



Field Operations Finance Division FOFD

Issued: 2016

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
FIN201	Policies	Records dealing with monitoring the financial administration of field missions to ensure compliance with the policies of the Controller at HQ; developing policies & procedures for those activities; compiling statistics; and maintaining reports on Losses of Assets.	C + 5	A	No	DOS, OPPFB/Office of the Controller	
FIN202	Troops/police payments	Records include the analysis of troop/FPU strength reports for the calculation of standard reimbursement; payment and supplemental payment authorization memoranda for troop/FPU and COE/SS costs.	C + 10	A	Yes	OPPFB, DPPA PBSO	Special Instruction: Troops/Police/COE/Supplemental Payments records are managed in the Troops database and in paper.
FIN203	Trust Fund	Files pertaining to the administration of trust funds and the programmatic uses of the fund's assets including allotment advice, cash receipts, interoffice and journal files, expenditure reports, financial statements, and current transactions and correspondence.	T + 5	A	Yes	OPPFB, DPPA PBSO, DOS	T = Mission is liquidation or country pulls out of mission.
FIN204	Administration and Budget	Records include subject files pertaining to the administrative and logistical activities of peacekeeping missions, Peacekeeping Mission budget files and parliamentary files containing work papers and correspondence with respect to the drafting of official documents for presentation to the ACBQ, Fifth Committee, General Assembly and Security Council.	C + 5	D	No	OSCM LD, DPPA PBSO	OSCM LD (logistics); PBSO (administration)
FIN205	Contribution Agreements and Claims	Records dealing with the submission, investigation and rejection/reimbursement of claims for military contingent PS/FPU payments from contributing countries and third parties regarding costs incurred and services rendered during the Peacekeeping Missions. The records include Memoranda of Understanding [MOU] and other documentations dealing with the agreements between the UN & contributor countries concerning participation in a peacekeeping mission.	T + 5	D	Yes	OPPFB, DPPA PBSO	T = Mission is liquidation or country pulls out of mission.
Retention codes: C=Current Year; T=Termination or completion of programme or project							
Disposition codes: A=Review for Archival (permanent); D=Destroy							