



Travel Issued: 2017

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
CAS.TRM101	Policy and Procedures	Policies, SOP's, guidance and guidelines related to management of official travels and visas matters created and maintained by TTS.	P	A		FCAS/TTS	
CAS.TRM102	Issuance of travel documents: Laissez- Passer	Records related to administration of e-UNLP services and support, including inventories.	C+5	D		FCAS/TTS	
CAS.TRM103	Issuance of travel documents: US and NON-US Visas	Records related to the administration and process of US and non-US visas, including inventories.	C+1	D		FCAS/TTS	
CAS.TRM104	Delegation of Authority	Requests received from UN Departments, Funds and Programmes.	T	D		FCAS/TTS	
CAS.TRM105	VIP trips support	Records relating to airport contacts, processes, foreign immigration.	P	A		FCAS/TTS	
CAS.TRM106	Airlines discount agreements	Agreements, contracts, correspondence and related materials including issues and claims.	T+2	D		FCAS/TTS	T = End of contract and/or resolution of issues and claims. See Procurement schedule for contract management, agreements and correspondence with vendors, except airlines.

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CAS.TRM107	Host Country Registration	Records related to staff movement of all HQ based UN/Specialised Agencies, Funds and Programmes.	C+5	D		FCAS/TTS	
CAS.TRM108	Host Country Report	Monthly report to the Host Country, containing staff changes of all HQ based UN/SA, Funds and Programmes staff, consultants and dependents	P	A		FCAS/TTS	
Retention codes:	C=Current Year; T=Termination or completion of programme or project						
Disposition codes:	A=Review for Archival (permanent); D=Destroy						