



Programme Planning and Budget Division PPBD

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PPBD201	Policies	Records includes memos, correspondence and those documenting decisions about budget policy and the basis for exceptions granted to general budget standards and guidelines.	P	A	No		
PPBD202	Budget	Records include budget and program planning work standards, budget office working files used in the preparation of biennial & interim budgets, budget statistics and trending information and special subject budgeted requests. Records include budget preparation standards and guidelines, staffing tables and standard salary costs. Records include letters and responses from advisory committees. Records related to budget monitoring and projection reports, budget submission packages submitted to deliberating bodies (ACABQ, Fifth Committee, and Committee for Programme Coordination. Records include original Program Budget Implications reports (PBI).	T	D	Yes		T = Budget issue resolved or program/initiative funded, all issues raised in audit addressed and settled.
PPBD203	Reference	Budget preparation standards and guidelines. Staffing tables and standard salary cost.	T	D	Yes		T = guidance superseded
PPBD204	Trust Fund	Reports, data, correspondence concerning budgeting for trust funds.	T + 10	D	No		T = Trust fund closed out; all contributions and expenditures reconciled and final audit completed.

Retention codes: C=Current Year; T=Termination or completion of programme or project

Disposition codes: A=Review for Archival (permanent); D=Destroy