Office of Programme Planning, Budget and Accounts
Programme Planning and Budget Division
revised 2008

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PPBD	**Program Planning and Budget Division**						
PPBD101	Board of Auditiors Management Letters and Responses		T + 1	D	No		T = All issues raised in audit addressed and settled.
PPBD102	Budget and Program Planning Work Standards	Internal work standards to be used by the staff of the Programme Planning an Budget Division.	S	D	No		
PPBD103	Budget Monitoring and Projection Reports	Reports produced from budget statistics and expenditure data showing actual vs budgeted expenditures and projected expenditures.	B x3	D	No		Retain for 3 biennia.
PPBD104	Budget Office Working Files	Working papers used in the preparation of biennial & interim budgets including department, office, division budget submissions, information, calculations, correspondence & reports related to the submissions.	B + 1	D	Yes		Destroy after settlement of all budget issues.
PPBD105	Budget Policy & Precedent Files	Memos, correspondence and documenting decisions about budget policy and the basis for exceptions granted to general budget standards and guidelines.	P	A	No		
PPBD106	Budget Preparation Standards and Guidelines	Guidelines and instructions for the preparation of budgets which are distributed to each operating unit.	S + 2	D	No		
PPBD107	Budget Statistics and Trending Information	Data contained in Budget Information System, statistical reports generated from IMIS or other resouces used to do budget projections and trending.	T	D	No		T = while useful
PPBD108	Budget Submission Packages (Fasicles)	Final budget packages submitted to deliberating bodies (ACABQ, Fifth Committee, Committee for Programme Coordination) which review and approve budget.	T + 5	D	No		T = Budget approved/final budget published.
PPBD109	Program Budget Implication Reports (PBI) [(Originals]	Reports detailing the expected results of specific budget decisions and actions.	B x 3	D	No		Retain for three biennia

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PPBD110	Published Budgets and Budget Reports - Originals	Final budgets and reports published as official UN documents.	T	D	No	UN Library	T = Retain until final report is published, then destroy. Retain final published report as needed for reference purposes.
PPBD111	Special Subject Budget Requests	Requests for funding of special programs or initiatives outside of regular biennial budget process.	T	D	No		T = Budget issue resolved or program/initiative funded.
PPBD112	Staffing Tables	Tables which keep track of headcount for each department, unit, function.	S	D	Yes		
PPBD113	Standard Salary Costs	Data on Standard Salary costs to be used as the basis for calculating budgets.	S	D	No		
PPBD114	Trust Fund Budget Files	Reports, data, correspondence, etc., concerning budgeting for trust funds.	T + 10	D	No		T = Trust fund closed out; all contributions and expenditures reconciled and final audit completed.
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							