



Garage Issued: 2017

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
CAS.GAR101	Garage Administration Policy	Policies, procedures, directives, instructions and guidelines created by this office as guidance for other offices either within the department or in other departments.	P	A	Yes	FCAS/TTS	
CAS.GAR102	Mission/Delegate Files	Records regarding parking applications, valid U.N. ID's copies of issued parking decals and logs with required information.	C+2	D	No	FCAS/TTS	
CAS.GAR103	Overnight Parking Reports	Vehicle/Mission information indicating vehicles which are parked overnight	C+5	D	No	FCAS/TTS	
CAS.GAR104	Age Listings	Generated by the Paradox 9 system- shows monies owed by <6 months and >6 months; >1 year and >2 years	C+5	D	No	FCAS/TTS	
CAS.GAR105	Violations	Summons form for infractions of Administrative Instructions on rules/regulations governing the U.N. Garage	C+5	D	No	FCAS/TTS	
CAS.GAR106	U.N. Staff Files	Full record of respective staff member's original Waitlist application along with Garage Review Board approval for medallion issuance; required personal information, etc.	T+1	D	Yes	FCAS/TTS	T = separation of staff member
CAS.GAR107	Garage Review Board Files	Garage Review Board Meeting Agendas and Minutes corresponding to decisions reached by the Board	T+2	D	Yes	FCAS/TTS	T = separation of staff member
Retention codes:		C=Current Year; T=Termination or completion of programme or project					
Disposition codes:		A=Review for Archival (permanent); D=Destroy					