



**UNITED NATIONS**  
Department of Management  
Archives and Records Management Section

# **Guidelines**

June 2012

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## **File Classification Scheme for Administrative Functions Common to all UN Offices**

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## Guideline

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- Content:**
- A. Purpose**
  - B. Scope**
  - C. Guidelines**
  - D. Terms and definitions**
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### ANNEXES

- I. File Classification Scheme for Administrative Functions Common to all UN Offices (FCSAF)**
  - II. Mapping FCSAF to the Retention Schedule for Records Common to all UN Offices (RCUN)**
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#### **A. PURPOSE of the FCSAF**

- 1.** The File Classification Scheme for the Administrative Functions Common to all UN Offices (FCSAF) has been developed by ARMS to provide a detailed framework for the management of administrative records in UN offices.
- 2.** The FCSAF facilitates the management of administrative records that are commonly found in all offices.
- 3.** The FCSAF has been designed to support the use of an approved retention policy for administrative records common to all UN offices (RCUN).

## **B. SCOPE**

4. The FCSAF is to be used by any UN office within the Secretariat.
5. The FCSAF is designed for use in both paper and electronic management systems.
6. The FCSAF has been designed to be used by any UN office, regardless of its core or substantive work programme.
7. The FCSAF can be adjusted to meet specific needs of an office.

## **C. GUIDELINES for using the FCSAF**

### **8. Benefits of the FCSAF**

- Enable offices to standardize the arrangement and titling of folders.
- Enables offices to organize administrative records that they create or receive in a standardized and consistent way.
- Enables offices to retrieve administrative records by navigating through the FCSAF hierarchy of functions and activities.
- Supports the office's Records Management programme by linking the FCSAF categories to those in the retention schedule for Records Common to all United Nations Offices (RCUN), thereby facilitating the timely transfer, destruction and archiving of administrative records.

### **9. Structure of the FCSAF**

The FCSF is a hierarchical filing system comprised of two or three levels. The first and second levels have been defined. The first level cannot be changed, however, offices may need to adjust the second and third levels as needed.

### **10. First Level: Functions<sup>1</sup>**

Each filing code begins with a three letter alphabetical designator, which collectively represent the first level of business functions.

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<sup>1</sup> Business Function: the top or macro level of a business activity in an organization.

Administrative support for the Secretariat's substantive work programmes are grouped in the following functions:

Abbreviation	Title
ASM	Asset Management
BUF	Budget and Finance
FAM	Facilities Management
HRM	Human Resources
INM	Information Management
OVE	Oversight
PRO	Procurement

### 11. Second Level: Activities<sup>2</sup>

The second level corresponds to administrative business activities. The numbers are sequentially assigned to activities unique to a function.

For example: BUF-02 is to be used for files relating to Support Account Budget within Budget and Finance function:

**Budget and Finance – Support Account – 2011-2012**

Or OVE-01 is to be used for files relating to Internal Audits within Oversight function:

**Oversight – Internal Audits – Records Management, 2011**

### 12. Third Level: Sub-activities

Occasionally, offices may choose to sub-divide their activities for record-keeping purpose. Example for case files:

**Procurement – Purchase of goods and supplies - acquisition of goods and supplies under \$4000 – New computers, 2012**

**Human Resources - Staffing and Recruitment - Consultant (SSA) recruitment files – Mr. Smith, 2011**

### 13. Scope Notes and Folder Title guidance

The FCSAF includes scope notes that define the type of records that fall under the specific activities or sub-activities. This information can be adjusted by the office as needed. In addition, basic instructions for

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<sup>2</sup> Business activities: the actions that are taken in accomplishing a specific function

creating folder titles are provided; however, offices may wish to establish further naming conventions for their file folders.

## **14. Using the FCSAF**

### **14.1. File Folder Numbers and Titles**

Each file folder opened by an office should be assigned and labelled with a unique number which identifies it. This is done by combining the appropriate FCSAF code (e.g. HUM-01) with a chronologically assigned number for the specific folder (e.g. F001). This combined number is called the file folder number. This file folder number is unique within the office's record-keeping system.

For example, an office may need to open a file folder for the records related to the Regular Budget 2010-2012. Accordingly, it would create a folder labelled as follows:

**File folder number:** BUF-01-F001

**File folder title:** Budget and Finance – Regular Budget – 2010 to 2012

Or an office may need to open a file folder for the records related to and internal audits conducted by OIOS on the office's records management programme:

**File folder number:** OVE-01-F012

**File folder title:** Oversight – Internal Audits – Records Management programme, 2012

If using a paper filing system, work units may choose to only indicate the user-defined title on the folder. For example:

**File folder number:** OVE-01-F012

**File folder title:** Records Management programme, 2012

Folders are organized in the cabinets according to the file folder number.

**Note:** In an electronic record-keeping system, the first portion of the file folder title (Budget and Finance – Regular Budget) typically is system-generated. The last portion (2010-2012) is user-defined at the point of folder creation, and adds a level of specificity not necessarily found in the File Classification Scheme.

**Note:** A work unit need not open a file folder under each FCSAF number; file folders are created only when needed.

## **14.2. Registry**

A registry needs to be developed to manage the creation of folders. The registry is also the inventory of the records and will be an essential tool for the implementation of retention policies.

Staff members need to be assigned with this responsibility. For all new files, registry staff are responsible for creating the file folder, including labelling and registering it. The registry needs to contain, at least, the following information:

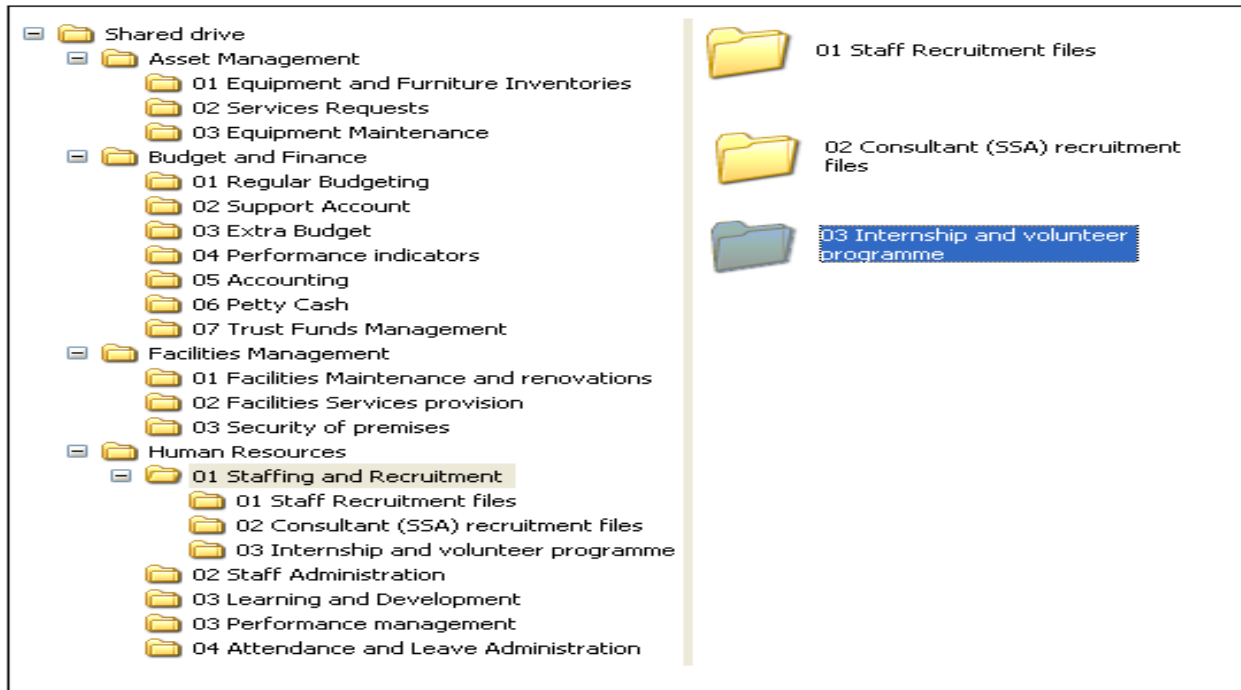
- File Folder number
- File Folder title
- Open date
- Close date
- Retention schedule details
- Home location

## **14.3 Using the FCSAF to Manage Working Documents on a Shared Drive**

In the absence of an UN-approved electronic record-keeping system, offices must manage their records in paper form. Nevertheless, offices may wish to use the FCSAF to manage non-sensitive working documents on shared drives.

The most practical application of the FCSAF on shared drives is:

- 1.) Create a top-level file folder for each function required.
- 2.) Create a second-level folder for each activity required.
- 3.) Create a third-level folder for each sub-activity when applicable.
- 4.) Create one or more uniquely-titled folders under each second or third-level folder.
- 5.) File documents in these unique sub-activity, or 'transaction' folders. In order to ensure consistency of the file structure, more folders should not be added at either the first or second levels.



Note that individual documents may only be filed in transaction folders.

#### 14.4. Problem Area: Filing 'Correspondence'

There is no single place to file 'Correspondence'. Filing decisions should always be based on the function and activity that led to creation of the correspondence. Consideration should also be given to who initiated the correspondence and who performed the action(s) (if any) based on the correspondence. Only certain correspondence meet the criteria of a business record and only business records need to be filed in a folder using the FCSAF.

Many offices retain copies of documents and records in a chronological file. Offices may, if they choose, continue to maintain chronological files, but they must ensure that the official copy of the record is filed according to the FCSAF and that the chronological file contains only duplicates of these records maintained for convenience.

#### 14.5 Problem Area: Filing 'General Records'

If a record is considered 'general' then it likely does not serve as evidence of any business transaction and therefore is not a record. An activity called 'reference' may be added to file these kinds of records when needed.

**15. Applying the UN Retention Schedule for Administrative Records Common to All UN Offices (RCUN)**

The RCUN is the approved policy for administrative records. The FCSAF has been mapped to the RCUN to facilitate the implementation of retention policies.

Retention schedule information should be applied at folder creation. It is best to set up a records disposal programme as a regular cycle, at least annually.

**16. Example of a folder label**

<p><b>OVE-01-F012</b></p> <p><b>Records Management programme, 2012</b></p> <p><b>Opened: 1/05/2012      Closed:</b></p> <p><b>Home Location: OCSS/OASG – Room xxx - Cabinet 1, drawer 3</b></p> <p><b>Retention: RCUN101</b></p>	
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**D. Terms and Definitions**

- a) *Activity*: Each function of an organization may be broken down into a number of 'activities', a term used in the sense of a class of actions that are taken in accomplishing a specific function. The activities in turn may be broken down into a number of transactions.
- b) *Administrative Functions*: those functions of a business unit that do not relate to the specific mandate.
- c) *Administrative records*: administrative records are common to most organizations. Examples include routine correspondence or interoffice communications; records relating to human resources, equipment and supplies, and facilities; reference materials, routine activity reports, work assignments, appointment books, and telephone logs.
- d) *Core Business Function*: those functions of a business unit that specifically relate to its mandate.



- e) *File Classification Scheme*: system that describes standard categories and that is used to organize records with common characteristics.
- f) *Function*: The top or macro level of business activity in an organization.
- g) *Non-record copy*: is the copy of a record which is found in an office other than the office of record. Also referred to as a convenience copy.
- h) *Office of record*: is the office or administrative unit that has been designated for the maintenance, preservation and disposition of records (official) copies.
- i) *Record (official record)*: any data or information, regardless of form or medium, maintained by the UN as evidence of a transaction.
- j) *Retention Schedule*: a comprehensive instruction covering the disposition of records to assure that they are retained for as long as necessary based on their administrative, fiscal, legal and historic value.

## **E. Contact**

Please, contact the Archives and Records Management Section for information about these guidelines: [arms@un.org](mailto:arms@un.org)

## **F. Help Online**

For further information about implementation of a File Classification Scheme, approved Retention policies, and Records Management standards and guidelines, please visit ARMS website at: <http://archives.un.org/ARMS/>

**File Classification Scheme for Administrative Functions Common to all UN Offices**

FUNCTIONS (Level 1)	ABBR.	No	ACTIVITIES (Level 2)	No	SUB-ACTIVITIES (Level 3)	Scope Notes	Title instructions
<b>Assets Management</b>	<b>ASM</b>					Non-record copies related to office management of UN assets.	
		01	<b>Equipment and Furniture Inventories</b>			<b>File here:</b> Copies of FMS inventory.	Title will consist of: Inventory [.] Year
		02	<b>Services Requests</b>			<b>File here:</b> non-record copies pertaining to requests for services from supportive offices, including: janitorial services, locksmith memos, water, office supplies stock requisitions, furniture, moves, FMS or ITSD requests, food services, Lotus Fax requests, translation requests, etc.	Title will consist of: Subject [.] Year
		03	<b>Equipment Maintenance</b>			<b>File here:</b> non-records copies pertaining to the maintenance and operations of the office equipment and furnishing (e.g.; copiers, computers, printer, manual warranties, etc	Title will consist of: Subject [.] Year
<b>Budget and Finance</b>	<b>BUF</b>					Non-record copies related to the office Budget and Finance activities.	
		01	<b>Regular Budget</b>			<b>File here:</b> Instructions, results-based budgets, allotment advice, redeployment requests, performance reports, Budget Account Code Information (BAC), BAC charge-back information.	Title will consist of: Subject [.] Year
		02	<b>Support Account</b>			<b>File here:</b> Instructions, results-based budgets, allotment advice, redeployment requests, performance reports, Budget Account Code Information (BAC), BAC charge-back information.	Title will consist of: Subject [.] Year
		03	<b>Extra Budgetary</b>			<b>File here:</b> Instructions, allotment advice, redeployment requests, performance reports, Budget Account Code Information (BAC), BAC charge-back information, special funds (e.g. trust funds, etc.).	Title will consist of: Subject [.] Year
		04	<b>Performance Indicators</b>			<b>File here:</b> Workload statistics.	Title will consist of: Subject [.] Year
		05	<b>Accounting</b>			<b>File here:</b> Reports and documentation submitted to Accounts Division/Accounts Payable for the reimbursement of expenses, including: travel incurred by staff while conducting United Nations business; consultants' invoices, SLAs.	Title will consist of: Subject [.] Year
		06	<b>Petty Cash Management</b>			<b>File here:</b> Records related to the management of the office petty cash such as petty cash vouchers.	Title will consist of: Year
		07	<b>Trust Funds Management</b>	01	<b>Administration files</b>	<b>File here:</b> records pertaining to the administration of trust funds and the programmatic uses of the fund's assets including allotment advices, cash receipts, interoffice and journal files, expenditure reports, financial statements and current transactions and correspondence.	Title will consist of: Subject [.] Year
				02	<b>Establishment files</b>	<b>File here:</b> Records of authority and purpose for establishing a trust fund, establishment of bank accounts, designation of certifying officers, trust funds policies and procedures	Title will consist of: Subject [.] Year
<b>Facilities Management</b>	<b>FAM</b>					Non-record copies related to the management of facilities and coordination with FMS.	
		01	<b>Facilities Maintenance and Renovations</b>			<b>File here:</b> Records related to facilities such as construction/design projects, premises inspections, cleaning services, extermination and pest control, waste management, etc.	Title will consist of: Subject [.] Year
		02	<b>Facilities service provision</b>			<b>File here:</b> Non-record copies of requests to FMS for the assistance on the renovation and adjustment of facilities.	Title will consist of: Subject [.] Year
		03	<b>Security of Premises</b>			<b>File here:</b> Records pertaining to safety and security, Disaster Preparedness Plans, emergency focal points, building passes, etc.	Title will consist of: Subject [.] Year

FUNCTIONS (Level 1)	ABBR.	No	ACTIVITIES (Level 2)	No	SUB-ACTIVITIES (Level 3)	Scope Notes	Title instructions
<b>Human Resources</b>	<b>HRM</b>					Non-record copies related to the office Human Resources activities.	
		01	<b>Staffing and Recruitment</b>	01	<b>Staff recruitment files</b>	<b>File here:</b> Vacancy Announcements, including TVAs, applicants' files, interview notes, written tests results, recommendations for GTA and posts from Galaxy and Inspira.	Title will consist of: Title of Post and/or Applicant's name [,] Year
				02	<b>Consultant (SSA) recruitment files</b>	<b>File here:</b> Terms of Reference, consultants' profile and proposals, selection recommendations.	Title will consist of: Title of Consultancy and/or Consultant's name [,] Year
				03	<b>Internship and Volunteer Programme</b>	<b>File here:</b> Records related to the recruitment of interns and volunteers.	Title will consist of: Intern or Volunteer's name [,] Year
		02	<b>Staff Administration</b>			<b>File here:</b> non-records copies filed for reference purposes related to individual staff members including: contracts, assignments missions, evaluations SPA requests, resignation, termination, retirements, etc [Executives Offices is the Office of Record.]	Title will consist of: Staff member's name [,] Year
		03	<b>Learning and Development</b>	01	<b>Internal training files</b>	<b>File here:</b> Records related to the office staff internal training.	Title will consist of: Type of training and/or Name of staff [,] Year
				02	<b>External training files</b>	<b>File here:</b> Records related to the office attendance and participation in external training.	Title will consist of: Type of training and/or Name of staff [,] Year
		04	<b>Performance Management</b>			<b>File here:</b> Non-record copies of performance documents (e.g. e-PAS, Inspira).	Title will consist of: Name of staff [,] Year
		05	<b>Attendance and Leave Administration</b>	01	<b>Annual leave requests</b>	<b>File here:</b> Requests for annual leave.	Title will consist of: Date of request
					<b>Attendance reports</b>	<b>File here:</b> Monthly and yearly attendance reports.	Title will consist of: Date of report
		06	<b>Travel Administration</b>	02	<b>Travel coordination</b>	<b>File here:</b> Non-record copies of travel authorization, requests, etc. Only the administrative records of travel are filed here.	Title will consist of: Subject [,] Year
				01	<b>Laissez-passer requests</b>	<b>File here:</b> Non-record copies of requests for les laissez-passer.	Title will consist of: Date of request
		07	<b>Delegation of Authority</b>			<b>File here:</b> Signed delegations of authority.	Title will consist of: Subject [,] Year
		08	<b>Staff Clearances</b>			<b>File here:</b> records related to the clearance of staff members before separation.	Title will consist of: Name of staff [,] Year
<b>INFORMATION MANAGEMENT</b>	<b>INM</b>					Records and non-record copies covering the development, maintenance and technical support of ICT systems.	
		01	<b>IT Systems Development</b>			<b>File here:</b> system requirements records, correspondence on system development and implementation	Title will consist of: Subject [,] Year
		02	<b>Request for IT Services</b>	01	<b>Hardware and software services requests</b>	<b>File here:</b> hardware and software service requests.	Title will consist of: title of the request [,] Year
				02	<b>Software licenses</b>	<b>File here:</b> software licenses	Title will consist of: name of the software [,] Year
		03	<b>Request for Communication Services</b>			<b>File here:</b> landlines and mobile phone communication services, Blackberry requests, Phone bills	Title will consist of: Subject [,] Year
		04	<b>Documents and Records Management</b>			<b>File here:</b> Retention schedules, accession control reports, Records destruction authorization	Title will consist of: Subject [,] Year
		05	<b>Business Continuity Management</b>			<b>File here:</b> documentation to protect staff and records and to resume business activities in the event of a disaster or emergency	Title will consist of: Subject [,] Year
<b>Oversight</b>	<b>OVE</b>					Non-record copies related to audits conducted to the office.	
		01	<b>Internal Audit</b>			<b>File here:</b> Notification of audits, recommendations, follow-ups.	Title will consist of: Subject [,] Year
		02	<b>External Audit</b>			<b>File here:</b> Notification of external audits, recommendations, follow-ups.	Title will consist of: Subject [,] Year

FUNCTIONS (Level 1)	ABBR.	No	ACTIVITIES (Level 2)	No	SUB-ACTIVITIES (Level 3)	Scope Notes	Title instructions
Procurement	PRO					Records and non-record copies related to the office procurement activities.	
		01	Contract Management			<b>File here:</b> Case folders for non-record copies of contracts, leases and institutional or corporate agreements. Records related to the management of the contract, including correspondence with the vendor.	Title will consist of: Name of Contractor and/or Type of Contract [,] Year
		02	Purchase of Goods and Supplies	01	Files for the acquisition of good and supplies under \$4,000	<b>File here:</b> Records relating to Requisitions and purchases including bids, proposals, quotations, invoices payment records, etc	Title will consist of: Name of contractor and/or PO number [,] Year
				02	Files for the acquisition of goods and supplies over \$4,000	<b>File here:</b> Non-record copies relating to Requisitions and purchases including bids, proposals, quotations, invoices payment records, etc	Title will consist of: Name of contractor and / or PO number [,] Year

**Mapping of the FCSAF to the Retention for Records Common to all UN Offices (RCUN)**

FUNCTIONS (Level 1)	ABBR.	No	ACTIVITIES (Level 2)	SUB-ACTIVITIES (Level 3)	Scope Notes	Applied retention schedule	Retention / Disposition
<b>Assets Management</b>	<b>ASM</b>				Non-record copies related to office management of UN assets.		
		01	Equipment and Furniture Inventories		<b>File here:</b> Copies of FMS inventory.	RCUN114	S= Superseded / Destroy
		02	Services Requests		<b>File here:</b> non-record copies pertaining to requests for services from supportive offices, including: janitorial services, locksmith memos, water, office supplies stock requisitions, furniture, moves, FMS or ITSD requests, food services, Lotus Fax requests, translation requests, etc.	RCUN130	T=Service request completed / Destroy
		03	Equipment Maintenance		<b>File here:</b> non-records copies pertaining to the maintenance and operations of the office equipment and furnishing (e.g.; copiers, computers, printer, manual warrantees, etc	RCUN115	T= Equipment no longer maintained or disposed of in compliance with UN property Survey Board Guidelines & procedures / Destroy
<b>Budget and Finance</b>	<b>BUF</b>				Non-record copies related to the office Budget and Finance activities.		
		01	Regular Budgeting		<b>File here:</b> Instructions, results-based budgets, allotment advice, redeployment requests, performance reports, Budget Account Code Information (BAC), BAC charge-back information.	RCUN103	B+4 / Destroy
		02	Support Account		<b>File here:</b> Instructions, results-based budgets, allotment advice, redeployment requests, performance reports, Budget Account Code Information (BAC), BAC charge-back information.	RCUN102	C+3 / Destroy
		03	Extra Budget		<b>File here:</b> Instructions, allotment advice, redeployment requests, performance reports, Budget Account Code Information (BAC), BAC charge-back information, special funds (e.g. trust funds, etc.).	RCUN103	B+4 / Destroy
		04	Performance Indicators		<b>File here:</b> Workload statistics.	RCUN103	B+4 / Destroy
		05	Accounting		<b>File here:</b> Reports and documentation submitted to Accounts Division/Accounts Payable for the reimbursement of expenses, including: travel incurred by staff while conducting United Nations business; consultants' invoices, SLAs.	RCUN116	B+3 / Destroy
		06	Petty Cash Management		<b>File here:</b> Records related to the management of the office petty cash such as petty cash vouchers.	RCUN121	C+3 / Destroy
		07	Trust Funds Management	Administration files	<b>File here:</b> records pertaining to the administration of trust funds and the programmatic uses of the fund's assets including allotment advices, cash receipts, interoffice and journal files, expenditure reports, financial statements and current transactions and correspondence.	RCUN141	B+5 / Destroy
				Establishment files	<b>File here:</b> Records of authority and purpose for establishing a trust fund, establishment of bank accounts, designation of certifying officers, trust funds policies and procedures	RCUN142	T+5 / Destroy
<b>Facilities Management</b>	<b>FAM</b>				Non-record copies related to the management of facilities and coordination with FMS.		
		01	Facilities Maintenance and Renovations		<b>File here:</b> Records related to facilities such as construction/design projects, premises inspections, cleaning services, extermination and pest control, waste management, etc.	RCUN121	C+3 / Destroy
		02	Facilities service provision		<b>File here:</b> Non-record copies of requests to FMS for the assistance on the renovation and adjustment of facilities.	RCUN130	T=Service request completed / Destroy
		03	Security of Premises		<b>File here:</b> Records pertaining to safety and security, Disaster Preparedness Plans, emergency focal points, building passes, etc.	RCUN121	C+3 / Destroy

FUNCTIONS (Level 1)	ABBR.	No	ACTIVITIES (Level 2)	SUB-ACTIVITIES (Level 3)	Scope Notes	Applied retention schedule	Retention / Disposition
Human Resources	HRM				Non-record copies related to the office Human Resources activities.		
		01	Staffing and Recruitment	Staff recruitment files	<b>File here:</b> Vacancy Announcements, including TVAs, applicants' files, interview notes, written tests results, recommendations for GTA and posts from Galaxy and Inspira.	RCUN135	T+1 = Position filled / Destroy
				Consultant (SSA) recruitment files	<b>File here:</b> Terms of Reference, consultants' profile and proposals, selection recommendations.	RCUN135	T+1 = Position filled / Destroy
				Internship and Volunteer Programme	<b>File here:</b> Records related to the recruitment of interns and volunteers.	RCUN135	T+1 = Position filled / Destroy
		02	Staff Administration		<b>File here:</b> non-records copies filed for reference purposes related to individual staff members including: contracts, assignments missions, evaluations SPA requests, resignation, termination, retirements, etc [Executives Offices is the Office of Record.]	RCUN133	T+1 = transfer of separation of employee / Destroy
		02	Learning and Development	Internal training files	<b>File here:</b> Records related to the office staff internal training.	RCUN133	T +1 = transfer of separation of employee / Destroy
				External training files	<b>File here:</b> Records related to the office attendance and participation in external training.	RCUN133	T +1 = transfer of separation of employee / Destroy
		03	Performance Management		<b>File here:</b> Non-record copies of performance documents (e.g. e-PAS, Inspira).	RCUN133	T+1 = transfer of separation of employee / Destroy
		04	Attendance and Leave Administration	Annual leave requests	<b>File here:</b> Requests for annual leave.	RCUN139	C+1 / Destroy
				Attendance reports	<b>File here:</b> Monthly and yearly attendance reports.	RCUN139	C+1 / Destroy
		05	Travel Administration	Travel coordination	<b>File here:</b> Non-record copies of travel authorization, requests, etc. Only the administrative records of travel are filed here.	RCUN140	T+1 = Trip completed / Destroy
				Laissez-passer requests	<b>File here:</b> Non-record copies of requests for les laissez-passer.	RCUN140	T+1 = Trip completed / Destroy
		06	Delegation of Authority		<b>File here:</b> Signed delegations of authority.	RCUN113	S= Superseded / Destroy
		07	Staff Clearances		<b>File here:</b> records related to the clearance of staff members before separation.	RCUN133	T+1 = transfer of separation of employee / Destroy
INFORMATION MANAGEMENT	INM				Records and non-record copies covering the development, maintenance and technical support of ICT systems.		
		01	IT Systems Development		<b>File here:</b> system requirements records, correspondence on system development and implementation	RCUN108	T+1= system no longer installed / Destroy
		02	Request for IT Services	Hardware and software services requests	<b>File here:</b> hardware and software service requests.	RCUN130	T= Service request completed / Destroy
				Software licenses	<b>File here:</b> software licenses	RCUN131	T+3 = software no longer installed / Destroy
		03	Request for Communication Services		<b>File here:</b> landlines and mobile phone communication services, Blackberry requests, Phone bills	RCUN130	T= Service request completed / Destroy
		04	Documents and Records Management		<b>File here:</b> Retention schedules, accession control reports, Records destruction authorization	RCUN128	S= Superseded / Destroy
		05	Business Continuity Management		<b>File here:</b> documentation to protect staff and records and to resume business activities in the event of a disaster or emergency	RCUN104	S= Superseded / Destroy
Oversight	OVE				Non-record copies related to audits conducted to the office.		
		01	Internal Audit		<b>File here:</b> Notification of audits, recommendations, follow-ups.	RCUN101	T+2 = Resolution of issues raised in audit / Destroy
		02	External Audit		<b>File here:</b> Notification of external audits, recommendations, follow-ups.	RCUN101	T+2 = Resolution of issues raised in audit / Destroy

FUNCTIONS (Level 1)	ABBR.	No	ACTIVITIES (Level 2)	SUB-ACTIVITIES (Level 3)	Scope Notes	Applied retention schedule	Retention / Disposition
Procurement	PRO				Records and non-record copies related to the office procurement activities.		
		01	Contract Management		<b>File here:</b> Case folders for non-record copies of contracts, leases and institutional or corporate agreements. Records related to the management of the contract, including correspondence with the vendor.	RCUN125	T+1 = Procurement completed, contract expires, services complete / Destroy
		02	Purchase of Goods and Supplies	Files for the acquisition of good and supplies under \$4,000	<b>File here:</b> Records relating to Requisitions and purchases including bids, proposals, quotations, invoices payment records, etc	RCUN124	T+5 = Procurement completed, contract expires, services complete / Destroy
				Files for the acquisition of goods and supplies over \$4,000	<b>File here:</b> Non-record copies relating to Requisitions and purchases including bids, proposals, quotations, invoices payment records, etc	RCUN125	T+1 = Procurement completed, contract expires, services complete / Destroy