



# Capital Master Plan 2010

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
CMP001	CMP UNHQ Study Phase - Drafts	Draft Reports	T+1	D	No	CMP	
CMP002	CMP UNHQ - Study Phase - Final	Final Reports	P	A	No	CMP	
CMP003	CMP UNHQ - Visitor's Experience	Visitors' Experience - Preliminary, Draft and Final Reports, Drawings, Boards Proposed major donation (subject of report to GA)	P	A	No	CMP	
CMP004	CMP UNHQ - Preliminary Phase	Draft and Final Reports and Drawings	P	A	No	CMP	
CMP005	CMP UNHQ - Preliminary Study - Interim	Parking Study - Interim Submittal	T+1	D	No	CMP	Destroy Permitted if electronic exists
CMP006	CMP UNHQ - Parking Study - Final	Parking Study - Final Submittal	P	A	No	CMP	
CMP007	CMP UNHQ - Natural Light at Conference Rooms - Interim	Natural Light at Conference Rooms Study - Interim Submittal	T+1	D	No	CMP	Destroy permitted if electronic exists
CMP008	CMP UNHQ - Natural Light at Conference Rooms - Final	Natural Light at Conference Rooms Study - Final Submittal	P	A	No	CMP	
CMP009	CMP UNDC5 and Community	Presentations, Drawings & RFQ's	P	A	No	CMP	
CMP010	CMP UNHQ Building Code Analysis	Building Code Analyses	P	A	No	CMP	
CMP011	CMP UNHQ Renovation	Design Development and Construction Documents - Initial Concept (Superseded)	S+1	D	No	CMP	
CMP012	CMP UNHQ Unified Approach Interim, Review or Final, Revised and Final Drawings and Specifications	Interim, Review or Final, Revised & Final Drawings and Specifications (Approach abandoned)	S+1	D	No	CMP	
CMP013	CMP UNHQ Strategy IV Interim, Review or Final Drawings and Specifications	Interim, Review or Final Drawings & Specifications (Approach abandoned)"	S+2	D	No	CMP	
CMP014	CMP UNHQ Accelerated Strategy IV Interim, Final or Review	Interim, Final or Review, Construction Drawings and Specifications (Superseded by bid documents)	S+2	D	No	CMP	

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
CMP015	CMP UNHQ Programme Presentations and Materials - Draft	Programming Materials - Drafts (Superseded by final programming materials)	S+1	D	No	CMP	
CMP016	CMP UNHQ Accelerated Strategy IV - Bid Documents, Final Programme, Final studies and As-Builts	Revised and Final (Bid or Contract) Construction Drawings and Specifications , Addenda, Bulletins; Programming Materials - Final; Design Phase Studies - Final; Presentation and Material Boards - Final, Approved Material Samples	P	A	No	CMP	
CMP017	CMP UNHQ Accelerated Strategy IV Record Drawings	Record Drawings	P	A	Yes	CMP	
CMP018	CMP UNHQ Swing Space North Lawn Building - Bid Documents and Record Drawings	Bid Drawings and Specification, Bulletins and Addenda; Record Drawings and As-Builts	P	A	No	CMP	Keep in Office 4 Yrs.
CMP019	CMP UNHQ Swing Space North Lawn Building - Design Documents	Schematic Drawings, Design Development, Construction Documents, Drawings and Specifications	S+2	D	No	CMP	Keep in Office 4 Yrs.
CMP020	CMP Offsite Swing Space	Schematic, Design Development, Construction Documents, Drawings and Specifications	T+5	D	No	CMP	
CMP021	CMP Offsite Swing Space - Bid Documents	Bid Drawings and Specification, Bulletins, Addenda	T+15	D	No	CMP	Keep in office 1 Yr. Can be revisited if locations are vacated
CMP022	CMP Offsite Swing Space	Record Drawing (FMS will maintain)	T+5	D	No	CMP	
CMP023	CMP UNHQ All Sub-projects	Shop Drawings	P	A	Yes	CMP	Keep in Office 4 Yrs.

Retention codes: B=Budget period; C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project S=Superseded

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