|  |  |
| --- | --- |
| UN_logo | **Records and Archives: Field Entity Closure Plan Template** |

**Name of Chief Information Management Unit/ Archiving Unit:**

**Mission Closure Timelines:**

**Phase 1: Preparation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Mission’s Office | Location ( Mission HQ or Sector) | Name of Focal Point | Task to be completed\* | Deadline |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\***Tasks are defined in Annex 1: Mission Liquidation Checklist with timelines

**Phase 2: Identification of Paper and Digital Records**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Mission’s Office | Location (Mission HQ or Sector) | Name of Focal Point | Task to be completed\* | Deadline |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\***Tasks are defined in Annex 1: Mission Liquidation Checklist with timelines

**Phase 3: Records Disposal and Retention**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Mission’s Office | Location (Mission HQ or Sector) | Name of Focal Point | Task to be completed\* | Deadline |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\***Tasks are defined in Annex 1: Mission Liquidation Checklist with timelines

**Phase 4: Records Transfer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Mission’s Office | Location (Mission HQ or Sector) | Name of Focal Point | Task to be completed\* | Deadline |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\***Tasks are defined in Annex 1: Mission Liquidation Checklist with timelines