Annex B: United Nations Missions Files Classification Scheme and Records Retention Schedule

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December 2023</th></tr>
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<tr><td>01</td><td>Planning, strategy</td><td colspan="2">Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.</td><td>T</td><td>D</td><td>Copies of HQ records, destroy when no longer needed</td><td>N/A</td><td></td><td></td></tr>
<tr><td>02</td><td>Policy, Procedure, Best Practice</td><td colspan="2">Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines.

Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database.

Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.</td><td>P</td><td>A</td><td>Mission Finance Section</td><td>TBD</td><td>PKO-BUF-201</td><td></td></tr>
<tr><td>03</td><td>Coordination, partnership</td><td colspan="2">Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.</td><td>T</td><td>D</td><td>Copies of HQ records, destroy when no longer needed</td><td>N/A</td><td></td><td></td></tr>
<tr><td>04</td><td>Monitoring, reporting</td><td colspan="2">Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.</td><td>C + 5, E</td><td>D</td><td>Mission Finance Section</td><td>N/A</td><td>PKO-BUF-202</td><td></td></tr>
<tr><td>05</td><td>Capacity Building</td><td colspan="2">Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.</td><td>T</td><td>D</td><td>Copies of HQ records, destroy when no longer needed</td><td>N/A</td><td></td><td></td></tr>
<tr><td>06</td><td>Reference</td><td colspan="2">Reference documents supporting the Office's work.

Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.</td><td>T</td><td>D</td><td>N/A</td><td>N/A</td><td></td><td></td></tr>
<tr><td>07</td><td>Accounts Payable</td><td colspan="2">Records of all accounts to be paid. Post-mission closure invoices and credit notes; files pertaining to the analysis of troop/FPU strength reports for the calculation of standard reimbursement; payment authorization memoranda for troop/FPU and COE/SS costs.

Special instructions: Supporting documentation for reimbursements to T/PCCs (e.g. Uniformed Strength and Quarterly Verification Reports) must be kept permanently under FIN - Peacekeeping Financing Division retention 202</td><td>C + 5, E</td><td>D</td><td>Mission Finance Section</td><td>N/A</td><td>PKO-BUF-202</td><td>V</td></tr>
<tr><td>08</td><td>Accounts Receivable</td><td colspan="2">Supporting documentation for settled and non-settled cases, such as invoices, credit notes, debit advices, notification letters to staff members, and statements of monthly accounts for special agencies.

Special instructions: Supporting documentation for cost-recovery to T/PCCs (e.g. for National Support Element and negligent claims) must be kept permanently under FIN - Peacekeeping Financing Division retention 202</td><td>C + 10</td><td>D</td><td>Mission Finance Section</td><td>TBD</td><td>PKO-BUF-203</td><td></td></tr>
<tr><td>09</td><td>Bank Reconciliation</td><td colspan="2">Bank reconciliations, debit/credit advices, bank statements, cleared checks.</td><td>C + 5, E</td><td>D</td><td>Mission Finance Section</td><td>N/A</td><td>PKO-BUF-202</td><td></td></tr>
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File Classification Scheme					Records Retention Schedule				
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Budget and Finance (BUF)	**BUF**	Records related to budget, finance and accounting.		OICT Enterprise Retention: BUF (10 Years)					
	10	Cancellation of financial actions	Cancellation vouchers with supporting documentation such as cancelled/voided checks.	C + 10	D	Mission Finance Section	TBD	PKO-BUF-203	
	11	Claims review	Records include claims relating to staff and other UN-affiliated individuals, 3rd party cases related to formed police units or military contingents, 3rd party cases other than those related to formed police units or military contingents, and death and disability. Major claims case files submitted by field missions to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); major claims cases filed after mission closure. Claims case files (claim and invoice from permanent mission, medical review from UNHQ/DOS/OSO/DHMOSH, confirmation NOTICAS from field, etc. which should be made available in EarthMed.).	P	A	UNHQ OPPFB FOFD (major claims) or Mission Claims Unit (minor claims)	TBD	PKO-BUF-201	V
	12	Disbursement	Disbursement: check registers	C + 5	D	Mission Finance Section	TBD	PKO-BUF-202	
	13	General Ledger	General ledger transferred from field accounting system, including daily postings and trial balance.	P	A	Mission Finance Section	TBD	PKO-BUF-201	
	14	Inter-Office Billing	Post-mission closure records relating to inter-office billing and inter-office billing reconciliation, such as rejection letters and requests for additional information.	C + 5	D	Mission Finance Section	TBD	PKO-BUF-202	
	15	Financial Liquidation	Records relating to the financial liquidation of the mission.	C + 5	D	Mission Finance Section	TBD	PKO-BUF-202	
	16	Treasury Management	Records relating to treasury management.	C + 5	D	Mission Finance Section	TBD	PKO-BUF-202	
	17	Trust Fund Administration	Information pertaining to the mission-level administration of trust funds including delegation of certifying officers; allotment advices, mission finance records and correspondence. T = closure of trust fund.	T + 10	D	Mission Finance Section/Trust Fund Unit	TBD	PKO-BUF-204	
	18	Vouchers	Records recording a liability or allowing for the payment of a liability, or debt.	C + 5	D	Mission Finance Section	TBD	PKO-BUF-202	
	19	Write-off submission	Records substantiating published financial statements.	C + 5	D	Mission Finance Section	TBD	PKO-BUF-202	

		File Classification Scheme			Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Civil Affairs (CIV)	**CIV**	Records relating to work to support the implementation of mandates sub-nationally to protect civilians;				OICT Enterprise Retention: CIV (Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities. Records relating to civil affairs-related operational support and strategy provided to specific missions.	P	A	Mission Civil Affairs Component	UNHQ DPO/DPET/PBPS/CAT	PKO-CIV-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission Civil Affairs Component	UNHQ DPO/DPET/PBPS/CAT	PKO-CIV-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Mission Civil Affairs Component	UNHQ DPO/DPET/PBPS/CAT	PKO-CIV-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives. Records relating to civil affairs activities, liaison and representation, information gathering and monitoring, conflict analysis, early-warning indicators, analysis of overall mission impact, supporting coordination and cohesion amongst mission actors, coordination with/of local and regional level external partners. Ad-hoc reports from the field relating to civil affairs activities. Special Instructions: It is recommended that monitoring and reporting is organized by core roles.	P	A	Mission Civil Affairs Component or Office of the HoM	UNHQ DPO/DPET/PBPS/CAT	PKO-CIV-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies. Records relating to the Functions training initiatives.	P	A	Mission Civil Affairs Component	UNHQ DPO/DPET/PBPS/CAT	PKO-CIV-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		

File Classification Scheme				Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
	07	Confidence Building: Conflict Resolution, Reconciliation	Records relating to promoting good relations between mission and the population; town hall meetings and public briefings; narrative information about Quick Impact Projects (QIPs); records relating to support to civil society efforts to promote a culture of peace, support to dialogue between groups in conflict, promotion of the interests of excluded groups, and addressing specific conflict drivers.	P	A	Mission Civil Affairs Component	UNHQ DPO/DPET/PBPS/CAT	PKO-CIV-201	
	08	Restoration and Extension of State Authority	Records relating to civic education activities, pre-election political fora, support to structured dialogue between authorities and relevant interest groups, support to the development of structures for accountability and transparency; logistics and administrative support, support to resource mobilisation efforts, support to policy, planning and decision-making, implementation of capacity-building programmes, preliminary assessment of capacity-building and support needs, and support to state institutions at the central level.	P	A	Mission Civil Affairs Component	UNHQ DPO/DPET/PBPS/CAT	PKO-CIV-201	

		File Classification Scheme			Records Retention Schedule				
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Disarmament, Demobilization, Reintegration (DDR)	**DDR**	Records relating to the disarmament, demobilization, and reintegration of people.				OICT Enterprise Retention: DDR (Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities. DDR programme documents, operational plans, resource mobilization strategies (assessed and voluntary).	P	A	Mission DDR Component	UNHQ DPO/OROLSI	PKO-DDR-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission DDR Component	UNHQ DPO/OROLSI	PKO-DDR-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities. Records relating to the roles and responsibilities of implementing partners (UN and non-UN).	P	A	Mission DDR Component	UNHQ DPO/OROLSI	PKO-DDR-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives. Reports relating to monitoring and evaluation of DDR activities and programmes.	P	A	Mission DDR Component or Office of the HoM	UNHQ DPO/OROLSI	PKO-DDR-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Mission DDR Component	UNHQ DPO/OROLSI	PKO-DDR-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A			
	07	Assessment, survey and analysis	Records relating to field assessments including, inter alia, small arms baseline surveys, verifications of armed groups and weapons, and socio-economic surveys.	P	A	Mission DDR Component	UNHQ DPO/OROLSI	PKO-DDR-201	
	08	Implementation: Disarmament	Records relating to weapons control and destruction.	P	A	Mission DDR Component	UNHQ DPO/OROLSI	PKO-DDR-201	
	09	Implementation: Demobilization	Records relating to demobilization and reinsertion.	P	A	Mission DDR Component	UNHQ DPO/OROLSI	PKO-DDR-201	
	10	Implementation: Reintegration	Records relating to repatriation, rehabilitation and resettlement.	P	A	Mission DDR Component	UNHQ DPO/OROLSI	PKO-DDR-201	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			Records Retention Schedule			
Office of the DMS/CMS (DMS)	**DMS**	Records created by the Office of the Director (or Chief) of Mission Support.				OICT Enterprise Retention: GOV (Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative and logistical activities.	P	A	Office of the DMS/CMS	UNHQ DOS/OUSG	PKO-DMS-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Mission's initiatives and activities, including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Office of the DMS/CMS	UNHQ DOS/OUSG	PKO-DMS-201	
	03	Coordination, partnership	Records relating to the Office's interactions with other entities; include collaboration with other UN Departments, the Host Country and Non Governmental Organizations.	P	A	Office of the DMS/CMS	UNHQ DOS/OUSG	PKO-DMS-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives; including monthly SSR reports to UNHQ, CMMRB documents related to MOUs, COE, Risk Premium, etc.	P	A	Office of the DMS/CMS	UNHQ DOS/OUSG	PKO-DMS-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community-based organizations and other non-UN agencies.	P	A	Office of the DMS/CMS	UNHQ DOS/OUSG	PKO-DMS-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		

File Classification Scheme				Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Electoral Assistance (ELE)	**ELE**	Records relating to the administration and coordination of electoral management or electoral assistance		OICT Enterprise Retention: ELE (Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities, electoral assessment reports, government's official requests for electoral assistance.	P	A	Mission Electoral Component.	UNHQ DPPA/EAD	PKO-ELE-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines.

Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database.

Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed. | P | A | Mission Electoral Component. | UNHQ DPPA/EAD | PKO-ELE-202 | |
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Mission Electoral Component.	UNHQ DPPA/EAD	PKO-ELE-202	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives. Including technical assistance reports, weekly reports, end of mission reports.	P	A	Mission Electoral Component.	UNHQ DPPA/EAD	PKO-ELE-202	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Mission Electoral Component.	UNHQ DPPA/EAD	PKO-ELE-202	
	06	Reference	Reference documents supporting the Office's work.

Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed. | T | D | N/A | | | |
| | 07 | Electoral | Records relating to the electoral process, including ballots.

Special Instructions: These records are the property of the local government, not the United Nations.

Special Instructions: In the rare event that the mission's Electoral Assistance Component is in possession of electoral related records, all efforts should be made to transfer the records back to the local government prior to mission liquidation. Sensitive electoral related material should not be reproduced or transferred to UNHQ. | E | D | Mission Electoral Component. After mission closure: transfer these records back to the local government prior to mission liquidation. | N/A | PKO-ELE-203 | |

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
	FEN		Records relating to facilities planning, building management and infrastructure requirements of United			OICT Enterprise Retention: ADM (10 Years)			
Facilities and Engineering (FEN)	**01**	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	C + 10	D	Mission Engineering Section	UNHQ DOS/OSCM/PD/TISS/FCSS	PKO-FEN-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission's Engineering Section Office of the DMS/CMS	UNHQ DOS/OSCM/PD/TISS/FCSS	PKO-FEN-202	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	C + 10	D	Mission's Engineering Section Office of the DMS/CMS	TBD	PKO-FEN-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives. Including reports relating to facilities and engineering activities, including carriers performance reports and LoA performance reports.	P	A	Mission's Engineering Section Office of the DMS/CMS	TBD	PKO-FEN-202	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	T	D	Copies of HQ records, destroy when no longer needed	N/A		
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Engineering projects management	Records relating to road, bridge and landscape design and construction. T = settlement of financials	T + 5	D	Mission's Engineering Section Office of the DMS/CMS	TBD	PKO-FEN-203	
	08	Engineering service provision	Records relating to requests for engineering services in support of operations; records relating to the provision of HVAC, power supply, and other utilities services. T = settlement of financials	T + 5	D	Mission's Engineering Section Office of the DMS/CMS	TBD	PKO-FEN-203	

File Classification Scheme					Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Facilities and Engineering (FEN)	**FEN**	Records relating to facilities planning, building management and infrastructure requirements of United				OICT Enterprise Retention: ADM (10 Years)				
	09	Facilities development and management	Records relating to construction activities, renovation, and refurbishment of premises; development of new mission sites; construction scheduling, working accommodation, residential accommodation, implementation of projects, equipment specifications; space planning, internal moves, security systems operations; management of PX/commissaries, warehouses, power plants, parking facilities. T = settlement of financials	T + 5	D	Mission's Engineering Section Office of the DMS/CMS	TBD	PKO-FEN-203	
	10	Facilities maintenance	Records relating to premises inspections, cleaning services, extermination and pest control and waste management. T = settlement of financials	T + 5, E	D	Mission's Engineering Section Office of the DMS/CMS	N/A	PKO-FEN-204	
	11	Facilities service provision	Records relating to routine facilities requests by staff, i.e., creation of signage, affixing of wall hangings, etc. T = settlement of financials	T + 5, E	D	Mission's Engineering Section Office of the DMS/CMS	N/A	PKO-FEN-204	
	12	Environment	Records relating to meeting environmental requirements in the provision of facilities and engineering services	T + 5, E	D	Mission's Engineering Section Office of the DMS/CMS	N/A	PKO-FEN-204	

		File Classification Scheme		Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Gender (GEN)	**GEN**	Records relating to administration and coordination for implementing and monitoring the Women Peace		OICT Enterprise Retention: GEN (Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Mission Office of Gender Affairs	UNHQ DPO/OUSG/GU or DPPA/PMD/GPSU	PKO-GEN-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines.

Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database.

Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed. | P | A | Mission Office of Gender Affairs | UNHQ DPO/OUSG/GU or DPPA/PMD/GPSU | PKO-GEN-201 | |
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Mission Office of Gender Affairs	UNHQ DPO/OUSG/GU or DPPA/PMD/GPSU	PKO-GEN-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Mission Office of Gender Affairs	UNHQ DPO/OUSG/GU or DPPA/PMD/GPSU	PKO-GEN-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Mission Office of Gender Affairs	UNHQ DPO/OUSG/GU or DPPA/PMD/GPSU	PKO-GEN-201	
	06	Reference	Reference documents supporting the Office's work.

Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed. | T | D | N/A | N/A | | |
	07	Gender mainstreaming: technical assistance	Correspondence and other records relating to the mainstreaming of women in the technical assistance to the host country. Activities include: drawing on national commitments to women's rights and gender equality; ensuring that the technical assistance team includes experts with explicit gender analysis experience; ensuring that the views of women as well as men are included in the consultation process; provision of training and capacity building to national partners; inter-agency coordination (including reports on inter-agency task forces, coordination meetings, and hand-over material as part of the exit strategy); and consulting with local experts on gender equality.	P	A	Mission Office of Gender Affairs	UNHQ DPO/OUSG/GU or DPPA/PMD/GPSU	PKO-GEN-201	
	08	Promoting and protecting women's rights	Records relating to the promotion and protection women's civil, cultural, economic, political and social rights; records relating to the prevention of rape and other forms of sexual abuse.	P	A	Mission Office of Gender Affairs	UNHQ DPO/OUSG/GU or DPPA/PMD/GPSU	PKO-GEN-201	
	09	Addressing gender-based violence	Records relating to the prevention of gender-based violence, including rape and other forms of sexual abuse.	P	A	Mission Office of the Gender Adviser	UNHQ DPO/OUSG/GU or DPPA/PMD/GPSU	PKO-GEN-201	

File Classification Scheme				Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
	GOV	Records relating to capacity building & economic development of a field mission's host government(s).		OICT Enterprise Retention: DEV (Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-GOV-201	
Governance (GOV)	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-GOV-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-GOV-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-GOV-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies. Records relating to capacity building for political structures, executive management and local governments, also capacity building for the economic sector.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-GOV-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme	*Records Retention Schedule*					
Office of the HoM (HOM)	**HoM**	Records created by the Office of the Head of Mission.		OICT Enterprise Retention: GOV (Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Office of the HOM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-HOM-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and copies of procedures of the Mission's initiatives and activities including official policies, procedures, directives, instructions, guidelines.

Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database.

Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed. | P | A | Office of the HOM | UNHQ DPO/OUSG or DPPA/OUSG | PKO-HOM-201 | |
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; including UN Departments, Host Country, non-governmental organizations, local civil institutions.	P	A	Office of the HOM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-HOM-201	
	04	Monitoring, reporting	Records relating to the Mission's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives; including monthly SSR reports to UNHQ.	P	A	Office of the HOM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-HOM-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Office of the HOM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-HOM-201	
	06	Reference	Reference documents supporting the Office's work.

Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed. | T | D | N/A | N/A | | |

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
Human Resources (HRM)	**HRM**	Records relating to personnel matters for UN personnel, civilian staff, military and police officers and				OICT Enterprise Retention: HRM (10 Years)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive, financial and logistical activities.	C + 5, E	D	Mission Personnel Section	N/A	PKO-HRM-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission Personnel Section	TBD	PKO-HRM-202	
	03	Coordination, partnership	Coordination, partnership, civilian capacities initiative and non-staff resources: Records relating to the office's interaction with other entities; collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and other entities. Records relating to efforts undertaken by HRSD in the concept and implementation of CivCap. Initiatives to attract and utilize non-staff resources.	C + 5, E	D	Mission Personnel Section	N/A	PKO-HRM-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Office of the DMS/CMS or business unit at operational level	TBD	PKO-HRM-202	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	T	D	Copies of HQ records, destroy when no longer needed	N/A		
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Recruitment: Selection process	Short-listing records; competency-based interview records such as comparative evaluation report, interview report, annotated list of candidates academic and professional references; supporting documentation such as presentations to Field Central Review Bodies. Special Instructions: Transfer records of successful candidates to the candidate's OSF. Records in Inspira. T = completion of rostering process	T + 5	D	Mission Personnel Section	TBD	PKO-HRM-203	
	08	Appointment and assignment: local staff management	Personnel file/Official Status File with records relating to **National Staff Member's** accidents, benefits, entitlements, career development, recruitment, awards, notices, condolences, promotion, contract extensions, separation, performance appraisals Special Instructions: Send to ARMS upon mission closure. T = staff separation from the mission or mission closure.	T + 30	D	Mission Personnel Section	DOS/OSO/HRSD	PKO-HRM-204	V

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
	HRM		Records relating to personnel matters for UN personnel, civilian staff, military and police officers and			OICT Enterprise Retention: HRM (10 Years)			
Human Resources (HRM)	09	Appointment and assignment: international staff and contractor management	Personnel working file of **International Staff**, UN volunteers and Electoral Observers, containing non-record copies of records relating to staff member's accidents, benefits and entitlements, career development, recruitment, awards, notices and condolences, promotion, contract extensions, separation, performance appraisals, etc. Special Instructions: Originals must regularly be transferred to UNHQ/DOS/HRSD by diplomatic pouch. Special Instructions: International Staff Files originals are maintained at UNHQ, Working copies created by the mission can be destroyed at the end of mission mandate. Prior to destruction confirm all necessary records received by UNHQ DOS/HRSD T = staff separation from the mission or at mission closure.	E	D	UNHQ DOS/HRSD	N/A	PKO-HRM-205	V
	10	Staffing table management	Records relating to locked staffing tables, staffing table authorizations, mission templates, organizational structures, staffing table statistics, post management. Special Instructions: Information is maintained in HR systems.	C + 5, E	D	Mission Personnel Section	N/A	PKO-HRM-201	
	11	Career support	Records relating to field staff's transitions, including those affected by downsizing and in need of placement. Records relating to succession planning, including official correspondence with HoMs alerting of upcoming vacancies Special Instructions. Reassignment after downsizing of mission is managed through the Horizon system. T = staff member reaches official UN retirement age, staff member's separation from mission or mission closure.	T + 5	D	Mission Career Development Office	DOS/DSA	PKO-HRM-203	
	12	Examination administration	Records relating to the administration of UN language proficiency examination (LPE) at field missions. Special Instructions: Records documenting a staff member's passing an examination should be placed in the individual's appointee file or personnel working file.	C + 5, E	D	Mission Personnel Section	N/A	PKO-HRM-201	
	13	Travel administration: Commercial: Civilian staff	Records relating to commercial travel arrangements for civilian staff to field mission assignments. Special Instructions: All travel for civilian staff are managed through UMOJA	C + 5, E	D	Mission Travel Section	N/A	PKO-HRM-201	

		File Classification Scheme		Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Human Resources (HRM)	**HRM**	Records relating to personnel matters for UN personnel, civilian staff, military and police officers and		OICT Enterprise Retention: HRM (10 Years)					
	14	Administration of justice: substantiated misconduct cases	Working files of substantiated misconduct files of all field personnel (including seconded officers and UN volunteers). Special Instructions: A file is opened upon receipt of initial evaluation, misconduct investigation report, and recommendation of Head of Mission; files arranged by person's name. Special Instructions: Upon file closure, copy relevant records for DMSPC/OHR/ALD, which serves as the office of record for official case files.	T + 30	D	Office of the HOM	UNHQ DMSPC/OHR/ALD	PKO-HRM-204	
	15	Gender mainstreaming:	Records relating to the implementation and promotion of gender mainstreaming in field missions, i.e., relating to the expansion of women's roles in, inter alia, policing, the military, elections, judicial/corrections/legal affairs, and peace negotiations.	P	A	Mission offices affected by the policies of the Mission Office of the Gender Adviser	UNHQ DOS/OSO/HRSD	PKO-HRM-202	
	16	Health, welfare: awareness assessment and counselling	Records relating to confidential voluntary counselling and testing (VCT) personnel case files; locally-conducted, completed KAP surveys; general counselling files.	C + 5, E	D	Mission Office of HIV & AIDS Officer/Adviser or Staff Counsellor's Office or Equivalent	N/A	PKO-HRM-201	
	17	Health, welfare: medical examination and treatment	Staff medical file (MS.6 Periodic Report; medical treatment record, including laboratory results, progress notes, CASEVAC, and immunization card). T = staff separation from the United Nations. Special instructions: Mission medical sections are responsible for recording this information in EarthMed. The use of EarthMed only applies to UNOE hospitals and clinics. COE hospitals and clinics are not currently using EarthMed.	T + 30	D	Mission Medical Section	UNHQ DOS/OSO/DHMOSH	PKO-HRM-204	
	18	**Health, welfare**: medical examination and treatment: military contingents and FPUs	Medical files for general treatment of military contingents and formed police units (FPUs). Special Instructions: If the military personnel, and FPUs were seen at a UNOEs, then the records should be in EarthMed, otherwise, these medical clearance records are not maintained by UNHQ nor by the Mission Medical Section. T = military contingent's or formed police unit's end of tour of duty	T + 15	D	Mission Medical Section	UNHQ DOS/OSO/DHMOSH	PKO-HRM-206	
	19	**Health, welfare**: medical team regional visits	Reports relating to regional medical facilities generated by field medical services Special Instructions: Transfer to UNHQ/DOS/OSO/DHMOSH	P	A	Mission Medical Section	UNHQ DOS/OSO/DHMOSH	PKO-HRM-202	
	20	HIV/AIDS: mainstreaming	Records relating to the integration of HIV/AIDS awareness in field mission components.	C + 5, E	D	Mission Office of HIV & AIDS Officer/Adviser	N/A	PKO-HRM-201	
	21	**Uniformed Personnel (UP)**: Force Generations - Field Missions: Generation of UP Individuals: Experts on Mission and Staff Officers	Personnel files of Experts on Mission and Staff Officers Special Instructions: The OMA Recruitment System is used for the recruitment and management of individuals serving in missions. Hermes is used for UN Police individuals. Information is expected to be available permanently in OMART. Special Instructions: Proof of deployment must be permanently retained to address any future Death and Disability claims as per GA requirements.	C + 15	D	Mission UP Component	UNHQ DPO/OMA/FGS or UNHQ DPO/ORoLSI/PD or DPO/OROLSI/JCS	PKO-HRM-207	V

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
Human Resources (HRM)	**HRM**	Records relating to personnel matters for UN personnel, civilian staff, military and police officers and		OICT Enterprise Retention: HRM (10 Years)					
	22	**Uniformed Personnel (UP)**: Recruitment and Force Generations - Field Missions: Generation of UP Individuals: Senior Military, Police and Correctional Personnel	Senior Military, Police and Correctional Personnel Special Instructions: Contracted positions are not managed through OMART / Hermes Proof of deployment must be permanently retained to address any future Death and Disability claims as per GA requirements.	P	A	Mission UP Component	UNHQ DPO/OMA/FGS or UNHQ DPO/ORoLSI/PD or DPO/OROLSI/JCS	PKO-HRM-202	V
	23	**Uniformed Personnel (UP)**: Force Generations - Generation of Military and FPU Units	Force mobilisation (Military and Formed Units) and FGS personnel and internal processes. Special Instructions: The Peacekeeping Capability Readiness System (PCRS) is used for the collection of information on Member State capabilities, state of their pledges and capabilities available at the moment. Proof of deployment must be permanently retained to address any future Death and Disability claims as per GA requirements.	C + 15	D	Mission UP Component	UNHQ DPO/OMA/FGS or UNHQ DPO/ORoLSI/PD or DPO/OROLSI/JCS	PKO-HRM-207	V
	24	**Uniformed Personnel (UP)**: Force Generations - Generation of Military and FPU Units: Policy, statistics, medals and records of service	Statistics, medals and records of service	P	A	Mission UP Component	UNHQ DPO/OMA/FGS or UNHQ DPO/ORoLSI/PD or DPO/OROLSI/JCS	PKO-HRM-202	V
	25	**Uniformed Personnel (UP)** : Attendance and leave administration	Records relating to monthly attendance reports, attendance record cards, leave cards, leave passes (military personnel).	C + 5, E	D	Mission Personnel Section or Office of the Chief Military Personnel Officer	Regional service center or successor mission as decided by the liquidation team	PKO-HRM-201	
	26	**Training**: All records related to training administration.	Needs assessment surveys, needs assessment reports. Training course evaluation forms, training examinations and tests, training examination reports, results sheets. Participants lists. Training content is kept in Inspira	C + 5, E	D	Integrated Mission Training Cell or Equivalent	UNHQ DPO/DPET/ITS or Equivalent	PKO-HRM-201	
	27	Appointment and assignment: UNV staff	UNV Staff files: Files containing signed contracts, beneficiary forms and UN Volunteers inventories. The decision making authority on the disposal of documents is delegated to Regional Managers (Memo from Deputy Executive Coordinators to all UNV Fields and Regional Offices- June 2018) Special instruction: ARMS not to sign-off on records destruction without prior coordination with UNV Regional managers	T + 7	D	UNV	UNV	PKO-HRM-208	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme	*Records Retention Schedule*					
Human Rights (HRT)	**HRT**	Records relating to the administration and coordination of human rights activities. Special transfer:		OICT Enterprise Retention: HRT (Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Mission Human Rights Component	UNHQ OHCHR/PMS	PKO-HRT-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Records include policies and procedures with supporting documentation, results frameworks, and best practice records relating to all aspects of human rights, including sexual exploitation, human trafficking, women's rights and child protection. Records may be specific to a mission or more general in nature. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission Human Rights Component	UNHQ OHCHR/PMS	PKO-HRT-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities. Records relating to collaboration with UN and international development and emergency relief organizations on human rights issues, where the mission plays a supporting role.	P	A	Mission Human Rights Component	UNHQ OHCHR/PMS	PKO-HRT-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, investigation, verification, assessing, and analysing of programs, activities, and initiatives. Including quarterly reports, ad hoc reports, and field mission responses to code cables; reports and supporting documentation relating to gender affairs programme implementation.	P	A	Mission Human Rights Component or Office of the HoM	UNHQ OHCHR/PMS	PKO-HRT-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies, design and conduct of human rights training programmes for institutions.	P	A	Mission Human Rights Component	UNHQ OHCHR/PMS	PKO-HRT-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Investigation and verification	Records relating to the investigation and verification of past human rights violations; human rights case files containing testimony and supporting documents.	P	A	Mission Human Rights Component	UNHQ OHCHR/PMS	PKO-HRT-201	
	08	Judicial and truth and reconciliation processes	Records relating to relevant judicial and truth and reconciliation processes to foster a culture of accountability, address fighting against impunity and transitional justice.	P	A	Mission Human Rights Component	UNHQ OHCHR/PMS	PKO-HRT-201	
	09	Promoting and protecting rights	Records relating to the promotion and protection of civil, cultural, economic, political and social rights.	P	A	Mission Human Rights Component	UNHQ OHCHR/PMS	PKO-HRT-201	
	10	Human Rights: DDR-related programming	Records relating to the identification and integration of a human rights perspective into Disarmament, Demobilization and Reintegration (DDR) programmes.	P	A	Mission Human Rights Component	UNHQ OHCHR/PMS	PKO-HRT-201	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
Humanitarian (HUM)	**HUM**		Records relating to the administration and coordination of humanitarian activities, including the provision			OICT Enterprise Retention: HUM (Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities. Records include emergency response records, entry strategy, response programme, and transition/exit strategy; locally-produced records relating to methodology, early warning indicators, early warning systems, early action, committees & teams, contingency planning, non-mission disaster prevention & preparedness, and complex crises.	P	A	Office of the Resident Coordinator or OCHA Field Office	UNHQ DPO/OUSG or DPPA/OUSG	PKO-HUM-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Policies and procedures with supporting documentation and best practice records relating to all aspects of humanitarian affairs, including gender affairs and HIV/AIDS; records may be specific to a mission or more general in nature.

Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database.

Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed. | P | A | Mission Human Rights Component or Office of the HoM | UNHQ DPO/OUSG or DPPA/OUSG | PKO-HUM-201 | |
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities. Records include field coordination and support records relating to rapid deployment, surge capacity, search & rescue, natural disasters, environmental emergencies, complex emergencies: coordination initiatives with local governmental agencies, UN agencies and non-governmental organizations (NGOs).	P	A	Office of the Resident Coordinator or OCHA Field Office	UNHQ DPO/OUSG or DPPA/OUSG	PKO-HUM-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Office of the Resident Coordinator or OCHA Field Office	UNHQ DPO/OUSG or DPPA/OUSG	PKO-HUM-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Mission Human Rights Component or Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-HUM-201	
	06	Reference	Reference documents supporting the Office's work.

Special transfer: Reference documents are not considered records and should not be declared as records. | T | D | N/A | N/A | | |
| | 07 | Sectoral Operations | Locally-produced sectoral and cluster operations records such as population figures, demographic analysis, movement of refugees and internally displaced persons (IDPs), meeting minutes, maps, etc. | P | A | Office of the Resident Coordinator or OCHA Field Office | UNHQ DPO/OUSG or DPPA/OUSG | PKO-HUM-201 | |
| | 08 | HIV/AIDS | Programme records relating to HIV/AIDS outreach to local populations. | E + 10 | D | Mission Office of HIV & AIDS Officer/Adviser | UNHQ DPO/OUSG or DPPA/OUSG | PKO-HUM-202 | |

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Justice, Prison, and Corrections (JPC)	**JPC**	Records relating to the restoration of and support to justice, prison and corrections institutions and				OICT Enterprise Retention: JPC (Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities. Records such as concept of operations, terms of reference, work plans.	P	A	Mission Justice/Corrections/Rule of Law Component	UNHQ DPO/OUSG or DPO/OROLSI	PKO-JPC-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Records relating to manuals and standard operating procedures (SOPs) for field mission operations. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission Justice/Corrections/Rule of Law Component	UNHQ DPO/OUSG or DPO/OROLSI	PKO-JPC-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities. Special Instructions: Group meeting minutes should be destroyed after 5 years.	P	A	Mission Justice/Corrections/Rule of Law Component	UNHQ DPO/OUSG or DPO/OROLSI	PKO-JPC-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Mission Justice/Corrections/Rule of Law Component	UNHQ DPO/OUSG or DPO/OROLSI	PKO-JPC-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with government, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Mission Justice/Corrections/Rule of Law Component	UNHQ DPO/OUSG or DPO/OROLSI	PKO-JPC-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Operations and Programmes	Records relating to justice, prison and corrections activities in the field.	P	A	Mission Justice/Corrections/ Rule of Law Component	UNHQ DPO/OUSG or DPO/OROLSI	PKO-JPC-201	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
File Classification Scheme				Records Retention Schedule					
	LAE	Records relating to the provision and management of police and related activities in missions; rotation		OICT Enterprise Retention: LAE (Permanent)					
Law Enforcement and Police (LAE)	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Office of the Police Commissioner	UNHQ DPO/OUSG or DPO/OROLSI	PKO-LAE-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Office of the Police Commissioner	UNHQ DPO/OUSG or DPO/OROLSI	PKO-LAE-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Office of the Police Commissioner	UNHQ DPO/OUSG or DPO/OROLSI	PKO-LAE-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	C + 15	D	Office of the HoM, DSRSG, or Office of the Police Commissioner	UNHQ DPO/OUSG or DPO/OROLSI	PKO-LAE-202	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Office of the Police Commissioner	UNHQ DPO/OUSG or DPO/OROLSI	PKO-LAE-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Local police administration	Records relating to the protection of property and lives; investigation of crime and criminality, and handover of policing authority to the national government.	P	A	Office of the Police Commissioner	UNHQ DPO/OUSG or DPO/OROLSI	PKO-LAE-201	
	08	Local police administration: investigation of local police service	Non-compliance reports issued against police officials, de-certification warnings, copies of HoM's correspondence to the Ministry of the Interior; copies of Ministry of the Interior's reply; advice from UNHQ DPO/OROLSI/PD.	P	A	Office of the Police Commissioner	UNHQ DPO/OUSG or DPO/OROLSI	PKO-LAE-201	

		File Classification Scheme		Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Legal Affairs (LEG)	**LEG**	Records relating to the legal advice and agreements relating to missions.		OICT Enterprise Retention: LEG (Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-LEG-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-LEG-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-LEG-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-LEG-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-LEG-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Legal Agreements development and review	Records relating to the Status of forces agreements (SOFAs), status of mission agreements (SOMAs), letters of assist (LOAs), memoranda of understanding (MOUs), rules of engagement.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-LEG-201	

		File Classification Scheme		Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Management and Integration (MAT)	**MAT**	Records with broad application across three or more UN business functions (e.g. administrative		OICT Enterprise Retention: MGT (Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-MAT-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-MAT-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-MAT-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-MAT-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Office of the HoM	UNHQ DPO/OUSG	PKO-MAT-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not records, should not be declared records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Integrated Strategic Assessment, Mission Planning, Closure and Liquidation	Records related to integrated strategic assessment and mission planning for advance, start-up, mandate implementation, transition, closure and liquidation phases. Records include those related to integrated strategic and operational planning, implementation and evaluation activities in the field, such as HoM directive to Mission components, integrated strategic framework, joint transition plan. Records relating to the closure and liquidation of United Nations Field Missions.	P	A	Office of the HoM and UNHQ DPO/OUSG	UNHQ DOS/DSA	PKO-MAT-201	
	08	Business Continuity Management	Information relating to Business Continuity measures.	C + 10, E	D	Office of the HoM	N/A	PKO-MAT-203	V
	09	Business Process Improvement and Reform	Lean Six Sigma projects.	C + 5, E	D	Office of the HoM	N/A	PKO-MAT-202	
	10	Delegation of Authority	Documents relating to the delegation of authority for a mission, or initiative; controller's designation of officers approved and certified to make financial decisions regarding missions; Comptroller's designation of signatories.	E + 10	D	Various	UNHQ DMSPC/OPPFB/FOFD	PKO-MAT-204	V

		File Classification Scheme		Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Management and Integration (MAT)	**MAT**	Records with broad application across three or more UN business functions (e.g. administrative		OICT Enterprise Retention: MGT (Permanent)					
	11	Information Management: Web publishing	Information published on internal websites/Intranets, collaboration spaces and workspaces of short-term value for internal communications and collaboration	C + 5, E	D	Office of the Chief of Staff	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-MAT-202	
	12	Information Management: Data aggregation and visualization	Records showing integrated multi-disciplinary aggregated data in maps, charts and graphs	P	A	Office of the Chief of Staff	UNHQ DPPA-DPO/ODCSS	PKO-MAT-201	
	13	Information Management: Mail and pouch management	Records relating to correspondence distribution lists, damaged shipment reports.	E	D	Mission Records Centre	N/A	PKO-MAT-205	
	14	Information Management: Access and distribution	Officially approved distribution lists and access matrixes	E	D	Office of the Chief of Staff	N/A	PKO-MAT-205	
	15	Information Management: Records and Correspondence management	Records relating to the vital records list; disaster recovery plan; disposal authorizations; intra-mission file transfer requests with file lists; locally-amended, ARMS-approved file classification schemes and retention schedules; researcher confidentiality agreements, section chief permissions to use the registry. Records relating to the chronological file of incoming and outgoing code cables (crypto faxes). Retention justification: This record series applies to non-record copies of code cables and crypto faxes originating from the Mission. The office of record for code cables is the creator/collector of the record (i.e. the Office of the HoM or SRSG). Both the creator and the recipient should file these communications with other business records borne from the same activity (e.g. staff travel), and dispose or archive based on the appropriate schedule. Special Instructions: UNHQ maintains a complete set of incoming and outgoing secure communications for the EOSG. Records relating to chronological file of incoming and outgoing faxes. File can be destroyed after 5 years. Retention justification: This record series applies only to non-record copies of faxes maintained by the Mission Communications and Information Technology Section. The creator/collector of the fax should file these with other business records borne from the same activity (e.g. staff travel)	P	A	Office of the HoM, or SRSG	UNHQ DPPA-DPO/ODCSS	PKO-MAT-201	V

File Classification Scheme				Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Management and Integration (MAT)	**MAT**	Records with broad application across three or more UN business functions (e.g. administrative		OICT Enterprise Retention: MGT (Permanent)					
	16	Information Management: Peacekeeping Intelligence	Records relating to how United Nations peacekeeping operations acquire, collate, analyze, disseminate, use, protect and manage peacekeeping-intelligence in support of United Nations operations in the field. Special instructions: Peacekeeping-intelligence planning, programmatic designs, distributions lists and products shall be retained and transferred to the UN Archives on a biannual basis throughout the lifecycle of the mission and at the closure of a mission.	P	A	Office of the Chief of Staff	UNHQ DPPA-DPO/ODCSS	PKO-MAT-201	V
	17	Cartography and Geospatial Information Management	Global geo-database; mission-specific geo-data; softcopy geo-database outputs such as maps. Special Instructions: A mission's Geospatial Information Unit/Section must regularly transfer a back-up of its geospatial data and products to the UNLB/GSC Client Service Delivery Section (formerly, Geospatial Information Section). It must also centralize its standardized geo-database and softcopy outputs to the GSC GIS cloud. UNLB/GSC provides full access to the up-to-date geo-data and maps to the UNHQ OICT Geospatial Information Section for the purpose of UNHQ operations and support. Special Instructions: All hardcopy outputs and reference materials may be destroyed when reference value expires.	P	A	OICT/Mission Geospatial Information Unit/Section/	UNLB/GSC Client Service Delivery Section	PKO-MAT-201	V
	18	Translation and Interpretation	Information relating to translation and interpretation services. .	C + 5, E	D	Office of the DMS/CMS	N/A	PKO-MAT-202	

File Classification Scheme				Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Military (MIL)	**MIL**	Records relating to the provision and management of military and related activities in field missions;		OICT Enterprise Retention: MIL (Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities. Strategic Military Concept of Operations (CONOPS) , Statement of Force and Unit Requirements (SFR/SUR); Rules of Engagement (ROE); Contingency Plan (CONPLAN) records relating to the provision of an immediate establishment capacity to newly-authorized missions in the perspective of the military; Strategic estimate, operational estimate; records relating to the adjustment of deployed military capacity. Mission Military Force Plans, to include OPSORDERS, FRAGOS, Contingency Plans, QRF Plans, Security Plans. Strategic Military Concept of Operations (CONOPS) , Statement of Force and Unit Requirements (SFR/SUR); Rules of Engagement (ROE); Contingency Plan (CONPLAN) records relating to the provision of an immediate establishment capacity to newly-authorized missions in the perspective of the military components of the mandate's implementation, and promoting and assisting in the co-ordination of such activities; Strategic estimate, operational estimate; records relating to the adjustment of deployed military capacity.	P	A	Mission Military Component	UNHQ DPO/OMA	PKO-MIL-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Records relating to protection mandates, Human Rights, Humanitarian Crisis Management, planning guidance, performance standards, Command and Control, Gender, various manuals, Rule of Law. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission Military Component	UNHQ DPO/OMA	PKO-MIL-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	C + 15	D	Mission Military Component	UNHQ DPO/OMA	PKO-MIL-203	

File Classification Scheme				Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Military (MIL)	**MIL**	Records relating to the provision and management of military and related activities in field missions;		OICT Enterprise Retention: MIL (Permanent)					
	04	Monitoring, reporting	Records relating to Force Commander's end of assignment report, 6-month reports. Reports and briefings from field missions including end of duty reports to HQ and related commentary; briefings for senior military appointees; significant operations after action reports. Records relating to daily and monthly monitoring reports, patrol reports, reports incorporated into DMS/CMS monthly reports. Monitoring of the military situation in mission areas and results of analysis, including relevant reference documents such as geography; daily military situation reports and situation updates for the OMA Office of the Military Adviser. Statistical data on military in UN peace operations (e.g. contributions by TCCs); NOTICAS statistics, "drone"/Unmanned Aircraft Systems (UAS)/sensors, remote or direct (e.g., body camera) footage collection and analysis.

Special Instruction: Only "drone"/Unmanned Aircraft Systems (UAS)/sensors, remote or direct (e.g., body camera) footage used in final reports or information products is a permanent record. Raw footage should only be kept for 60 days by which time final information products e.g., reports, should be generated from it. Any disposition of footage should be signed off on by the Office of the HoM. | P | A | Office of the HoM | UNHQ DPO/OMA | PKO-MIL-201 | |
| | 05 | Capacity Building | Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies. | C + 15 | D | Mission Military Component | UNHQ DPO/OMA | PKO-MIL-203 | |
| | 06 | Reference | Reference documents supporting the Office's work.

Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed. | T | D | N/A | N/A | | |
| | 07 | Military Information Analysis and Assessment | Records relating to threat assessments (as part of Military Capability Studies/Concept of Operations/Mandate review); Intelligence Reports (INTREPS); Mission briefings. | P | A | Office of the HoM | UNHQ DPO/OMA | PKO-MIL-201 | |
| | 08 | Logs and records of Unmanned Aircraft Systems | Records relating to Unmanned Aircraft System (UAS) flight, maintenance, and operator logs. | C + 5, E | D | Office of the HoM | UNHQ DPO/OMA | PKO-MIL-202 | |

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
	MIN		Records that deal with the administration and coordination of mine action activities.			OICT Enterprise Retention: MIN (Permanent)			
Mine Action (MIN)	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	UNMAS Field Programme	UNHQ DPO/OROLSI/MAS	PKO-MIN-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	UNMAS Field Programme	UNHQ DPO/OROLSI/MAS	PKO-MIN-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities (i.e. Member States), include collaborated work with other UN Departments, governmental/non-governmental organisations, local/civil institutions and all other entities. Documents include (but not limited to local initiatives, confidence building, extension of state authority etc.).	P	A	UNMAS Field Programme	UNHQ DPO/OROLSI/MAS	PKO-MIN-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	UNMAS Field Programme	UNHQ DPO/OROLSI/MAS	PKO-MIN-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	UNMAS Field Programme	UNHQ DPO/OROLSI/MAS	PKO-MIN-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Mine survey, marking, and clearance	Records relating to Mine surveying, marking and clearing. Special Instructions: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	P	A	UNMAS Field Programme	UNHQ DPO/OROLSI/MAS	PKO-MIN-201	
	08	Mine Victim Assistance	Records relating to assistance provided to mine victims. Special Instructions: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	P	A	UNMAS Field Programme	UNHQ DPO/OROLSI/MAS	PKO-MIN-201	
	09	Stockpile destruction, Weapons and Ammunition Management	Records relating to stockpile destruction, weapons and ammunition management. Special Instructions: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.	P	A	UNMAS Field Programme	UNHQ DPO/OROLSI/MAS	PKO-MIN-201	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
		File Classification Scheme				**Records Retention Schedule**			
	MOV		Records relating to movement of equipment, military contingents, and formed police units within and			OICT Enterprise Retention: MOV (5 Years)			
Movement and Transport (MOV)	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Mission Ground Transport Section	TBD	PKO-MOV-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines.

Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database.

Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed. | P | A | Mission Integrated Support Services | TBD | PKO-MOV-201 | |
| | 03 | Coordination, partnership | Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities. | C + 10 | D | Mission Ground Transport Section | TBD | PKO-MOV-202 | |
| | 04 | Monitoring, reporting | Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives. | P | D | Mission Integrated Support Services or Office of the DMS/CMS | TBD | PKO-MOV-201 | |
| | 05 | Reference | Reference documents supporting the Office's work.

Special Instructions: Reference documents are no records, should not be declared as records and should be disposed of when no longer needed. | T | D | N/A | N/A | | |
	06	Movement control/shipping	Transport schedules, bills of lading, customs records, shipping notifications, container tracking records; records relating to shipment of COE, UNOE, etc. to/from field missions; movement records relating to contingent/FPU deployment and repatriation.	C + 5, E	D	Mission Movement Control, Aviation, Traffic or Shipping Section	N/A	PKO-MOV-203	
	07	Air transport: aircraft inspection	Inspection reports; maintenance records supplied by air operators.	C + 5, E	D	Mission Air Transport Service	N/A	PKO-MOV-203	
	08	Air transport: flight operation: monthly	Manifests, landing clearance records, monthly flight schedules, actual daily flight schedules.	C + 5, E	D	Mission Air Transport Service	N/A	PKO-MOV-203	
	09	Air transport: flight operation: non-scheduled	Non-scheduled (i.e. special) flight requests.	C + 5	D	Mission Air Transport Service	DOS/OSCM	PKO-MOV-204	
	10	Air transport: aircraft use	Aircraft use reports.

Special Instructions: originals maintained by UNHQ Air Transport Section for processing of payment to air operators/contractors. | C + 5, E | D | UNHQ DOS/OSCM/ATS | N/A | PKO-MOV-203 | |
| | 11 | Surface transport: vehicle maintenance | Vehicle maintenance history records.

Special Instructions: File closure: Close file annually on 31 December. | C + 5, E | D | Mission Ground Transport Section | N/A | PKO-MOV-203 | |
| | 12 | Surface transport: surface operations | Vehicle allocation, inventory, logs, daily dispatch, mileage reports, trip tickets, statistics, meeting minutes of the Vehicle Establishment Committee, records of the Force Vehicle Inventory Unit (FVIU).

Special Instructions: File closure: Close file annually on 31 December. | C + 5, E | D | Mission Ground Transport Section | N/A | PKO-MOV-203 | |
| | 13 | Surface transport: licensing of drivers | Drivers' files (containing driver examination, photocopy of driver's license, etc.). | C + 5, E | D | Mission Ground Transport Section | N/A | PKO-MOV-203 | |

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
Oversight (OVE)	**OVE**	Records that deal with reviewing the administrative and substantive work of UN business units; Records				OICT Enterprise Retention: OVE (Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Office of the DMS/CMS	TBD	PKO-OVE-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Office of the DMS/CMS	TBD	PKO-OVE-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	T	D	Copies of HQ records, destroy when no longer needed	N/A		
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Office of the DMS/CMS	TBD	PKO-OVE-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	T	D	Copies of HQ records, destroy when no longer needed	N/A		
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Aviation Safety Assessment Visits (ASAV)	Records include ASAV reports to missions and UN registered air vendors	P	A	Office of the DMS/CMS	UNHQ OASG/OROLSI/DPO	PKO-OVE-201	
	08	BOI technical investigation and case management	Military, police, and mission HQ BOI case files and final reports with supporting documentation such as: witness statements, medical reports, damage/discrepancy reports, technical inspection reports, incident scene sketches, maps, photographs, casualty notifications (NOTICAS), shooting reports (SHOOTREP), significant incident reports (SINCREP). Special Instructions: originals of investigation reports, such as Aviation Safety Technical Investigation Reports and State Investigation Reports, are placed on the BOI file.	E	D	Mission BOI Unit (DMS/CMS/CoS)	N/A	PKO-OVE-202	V

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
	OVE		Records that deal with reviewing the administrative and substantive work of UN business units; Records			OICT Enterprise Retention: OVE (Permanent)			
Oversight (OVE)	09	BOI technical investigation	Evidentiary and supporting records used in developing technical inspection reports; copies of final reports. Special Instructions: originals of final reports, such as Aviation Safety Technical Investigation Reports and Authority Investigation Reports, are placed on the BOI file.	E	D	UNHQ DOS/OUSG/ARBOIS	N/A	PKO-OVE-202	V
	10	Audit: external audit	Records include: administrative files relating to the work of the Board of Auditors. T = resolution of issues raised in Audit	E	D	Office of the DMS/CMS and UNHQ Secretariat of the Board of Auditors	N/A	PKO-OVE-203	
	11	Audit: internal audit	Records include: case files. T = resolution of issues raised in Audit	T + 15	D	UNHQ OIOS	TBD	PKO-OVE-204	
	12	Evaluation	Programme and mission monitoring evaluation records, including mandatory internal evaluations (self-assessments) and discretionary internal evaluations (self-evaluation). T = resolution of issues raised in Audit	T + 15	D	UNHQ OIOS	TBD	PKO-OVE-204	
	13	Investigation: Mission Security Investigation Unit (SIU)	Records of Mission Security Investigation Units (SIU) Special instructions: Records of OIOS mission investigation records belong to HQ under OIOS HQ schedule.	P	A	Mission SIU	TBD	PKO-OVE-201	V

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			*Records Retention Schedule*			
Political Affairs (POL)	**POL**		Records that deal with the dynamics of armed conflict, including activities to help resolve them through			OICT Enterprise Retention: POL (Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities. Records of the Field include Mission-authored strategy; strategic planning, implementation and evaluation documents, in all aspects of political affairs.	P	A	Office of the HoM or Political Affairs Component	UNHQ DPO/OUSG or DPPA/OUSG	PKO-POL-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, and guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Office of the HoM	UNHQ DPO/OUSG or DPPA/OUSG	PKO-POL-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities. Records include those related to the engagement and coordination in the field between Mission and the host Government, other Member States, UN entities, regional and sub-regional organizations, as well as civil society organisations, such as, but not limited to, meeting notes of USG/ASG meetings with those partners, in all aspects of political affairs, such as peace talks and elections.	P	A	Office of the HoM, Political and Civil Affairs Components	UNHQ DPO/OUSG or DPPA/OUSG	PKO-POL-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives. Records include records related to analysis of political process, dynamics and activities and early warning, including analysis of political actors and socio-economic conditions; and periodic and ad hoc reports submitted to HQ in all aspects of political affairs.	P	A	Office of the HoM, Political and Civil Affairs Components	UNHQ DPO/OUSG or DPPA/OUSG	PKO-POL-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Political and Civil Affairs Components	UNHQ DPO/OUSG or DPPA/OUSG	PKO-POL-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			Records Retention Schedule			
Procurement (PRO)	**PRO**	Procurement cases originating from field mission procurement sections only, including contracts,				OICT Enterprise Retention: SCM (Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	E	D	Mission Procurement Section	N/A	PKO-PRO-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, and guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database Records relating to policies, procedures, and best practices of UNHQ/DM/OCSS/PD are transferred to them and not maintained by UNHQ/DFS/OASG.	T	D	Copies of HQ records, destroy when no longer needed	N/A		
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities. T = completion of contract	T + 10	D	Mission Procurement or Contract Management Section	UNHQ DOS/OSCM/PD	PKO-PRO-202	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	C + 5, E	D	Mission Procurement Section	N/A	PKO-PRO-203	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	T	D	Copies of HQ records, destroy when no longer needed	N/A		
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Bids, Proposals, Quotations	All successful and unsuccessful bids, proposals and quotations and supporting documentation received for a specific procurement. Special Instructions: Original tender opening records are filed separately. Copies of relevant tender opening records are collocated with contract/purchase order. A list of vendors who have submitted unsuccessful bids, proposals or quotations at the time of cancellation should be kept in the relevant procurement case file. T = conclusion of bid process, bidder chosen or procurement	T + 10	D	Mission Procurement Section	UNHQ DOS/OSCM/PD	PKO-PRO-202	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
Procurement (PRO)	**PRO**	Procurement cases originating from field mission procurement sections only, including contracts,				OICT Enterprise Retention: SCM (Permanent)			
	08	Headquarters /Local Committee on Contracts - Minutes and presentations	Records relating to Headquarters /Local Committee on Contracts meeting minutes and presentations. Special Instructions: This disposal class corresponds to LCC / HCC meeting minutes not filed in contract/purchase order case files. T = completion/cancellation of procurement	T + 5	D	Mission Office of the DMS/CMS (Secretary of the Local Committee on Contracts)	UNHQ DOS/OSCM/PD	PKO-PRO-204	
	09	Contracts and Leases	Contracts and Leases which result from successful procurements. Key procurement file containing the purchase orders; signed contract (contracts, leases, institutional and corporate agreements); approved requisitions; ITB, RFP or RFQ; offers or bids; procurement abstracts or analysis; technical evaluations; vendor performance evaluations; HCC/LCC presentations and minutes; ASG approvals; Statement of Award and procurement correspondence. Vendor Performance Evaluation. T = Contract/Lease completed/cancelled and all charges, issues, claims settled.	T + 10	D	Mission Procurement Section	UNHQ DOS/OSCM/PD	PKO-PRO-202	V
	10	Delegations of procurement authority	Records relating to the delegation of procurement authority and designation. T = Staff member is no longer active in function requiring delegation of procurement authority or has received a new delegation of authority.	T + 5	D	Mission Procurement Section	UNHQ DOS/OSCM/PD	PKO-PRO-204	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
Property Management (PRP)	**PRP**		Records relating to the deployment, rotation, replenishment, inventory, write-off, and transfer of UN-			OICT Enterprise Retention: ADM (Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	UNHQ DFS/LSD/Office of the Director	TBD	PKO-PRP-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Office of the DMS/CMS	TBD	PKO-PRP-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	C +10	D	Office of the DMS/CMS	TBD	PKO-PRP-202	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Office of the DMS/CMS	TBD	PKO-PRP-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	T	D	Copies of HQ records, destroy when no longer needed	N/A		
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Stock management: Equipment maintenance	Documents include information relating to the service and maintenance of office property and equipment.	C + 5	D	Mission Technical Section	TBD	PKO-PRP-203	
	08	Stock management: warehousing	Records relating to the warehousing of mission supplies, care and storage of materiel.	C + 5, E	D	Mission Warehousing Section	TBD	PKO-PRP-204	
	09	Property control: annual inventory	Annual inventories of field missions	E + 5	D	Office of the DMS/CMS	TBD	PKO-PRP-205	
	10	Property control: Issue of property	Records relating to mission issue vouchers, authority to release vouchers.	E + 5	D	Mission Technical Section	TBD	PKO-PRP-205	
	11	Property control: handover of property: general	Records relating to internal mission handover vouchers (UN equipment, vehicles, IT equipment, radios, etc.). T = completion of handover	T + 5	D	Mission Technical Section	TBD	PKO-PRP-206	
	12	Property control: handover of property: donation	Records relating to mission donation handover vouchers.	E + 10	D	Mission Property Control and Inventory Unit	TBD	PKO-PRP-207	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
	PRP		Records relating to the deployment, rotation, replenishment, inventory, write-off, and transfer of UN-			OICT Enterprise Retention: ADM (Permanent)			
Property Management (PRP)	13	Property control: return of property	Records relating to mission return stores vouchers.	E + 5	D	Mission Technical Section	N/A	PKO-PRP-205	
	14	Property survey: rejected write-off requests rejected	Records relating to mission Survey Team's Physical Verification records; Asset Managers' write-off requests and asset lists. Special Instructions: New request must be submitted if rejected; appeal based on request at hand not permitted.	C + 5, E	D	Mission Technical Section, Mission General Services Section or Claims Unit (Property Survey Officer)	N/A	PKO-PRP-204	
	15	Property survey: processing of accepted write-off requests	Records relating to mission property survey AW case records (DMS/CMS decision); LPSB meeting minutes with attached A case records. T = physical disposal of assets and after asset records have been deleted from mission inventory.	T + 5	D	Office of the DMS/CMS or Mission LPSB	N/A	PKO-PRP-206	
	16	Property survey: solicitation of HPSB recommendation	Records relating to SB case files. Special Instructions: Office of record changes from Mission Local Property Survey Board (LPSB) to UNHQ HPSB upon the latter's receipt of SB case files; LPSB retains non-record copies of SB case files T = physical disposal of assets and after asset records have been deleted from mission inventory.	T + 5	D	Mission LPSB	TBD	PKO-PRP-206	
	17	Receiving and inspection: mission	Records relating to field mission receiving and inspection reports, damage discrepancy reports (DDR). Special Instructions: Receiving and inspection reports maintained by Mission Finance Section are attached to the corresponding voucher and so adopt the voucher's retention requirements. Office of Record is the Mission Receiving and Inspection Unit where no payment is involved, such as inter-mission transactions; and the Mission Finance Section where payment is involved, such as procurement of goods T = approval of mission self-accounting unit.	T + 5	D	Mission Receiving and Inspection Unit or Mission Finance Section	TBD	PKO-PRP-206	
	18	Receiving and inspection: UNLB	Records relating to receiving and inspection reports, damage discrepancy reports (DDR). T = approval of UNHQ/DMSPC	T + 5	D	Mission Receiving and Inspection Unit	TBD	PKO-PRP-206	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme	**Records Retention Schedule**					
	PRT		Records relating to the administration and coordination of protection activities.	OICT Enterprise Retention: (CIV Permanent)					
Protection (PRT)	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Mission Component	UNHQ DPO/DPET	PKO-PRT-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission Component	UNHQ DPO/DPET	PKO-PRT-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Mission Component	UNHQ DPO/DPET	PKO-PRT-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Mission Component	UNHQ DPO/DPET	PKO-PRT-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Mission Component	UNHQ DPO/DPET	PKO-PRT-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Protection of Civilians	Records relating to the protection of civilians.	P	A	Mission Component	UNHQ DPO/DPET/PBPS/PCT	PKO-PRT-201	
	08	Protection of Children	Records relating to the protection of children.	P	A	Mission Component	UNHQ DPO/DPET/PBPS/CPT	PKO-PRT-201	
	09	Conflict Related Sexual Violence	Records relating to sexual violence in conflict.	P	A	Mission Component	UNHQ DPO/DPET/PBPS/CRSV	PKO-PRT-201	

		File Classification Scheme		Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Public Information and Communication (PUC)	**PUC**	Records relating to the creation, management, and dissemination of UN mission materials that		OICT Enterprise Retention: (PUB Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Mission Public Information Component	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission Public Information Component	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	C + 5, E	D	Mission Public Information Component	N/A	PKO-PUC-202	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A	Office of the HoM Mission Public Information Component	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Mission Public Information Component	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	Education	Public information in the fields of voter education programmes; mine-risk education and advocacy programmes. Special Instructions: Transfer mine action records to a support agency (e.g. UNDP) upon mission closure; do not transfer to ARMS.	P	A	Mission Public Information Component or MACC	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-201	

		File Classification Scheme			Records Retention Schedule					
Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
Public Information and Communication (PUC)	**PUC**	Records relating to the creation, management, and dissemination of UN mission materials that				OICT Enterprise Retention: (PUB Permanent)				
	08	External Relations	All press releases; all external speeches and statements from USGs regardless of topic; statistics relating to representational invitations; mission fact sheets; exhibition-related Web and print publications; educational outreach materials; mine risk advocacy records. Special Instructions: Representational invitations should only be kept for 2 years.	P	A	Mission Public Information Component	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-201	
	09	Internal Relations	DPO/DOS/DPPA USG messages to all staff regardless of topic; Intranet profiles; edited field mission press releases and Web stories; Web casts.	P	A	Mission Public Information Component	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-201	
	10	Media Relations	Statistics and statistical analysis relating to media interaction; records relating to the preparation of press encounters, including cover notes, prep sheets, and supporting materials; interview transcripts; transcripts of Spokesman's press briefings, press releases, interview transcripts, video and audio recordings of the broadcasted content. Special Instructions: For transfer of audio and video materials, please refer to the Policy and Guidance for Public Information on the Policy and Practice Database.	P	A	Mission Public Information Component	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-201	
	11	Protocol	Records relating to the hosting of visitors; congratulatory and thank you letters.	E + 5	D	Mission General Services Section	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-203	
	12	Publishing and Broadcasting	Records relating to radio and television programme scripts, video and audio recordings of broadcasted content, print information products. Special Instructions: To transfer audio and video materials refer to the Policy and Guidance for Public Information on the Policy and Practice Database. Special instructions: Raw footage is not included and be disposed when no longer needed.	P	A	Mission Public Information Component	UNHQ DPPA/OUSG/SCS or DPPA-DPO/ODCSS/SCS	PKO-PUC-201	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
	SSM		Records relating to missions safety and security programmes and practices, including physical,			OICT Enterprise Retention: (SSM Permanent)			
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities. Records include: Aviation Safety Support Plans for new missions; DFS and Mission Aviation Safety Programmes; Aviation Safety Work Plans.	P	A	Office of the DMS/CMS Mission Office of the Chief/Principal Security Adviser	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	V
	02	Policy, Procedure, Best Practice	Records relating to the UNHQ policies, guidelines and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions; safety programmes and activities in the field relating to Safety and Security. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Special Instructions: Security policy and procedure is authored by UNHQ DSS/DRO/POSS. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed. Special Instructions: Custody Triggers: Local Archive after Date Closed Permanent Archive 1 Month after End of Mission Mandate (User Defined)	P	A	Office of the DMS/CMS Mission Office of the Chief/Principal Security Adviser	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	V
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Office of the DMS/CMS	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives. Raw CCTV Footage is retained for 30 days unless used in the context of an investigation, inquiry, etc. In this case, the retention assigned will be the one of the support material related to that inquiry or investigation. Records include: aircraft occurrence reports (OR), hazard reports (HR), risk assessment/ safety indicators, Aviation Safety Council agenda and minutes, monthly and annual reports. Special Instructions: Custody Triggers: Local Archive after Date Closed	P	A	Office of the DMS/CMS or CSA	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	V
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Office of the DMS/CMS Mission Office of the Chief/Principal Security Adviser	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	

Safety and Security Management (SSM)

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
Safety and Security Management (SSM)	**SSM**	Records relating to missions safety and security programmes and practices, including physical,				OICT Enterprise Retention: (SSM Permanent)			
	06	Reference	Reference documents supporting the Office's work (industry standards, recommended practices, instructions, manuals, etc.). Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		
	07	AVSS aviation safety technical investigation (ASTI)	UN contracted aircraft accident investigation; state investigation and DOS/OSCM/AVSS/ASTI reports	P	A	Office of the DMS/CMS	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	
	08	Aviation crisis management	Mission Aviation Emergency Response Plan	P	A	Office of the DMS/CMS, Joint Operations Centre or CSO	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	
	09	Investigation: incidents resulting in minor damage/loss: general	Non-Board of Inquiry case files documenting minor damage/loss to the following: 1.) UN-owned property (excluding vehicles) 2.) contingent-owned equipment (COE) 3.) mission staff personal effects.	C + 5, E	D	Office of DMS/CMS/CSO, Office of Chief/Principal Security Adviser or Office of the Force Commander	N/A	PKO-SSM-202	V
	10	Investigation: incidents resulting in minor damage/loss: UN vehicles	Non-Board of Inquiry case files documenting minor damage/loss to UN vehicles.	C + 5, E	D	Office of DMS/CMS/CSO, Office of Chief/Principal Security Adviser or Office of the Force Commander	N/A	PKO-SSM-202	V
	11	Investigation: incidents resulting in no damage/loss of property	Attempted theft reports; reports of traffic offences resulting in no injury or damage.	C + 5, E	D	Office of DMS/CMS/CSO, Office of Chief/Principal Security Adviser or Office of the Force Commander	N/A	PKO-SSM-202	V
	12	Surface transport safety	File here: policy and procedure on the surface transport of hazardous materials.	P	A	Office of the DMS/CMS/ Transport Section	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	
	13	Air transport safety	File here: preliminary aircraft occurrence reports (PAORs), aircraft observed hazard reports, aircraft risk assessment/safety indicators, Aviation Safety Council minutes and agenda.	P	A	Office of DMS/CMS, Transport Section, Aviation Safety Section or CSA/CSO	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	
	14	Fire safety	File here: records relating to fire prevention, fire escape routes, and fire warden designation.	E	D	CSA/CSO	N/A	PKO-SSM-203	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
			File Classification Scheme			**Records Retention Schedule**			
	SSM		Records relating to missions safety and security programmes and practices, including physical,			OICT Enterprise Retention: (SSM Permanent)			
Safety and Security Management (SSM)	15	Occupational safety	File here: policies and practices intended to prevent and reduce occupational accidents and diseases by means of training, regulations, etc.	P	A	Office of DMS/CMS or OSO/FOSFP	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	V
	16	Security crisis management	Individual crisis case file folders, such as abductions, attacks, and evacuations	P	A	Joint Operations Centre or Office of the CoS	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	V
	17	Inventory of personal effects	Staff personal effects inventories.	E	D	Office of the DMS/CMS	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-202	
	18	Staff identification	Identification cards (including temporary cards for visitors), border crossing passes, entry passes for UN contractors.	C + 5, E	D	Office of the DMS/CMS	N/A	PKO-SSM-202	
	19	Staff tracking	Staff tracking data.	C + 5, E	D	Mission Security Operations Centre (SOC) or Equivalent	N/A	PKO-SSM-202	V
	20	Security clearance	TRIP (external or internal travel); MOPs; special cases i.e. travel to locations classified as "very high" risk area	C + 5, E	D	CSA/CSO	N/A	PKO-SSM-202	
	21	Surveillance	Surveillance camera logs. Raw CCTV Footage is retained for 30 days unless used in the context of an investigation, inquiry, etc. Then it will either kept as a monitoring and reporting record (SSM 04, above), or as part of the records of a specific investigation.	30 Days	D	Office of the Chief/Principal Security Adviser	N/A	PKO-SSM-204	
	22	Security broadcasts	Staff security broadcasts.	P	A	Office of the Chief/Principal Security Adviser	UNHQ DPPA-DPO/ODCSS/FPS	PKO-SSM-201	

Function	Activity No.	Activity Name	Description and Notes	Retention Period	Disposition	Office of Record	Successor Office of Record	Retention Code	Vital
	File Classification Scheme			Records Retention Schedule					
Security Sector Reform (SSR)	SSR	Records relating to security sector development, including assessment, review and reform of the		OICT Enterprise Retention: SSR (Permanent)					
	01	Planning, strategy	Records relating to the planning and strategies of the Office's administrative, substantive and logistical activities.	P	A	Mission SSR Component or Mission Political Lead	UNHQ DPO/OROLSI/SSRU	PKO-SSR-201	
	02	Policy, Procedure, Best Practice	Records relating to the policies and procedures of the Office's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Guidance and best practice documents/records, including mission-developed standard operating procedures, lessons learned reports or after-action reviews should be submitted to peacekeeping-bestpractices@un.org (for peacekeeping operations) or dppa-policy@un.org (for special political missions) for possible inclusion in the Policy and Practice Database. Copies of policies and procedures written by headquarters offices should be considered reference documents and disposed of when no longer needed.	P	A	Mission SSR Component or Mission Political Lead	UNHQ DPO/OROLSI/SSRU	PKO-SSR-201	
	03	Coordination, partnership	Records relating to the Office's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities.	P	A	Mission SSR Component or Mission Political Lead	UNHQ DPO/OROLSI/SSRU	PKO-SSR-201	
	04	Monitoring, reporting	Records relating to the Office's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives; including monthly SSR reports to UNHQ.	P	A	Mission SSR Component or Mission Political Lead	UNHQ DPO/OROLSI/SSRU	PKO-SSR-201	
	05	Capacity Building	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	P	A	Mission SSR Component or Mission Political Lead	UNHQ DPO/OROLSI/SSRU	PKO-SSR-201	
	06	Reference	Reference documents supporting the Office's work. Special Instructions: Reference documents are not considered records, should not be declared as records and should be disposed of when no longer needed.	T	D	N/A	N/A		