



# DM OCSS - Office of Central Support Services - Procurement Service

Records with a Total Retention of less than 3 years should be retained in offices and may not be sent to storage

The Total Retention period shown below includes the period during which records may be stored off-site at ARMS before final disposition

Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
<b>PROC101</b>	<b>Bids, Proposals, Quotations</b>	T + 7	<b>D</b>	T = Conclusion of bid process, bidder chosen or procurement discontinued.	No	The office holding the record is the office of record unless another office is listed below
All successful and unsuccessful bids, proposals and quotations and supporting documentation received for a specific procurement.						
<b>PROC102</b>	<b>Capital Master Plan Procurement</b>	T + 7	<b>A</b>	T =Conclusion of CMP Project	Yes	
Procurement documents related to all goods and services associated with the planning and implementation of the real estate leases, etc.						
<b>PROC103</b>	<b>Contracts and Leases</b>	T + 7	<b>D</b>	T = Contract/Lease completed/cancelled and all charges,issues, claims settled.	Yes	
Contracts and Leases which result from success procurements						
<b>PROC104</b>	<b>Headquarters Committee on Minutes and Presentations</b>	T + 3	<b>D</b>	T = Completion/Cancellation of Procurement	No	HCC
Presentations to the Committee on Contracts and Minutes of HCC meetings.						
<b>PROC105</b>	<b>Purchase Orders</b>	T + 7	<b>D</b>	T = Purchase Order expires, purchase completed	No	
Purchase orders and supporting documentation						

**All retention instruction apply equally to records in all formats, hard copy and digital**

**Retention Codes** B = End of Biennium C = Current Year P = While needed to conduct UN Business S = Superceded or Obsolete T = Termination, Settlemt or Completion

**Disposition Codes** A = To be reviewed for permanent preservation by Archives D = Destroy



# DM OCSS - Office of Central Support Services - Procurement Service

Records with a Total Retention of less than 3 years should be retained in offices and may not be sent to storage

The Total Retention period shown below includes the period during which records may be stored off-site at ARMS before final disposition

Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record The office holding the record is the office of record unless another office is listed below
PROC106	Requisitions - Cancelled	T + 3	D		No	
Includes documentation concerning cancelled requisition including reason for cancellation of procurement and list of vendors who have submitted unsuccessful bids, proposals or quotations at time of cancellation.						
PROC108	Vendor Registration Files - Approved	T + 3	D	T = Vendor dropped, no longer active.	No	
Files documenting application, acceptance and history of relationship with UN vendors.						
PROC109	Vendor Registration Files - Unsuccessful	T + 3	D	T= Completion of review and notification vendor	No	
Files documenting unsuccessful applications to become UN vendors.						

All retention instruction apply equally to records in all formats, hard copy and digital

Retention Codes B = End of Biennium C = Current Year P = While needed to conduct UN Business

S = Superseded or Obsolete T = Termination, Settlement or Completion

Disposition Codes A = To be reviewed for permanent preservation by Archives D = Destroy