



Office of the Controller CONT

Issued: 2011

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
CONT201	Agreements	Agreements between the United Nations and the European Union, agreements with implementing agencies, donor and host country agreements.	T + 5	D	No		T = Agreement terminated or expires
CONT202	Financial Authority Delegations	Assignments of authority from the Controller for United Nations officials to act with respect to <u>specified financial matters.</u>	C + 5	A	Yes		
CONT203	Financial Authority Designations	Designations of United Nations staff members as authorized to perform significant financial <u>functions.</u>	C + 10	D	No		
CONT204	Controller's Chronological and Subject Files	Copies of outgoing and incoming correspondence, memos, code cables, and faxes arranged chronologically for quick reference. The record copy must be placed in the relevant subject file or record series in the office originating or taking actions	C + 5	D	No		
CONT205	Controller's confidential and project Files	Records include the Controller's confidential and <u>project files.</u>	T + 5	A	No		Previous schedule:
CONT206	Iraq Oil-for-Food Program Project Files	Files concerning the operations of the Iraq Oil for Food program and the investigations <u>concerning the program after its cessation.</u>	T + 10	A	Yes		T = Conclusion of all investigations concerning the program and settlement of all claims, issues or charges.
CONT207	Audit, Fraud reporting and Disciplinary Case Files	Records related to the Controller's role in reviewing and commenting on audits conducted on behalf of the Board of Auditors and on audit conducted OIOS. Records related to Joint Inspection Unit (JIU). Records include reports on monitoring for and investigations of fraud provided to the Board of Auditors, files concerning Controller's role in the investigations of grievance and disciplinary actions with respect to individual UN personnel including Administrative Tribunal Cases, and its execution of any payments resulting from the resolution <u>each case and ex-Gratia cases.</u>	C + 10	D	No	Board of Auditors (financial audit files); OIOS/IAD (audit files from OIOS); OHR/ALD (Grievance and disciplinary Case Files)	
CONT208	Trust Fund	Files concerning the record or authority and purpose of the Trust Fund; Trust Fund policies and <u>procedures.</u>	T + 10	D	Yes	OPPFB PPBD	T=end of Controller's Tenure or Trust fund closed out; all contributions and expenditures reconciled and final audit completed.

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CONT209	Controller Oversight	Records related to the Controller's role as the representative of the Secretary General to the UN Joint Pension Fund. Records related to the Controller's role in providing oversight of the operations of the Procurement Division from 2005-2008. Records include Peacekeeping Missions and Special Missions files.	T	A	No		T= Termination of controller's oversight role.
CONT210	Commitments against future financial periods files	Commitments against future financial periods	P	A	No		
CONT211	Financial Statements and Programmes Support Costs	Records include signed copies of official financial statements for each United Nations Programme and records related to Programme Support Costs	C + 10	D	Yes		
Retention codes: C=Current Year; T=Termination or completion of programme or project							
Disposition codes: A=Review for Archival (permanent); D=Destroy							