



Garage Administration

Office of Central Support Services, Department of Management

2010

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
GAR001	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	Garage Administration	
GAR002	Mission/Delegate Files	Records hold parking applications/valid U.N.I.D.'s, copies of issued parking decal and log with required information.	C+2	D	No	Garage Administration	
GAR003	Overnight Parking Reports	Vehicle/Mission information indicating vehicles which are parked overnight	B+6	D	No	Garage Administration	Files to be closed at end of biennium
GAR004	Invoices and Statements of Account	Monthly invoices and Statements of Account regarding garage parking fees owed to the United Nations by Missions/Delegates	B+6	D	No	Garage Administration	Files to be closed at end of biennium
GAR005	Age Listings	Generated by the Paradox 9 system-shows monies owed by <6 months and >6months;>1 year and >2 years	B+6	D	No	Garage Administration	Files to be closed at end of biennium
GAR006	Cash Receipt Vouchers	Receipts issued for payments received for invoices, prepaid temporary permits, violations, lost permits, etc.	B+6	D	No	Garage Administration	Files to be closed at end of biennium
GAR007	Violations	Summons forms for infractions of Administrative Instructions on rules/regulations governing the UN Garage	B+6	D	No	Garage Administration	Files to be closed at end of biennium
GAR008	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	Garage Administration	T = separation of staff member
GAR009	Garage Review Board Files	GRB Meeting Agenda's and Minutes corresponding to decisions reached by the Garage Review Board	T+2	D	Yes	Garage Administration	T = separation of staff member

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period; C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project S=Superseded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