office of Record	Notes
FCAS/TTS	
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FCAS/TTS	T = separation of staff member
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