



Records Common to All United Nations Offices

Issued: 2018

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
Office Support							
RCUN201	Administration and Management	Office Strategic plan, policy, guidance, guidelines related to the office work plan, minutes and talking points for meetings, records related to the risk management	P	A			
RCUN202	Asset Management	Equipment and furniture maintenance records. Assets inventories	T	D		Facilities Management Service	Retain until equipment is no longer maintained or disposed. Close folder and dispose. Request for Service are stored in iNeed.
RCUN203	Business Continuity Management	Documentation to protect staff and records and to resume business activities in the event of a disaster or emergency	T	D		DMSPC OUSG BCM	Retain until plan is updated, close folders and dispose.
RCUN204	Contract Management	Case folders for non-record copies of contracts, leases and institutional or corporate agreements. Records related to the management of the case	T	D		Procurement Division	Retain until vendor's contract expires, close folder and dispose. Procurement for contractor's service is stored in Umoja. Contract with vendor is kept in hard copy by OCSS/PD
RCUN205	Facilities and Security Management	Correspondence with Facilities management regarding office relocation, flexible work space arrangements	T	D		Facilities Management Service	Retain until move is effected. Close folder and dispose. Requests for service are stored in Unite Self Service
RCUN206	Procurement	Procurement of services, goods and supplies.	T	D		Procurement Division	Retain until service request completed. Close folder and dispose. Requests for short order (under \$10,000) are stored in Umoja.
Budget and Finance							
RCUN207	Regular Budget management and reporting	OPPFB submissions, ACABQ and 5th Committee draft submissions; IMDIS Results-Based Budgeting: Reporting and indicators	C + 7	D		OPPFB	Retain seven years (biennium and five years).
RCUN208	Support Account management and reporting	OPPFB submissions, ACABQ and 5th Committee draft submissions; IMDIS Results-Based Budgeting: Reporting and indicators	C + 5	D		OPPFB	
RCUN209	Extra budgetary resources management and reporting	Trust Funds; Extra budgetary committees, Multi-Year Appeal (MYA), donor relations, Budget instructions, performance reports, financial reports	T + 5	D		OPPFB	Close folder at the end of the trust fund's financial period; retain for five years and depose
Human Resources							

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
RCUN210	Staffing and Recruitment	Temporary job announcements; job announcements; copies of staff recruitment files staff recruitment files including notes of interview; terms of reference for consultants and interns	T + 5	D		OHR	Close folder after staff is recruited; retain for five years and depose. Offer management files are kept in Inspira
RCUN211	Staff Administration	Contact list, contracts, assignments, new staff arrival checklist, resignation, termination, retirements, staff clearances	T + 5	D		OHR	Close folder after staff is recruited; retain for five years and depose
RCUN212	Performance Management	Office work plain, staff work plans	C + 5	D		OHR	ePAS are maintained by Executive Offices electronically as well as inspira and in paper in <u>Official Status Files</u>
RCUN213	Attendance and Leave	Office wide leave calendar; attendance reports; sick leave report; Umoja reports.	C + 1	D		OHR	Staff individual leave request is kept in Umoja
RCUN214	Travel administration	Travel request and authorization; Laissez-passer requests; yearly travel plans	C + 1	D		FCAS TTS	Records of travel requests and approvals are stored in Umoja
Information Management							
RCUN215	ICT system development and local management	ICT business requirements documents, correspondence with OICT on system development and implementation	T + 1	D		OICT	Close folder when system is no longer in use; retain for one year and dispose
RCUN216	Information and Records Management	Information management policies; Files classification plan development; retention schedules; accession control reports, Records destruction authorization	T	D		ARMS	
Oversight							
RCUN217	Internal Audit	OIOS audits	T + 5	D		IAD	Close folder when audit is closed; retain for five years and dispose
RCUN218	External Audit	Board of Auditor audits; Joint Inspector Unit Audits	T + 5	D		BOA/JIU or other auditing body	Close folder when audit is closed; retain for five years and dispose
Retention codes: C=Current Year; T=Termination or completion of programme or project; P=While needed to conduct UN business; S=Superseded							
Disposition codes: A=Review for Archival (permanent); D=Destroy							