



Peacekeeping (Field Missions): PKO

Issued: 2015

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
Budget and Finance							
PKO-BUF-101	All records related to budget and finance policy, procedures and best practices .	Records relating to the policies and procedures of the Function's initiatives and activities including official policies, procedures, directives, instructions, guidelines.	P	A		Mission Finance Section	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database.
PKO-BUF-102	Finance and accounting files: General Ledger	General ledger transferred from field accounting system, including daily postings and trial balance.	P	A		Mission Finance Section	
PKO-BUF-103	Finance: Claim review Files.	Records include claims relating to staff and other UN-affiliated individuals, 3rd party cases related to formed police units or military contingents, 3rd party cases other than those related to formed police units or military contingents, and death and disability. Major claims case files submitted by field missions to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); major claims cases filed after mission closure. Claims case files (claim and invoice from permanent mission, medical review from UNHQ DM/OHRM/MSD, confirmation NOTICAS from field, etc.).	P	A	Yes	UNHQ DFS / FBFD (major claims); Mission Claims Unit (minor claims)	
PKO-BUF-104	Budget Monitoring and reporting files	Records relating to the Function's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	C + 5	D		Mission Finance Section	

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PKO-BUF-105	Finance and accounting files: Account payable; bank reconciliation, disbursement files; inter-office billing, finance mission liquidation files, treasury management, vouchers, write-off submission files.	Record of all accounts to be paid. Post-mission closure invoices and credit notes; files pertaining to the analysis of troop/FPU strength reports for the calculation of standard reimbursement; payment authorization memoranda for troop/FPU and COE/SS costs. Bank reconciliations, bank debit/credit advices, bank statements, cleared checks. Check register. Post-mission closure records relating to inter-office billing and interoffice billing reconciliation, such as rejection letters and requests for additional information. Records relating to the liquidation of mission. Records recording a liability or allowing for the payment of a liability, or debt. Records substantiating substantiating	C + 5	D		Mission Finance Section	
PKO-BUF-106	Finance and accounting files: Account receivable and cancellation of financial actions.	Account receivable and cancellation of financial actions	C + 10	D		Mission Finance Section	
PKO-BUF-107	Trust Fund Files	Information pertaining to the establishment and administration of trust funds & the programmatic uses of the fund's assets including establishment of a field mission trust fund; authority and purpose for establishing the fund; establishment of bank accounts; designation of certifying officers; allotment advices, cash receipts, interoffice & journal files, expenditure reports, financial statements & current transactions and correspondence	T + 10	D		Mission Finance Section/ Trust Fund Unit	T = Closure of Trust Fund
Civil Affairs							
PKO-CIV-101	All records related to the administration of the civil affairs programme	Planning and strategy documents, policies, procedures, best practice. Records related to coordination, partnership and capacity building initiatives with other UN bodies and NGOs. Records related to conflict resolution within civil society. Records related to civic education activities.	P	A		Mission Civil Affairs Component	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeeping-policysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database.

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
Disarmament, Demobilization, Reintegration							
PKO-DDR-101	All records related to the administration of the DDR programme	Planning and strategy documents, policies, procedures, best practice. Records related to coordination, partnership and capacity building initiatives with other UN bodies and NGOs. Monitoring, reporting, surveys, assessments, analysis and verification of Armed groups and weapons. Socio-economic surveys. Day-today records related to weapons control, destruction. Day-to-day records related to demobilization and reinsertion. Day-to-day records related to repatriation, rehabilitation and resettlement of former combatant	P	A		Mission DDR component	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeeping-policysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database.
PKO-DDR-102	All records related to disarmament, demobilization, and reintegration programme implementation	Day-today records related to weapons control, destruction. Day-to-day records related to demobilization and reinsertion. Day-to-day records related to repatriation, rehabilitation and resettlement of former combatant.	C + 5	D			
Elections							
PKO-ELE-101	All records related to the administration of the Election programme in a mission; All records related to the electoral process	Policies, procedures, best practice on electoral management (voter education, registration, vote counting, vote integration (observation), press and media reporting, parties and candidates, etc.). Records related to capacity building in coordination with NGOs and UN Organizations. list of registered voters, information about parties and candidates, ballots counting and reporting process for specific elections. Ballot papers.	E	D		Mission Electoral Component (while PKO is active). After mission close UNHQ DPA/EAD	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeeping-policysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database. Special Instructions: In the rare event that the mission's Electoral Assistance Component is in possession of electoral related records, all efforts should be made to transfer the records back to the local government prior to mission liquidation. Sensitive electoral related material should not be reproduced or
Facilities and Engineering							

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-FEN-101	All records related to the administration of the facilities and engineering programme	Policies, procedures, guidelines and best practices and directives of DFS/LSD and the Engineering Section.	P	A		Mission's Engineering Section Mission Integrated Support Services Office of the DMS / CMS	Special Instruction: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning/disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeeping-policysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database
PKO-FEN-102	All records related to the facilities and engineering's plan and relations with host country concerning construction.	Planning and strategy records, records related to the Engineering Section's interaction with other UN entities, NGOs and governments. Records related to Engineering Section's monitoring, reporting and analysis. Letter of Assist (LoA) performance reports.	C + 10	D		Mission's Engineering Section Mission Integrated Support Services Office of the DMS / CMS	
PKO-FEN-103	All records related to the day-to-day records related to construction and the provision of utilities in the mission	Records relating to road, bridge and landscape design and construction records. Records related to the provision of HV/AC, power supplies and other utilities.	T + 5	D		Mission's Engineering Section Mission Integrated Support Services Office of the DMS / CMS	T=Settlement of Financials or Completion of request
Gender							
PKO-GEN-101	All records related to the administration of the gender programme in a mission	Records relating to the policies and procedures of the Function's initiatives and activities including strategies, plans, official policies, procedures, directives, instructions, guidelines. Records related to capacity building initiative, monitoring and reporting to UNHQ. Correspondence and other records relating to the mainstreaming of women in the technical assistance to the host country. Records relating to the promotion and protection women's civil, cultural, economic, political and social rights; records relating to the prevention of rape and other forms of sexual abuse. Records relating to the prevention of gender-based violence, including rape and other forms of sexual abuse.	P	A		Mission Office of Gender Affairs Mission Office of the Gender Adviser	
PKO-GEN-102	All records related to the coordination and partnership with non-UN entities	Records relating to institutional and individual capacity building initiatives with local governmental agencies, non-governmental organizations (NGOs), community based organizations and other non-UN agencies.	C + 5	D		Mission Office of Gender Affairs Mission Office of the Gender Adviser	
Governance							

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-GOV-101	All records related to the administration of the governance programme	Records relating to the policies and procedures of the Function's initiatives and activities including strategies, plans, official policies, procedures, directives, instructions, guidelines. Records related to capacity building initiative, monitoring and reporting to UNHQ.	P	A		Office of the HoM	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning/disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeeping-policy/support@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database
PKO-GOV-102	All records related to capacity building for the economic sector	All records related to capacity building for the economic sector of the host country	C +10	D		Office of the HoM	
Human Resources							
PKO-HRM-101	Mission human resources administration files (Policy, reporting)	Records relating to the policies and procedures of the Function's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Records relating to the Function's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A		Mission Personnel Section	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database.
PKO-HRM-102	Coordination, partnership, planning and strategy	Coordination, partnership, civilian capacities initiative and Non-Staff Resources: Records relating to the Function's interaction with other entities; include collaborated work with other UN Departments, governmental/non-governmental organizations, local/civil institutions and all other entities. Records relating to efforts undertaken by FPD in the concept and implementation of the CivCap Initiative. This activity reflects initiatives to attract and utilize non-staff resources.	C + 5	D		Mission Personnel Section	
PKO-HRM-103	Recruitment files: attracting candidates	Post Specific Job Openings (PSJO), Recruit from the Roster (RfR), Hiring Managers' justification for creating a Job Opening, generic job openings, evaluation criteria, lists of nominated candidates submitted by Member States for senior appointments or for specific job families and functions.	T + 10	D		Mission Personnel Section	T = JO, PSJO and RfR is superseded

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-HRM-104	Appointment and assignment :staff selection	Short-listing records; competency-based interviewing records such as comparative evaluation report, interview report, annotated list of candidates.	T + 5	D	Yes	Mission Personnel Section	Special Instructions: Records relating to a successful candidate are transferred to his/her personnel file. T = completion of rostering process
PKO-HRM-105	Appointment and assignment: local staff management	Personnel file (equivalent to Official Status File) containing records relating to staff member's accidents, benefits and entitlements, career development, recruitment, awards, notices and condolences, promotion, contract extensions, separation, performance appraisals, etc.	T + 30	D		Mission Personnel Section	Special Instructions: International staff files original are kept with DFS/FPD. Locally created copied are destroyed at mission closure. T = staff separation from the mission or mission closure.
PKO-HRM-106	Staffing table management	Records relating to locked staffing tables, staffing table authorizations, mission templates, organizational structures, staffing table statistics, post management.	C + 5,E	D		UNHQ DFS / FPD	Special Instructions: Information is maintained in HR systems.
PKO-HRM-107	Career support files	Records relating to field staff's transitions, including those affected by downsizing and in need of placement. Records relating to succession planning, including official correspondence with HoMs alerting of upcoming vacancies	T + 5	D		Mission Personnel Section	Special Instructions: Route all official correspondence through repository online system (Comet2) and keep a record for each staff member being placed. T = staff member reaches official UN retirement age, staff member's separation from mission or mission closure.
PKO-HRM-108	Examination administration	Records relating to the administration of UN language proficiency examination (LPE) at field missions.	C + 5,E	D		Mission Personnel Section	Special Instructions: Records documenting a staff member's passing of an examination should be placed in the individual's appointee file or personnel working file.
PKO-HRM-109	Travel administration: Civilian staff	Records relating to commercial travel arrangements for civilian staff to field mission assignments.	T + 5	D		Mission Personnel Section	T = trip completed.
PKO-HRM-110	Administration of justice: substantiated misconduct cases	Working files of substantiated misconduct files of all field personnel (including seconded officers and UN volunteers).	T	D		UNHQ DM / OHRM and DFS / FPD or UNHQ DFS / OASG / CDU	Special Instructions: A file is opened upon receipt of initial evaluation, misconduct investigation report, and recommendation of Head of Mission; files arranged by person's name. Special Instructions: Upon file closure, copy relevant records for DM/OHRM, which will serve as the office of record for the official case file. T = substantiation of case and subsequent action to UNHQ DM/OHRM or staff member's separation from mission or closure

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-HRM-111	Gender mainstreaming files	Monthly reports, weekly reports, and other records relating to the promotion of gender mainstreaming in peacekeeping missions, i.e., records relating to the expansion of women's roles in, inter alia, policing, the military, elections, judicial/corrections/legal affairs, and peace negotiations.	P	A		Mission Office of the Gender Adviser	
PKO-HRM-112	Health, welfare: awareness assessment and counselling	Records relating to confidential voluntary counselling and testing (VCT) personnel case files; locally-conducted, completed KAP surveys; general counselling files.	C + 5,E	D		Mission Office of HIV / AIDS Officer / Adviser; Staff Counsellor's Office or Equivalent	
PKO-HRM-113	Health, welfare: UN Staff medical files	Staff medical file (MS.6 Periodic Report; medical treatment record, including laboratory results, progress notes and immunization card).	T + 30	D		Mission Medical Section	All records kept in Earthmed T = staff separation from the United Nations.
PKO-HRM-114	Health, welfare: Uniformed Personnel medical files	Military and police medical file (MS.6 Periodic Report; medical treatment record, including laboratory results, progress notes and immunization card)	T + 15	D		Mission Medical Section	All records kept in Earthmed T = staff separation from the United Nations.
PKO-HRM-115	HIV/AIDS: mainstreaming	Records relating to the integration of HIV/AIDS awareness into field mission components.	E + 10	D		Mission Office of HIV / AIDS Officer / Adviser	
PKO-HRM-116	Uniform Personnel (UP) force generation: All files for Individuals and military and formed units.	Administration files for Experts on Mission and Staff Officers and Generation of Military and Formed Units	C + 15	D		Mission UP Component	Special Instructions: For individuals: The OMA Recruiting Tool (OMART) is used for the recruitment and management of individuals serving in peacekeeping missions. Hermes is used for UN Police individuals. Information is expected to be available permanently in OMART. For Generation of Military and Formed Units: The UN Force Link is used for the management of the United Nations Standby arrangements System (UNSSAS) (FSS Contingent deployment tool)
PKO-HRM-117	Uniformed Personnel (UP) force generation: Generation of Military and FPU Units: Policy, Statistics, medals and records of service	Senior Military, Police and Correctional Personnel	P	A		Mission UP Component	Special Instructions: The FGS Database (in MS Access) is used for generation of monthly statistics of military and police contributions to peacekeeping missions.
PKO-HRM-118	Uniformed Personnel (UP): Recruitment and Force Generations - Field Missions: Generation of UP Individuals: Senior Military, Police and Correctional Personnel	Files of Senior Military, Police and Correctional Personnel	P	A	Yes	Mission UP Component	Special Instructions: Contracted positions are not managed through OMART / Hermes

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-HRM-119	Uniformed Personnel (UP):Time and attendance files	Attendance files	C + 5,E	D		Integrated Mission Training Cell or Equivalent	
PKO-HRM-120	Training: All administration files	Training course evaluation forms, training examinations and tests, training examination reports, results sheets. Training course application forms, training placement tests, participant selection forms, certificates of completion. Assessment of Peacekeeping Training Centres. Training statistics	C + 5	D		Integrated Mission Training Cell or Equivalent	
PKO-HRM-121	UNV Staff Files	Files containing signed contracts, beneficiary forms and UN Volunteers inventories	T + 7	D		UNV	The decision making authority on the disposal of documents is delegated to Regional Managers (Memo from Deputy Executive Coordinators to all UNV Fields and Regional Offices- June 2018)
Human Rights							
PKO-HRT-101	All records related to the administration of a human rights programme	All records of a human rights programme Records relating to the planning and strategies of the Function's administrative, substantive and logistical activities. to the policies and procedures of the Function's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Records include policies and procedures with supporting documentation, results frameworks, and best practice records relating to all aspects of human rights, including sexual exploitation, human trafficking, women's rights and child protection. Records may be specific to a peacekeeping mission or more general in nature. Records related to the coordination of programmes and activities with other UN entities and Negus. Investigation and verification records. Reporting human rights violation. Records related to truth and reconciliation process. Capacity building records	P	A		Mission Human Rights Component	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning/disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeeping-policysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database. Special transfer: Transfer records to UNOG Registry, Records and Archives Unit upon mission closure.
PKO-HRT-102	All records relating to coordination and partnership of non-UN entities	Records relating to the Function's interaction with other entities; include collaborated work with other UN Departments, governmental/nongovernmental organizations, local/civil institutions and all other entities. Records relating to collaboration with UN and international development and emergency relief organizations on human rights issues, where the mission plays a supporting role.	c + 5	D		Mission Human Rights Component	

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PKO-HRT-103	All records relating to Human Rights and DDR-related programming	Records relating to the identification and integration of a human rights perspective into DDR programmes.	C + 10	D		Mission Human Rights Component	
Humanitarian							
PKO-HUM-101	All records related to the administration of humanitarian programme	Records relating to the planning and strategies of the Function's administrative, substantive and logistical activities. Records include emergency response records, entry strategy, response programme, and transition/exit strategy; locally-produced records relating to methodology, early warning indicators, early warning systems, early action, committees & teams, contingency planning, non-mission disaster prevention & preparedness, and complex crises. Records relating to the policies and procedures of the Function's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Policies and procedures with supporting documentation and best practice records relating to all aspects of humanitarian affairs, including gender affairs and HIV/AIDS; records may be specific to a peacekeeping mission or more general in nature. Records relating to coordination and partnership, capacity building, and monitor and reporting. Records relating to locally-produced sectoral and cluster operations records such as population figures, demographic analysis, movement of refugees and internally displaced persons.	P	A		Office of the Resident Coordinator OCHA field office Office of the HoM	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeeping-policysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database.
PKO-HUM-102	All records related to the HIV/AIDS programme records	Programme records relating to HIV/AIDS outreach to local populations	P	A		Mission office responsible for HIV/AIDS programme	
Justice, Prisons and Corrections							

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PKO-JPC-101	All records related to strengthening the rule of law	Records relating to the planning and strategies of the Function's administrative, substantive and logistical activities. Records such as concept of operations, terms of reference, work plans. Policies and procedures of the Function's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Records relating to manuals and standard operating procedures (SOPs) for field mission operations. Records related to the coordination with host country, NGOs and UN Organizations. Capacity building records.	P	A		Mission Justice / Corrections / Rule of Law Component	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeeping-policysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database. Special Instructions: Group meeting minutes should be destroyed after 5 years.

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Legal Affairs							
PKO-LEG-101	All records to the management of legal issues (including legal agreements)	Planning and strategy documents, policies, procedures, best practice, monitoring and reporting. Records related to coordination, partnership and capacity building initiatives with other UN bodies and NGOs. Programme analysis, reports to UNHQ, Status of Force agreements (SOFAs), status of mission agreements (SOMAs), Letter of Assist (LoA), Memoranda of Understanding (MoU), rules of engagement.	P	A		Office of the HoM	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database
Law Enforcement							
PKO-LAE101	All records related to the administration of the police.	of the police. Planning and strategy documents, policies, procedures, best practice. Records related to coordination, partnership and capacity building initiatives with other UN bodies and NGOs. Local police administration, Local police administration: investigation of local police service.	P	A		Office of the Police Commissioner	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database
PKO-LAE-102	All records relating to monitoring and reporting	Monitoring, reporting analysing of programs, activities, and initiatives.	C + 15	D		Office of the HoM, DSRSG, or Office of the Police Commissioner	

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Management and Integration							
PKO-MAT-101	All records related to the management and integration of 3 or more functions	Planning and strategy documents, policies, procedures, best practice, monitoring and reporting. Records related to coordination, partnership and capacity building initiatives with other UN bodies and NGOs. Integrated Strategic Assessment and Mission Planning. Information Management: Data aggregation and visualization. Information Management: Records and Correspondence management. Cartography & Geospatial Information Management. Translation and Interpretation. Records from the Office of the Head of Mission or DMS/CMS. All records in the Office of the DPKO USG, DFS USG, Head of Mission, or Director/Chief of Mission Support that relate to programmes and operations of the peacekeeping operation	P	A		Office of the HoM UNHQ DPKO / OUSG UNHQ DFS / OUSG OCOS Mission Records Centre O / SRSG Mission Geospatial Information Unit / Section Office of the DMS / CMS	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, records relating to analysis /reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database. Special Instructions: UNHQ DM/OICT maintains a complete set of incoming and outgoing secure communications for the EOSG. Special Instructions: A mission's Geospatial Information Unit/Section must regularly transfer a back-up of its geospatial data and products to the UNLB/GSC Geospatial Information Section. It must also centralize its standardized geo-database and softcopy outputs to the GSC GIS cloud. UNLB/GSC provides full access to the up-to-date geo-data and maps to the UNHQ DFS/ICTD/Cartographic Section for UNHQ operations and support. Special Instructions: All hardcopy outputs and reference materials may be destroyed

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-MAT-102	All records relating to Business Improvement & Reform, web publishing, and mail and pouch services	Business Process Improvement & Reform, Information Management: Web publishing, Information Management: Mail and pouch management, Information Management: Access and distribution	C + 5,E	D		Office of the HoM OCOS Mission Records Centre	
PKO-MAT-103	All records relating to Business Continuity Management	Business Continuity Management plans, vital records list.	C + 1,.E	D	Yes	Office of the HoM	
PKO-MAT-104	All records relating to delegation of authority	Delegation of authority to undertake various functions in the mission	E + 10	D	Yes	Office in which the person who is delegated the authority	
Military							
PKO-MIL-101	All records related to the administration of the missions military component	Planning and strategy documents, policies, procedures, best practice, monitoring and reporting. Records relating to military information analysis and assessment. Records relating to protection mandates, Human Rights, Humanitarian Crisis Management, planning guidance, performance standards, Command and Control, Gender, various manuals, Rule of Law.	P	A		Office of the HoM Mission Military Component	
PKO-MIL-102	All records related to reporting to UNHQ, partnership, and capacity building	partnership, and capacity building Records related to coordination, partnership and capacity building initiatives with other UN bodies and NGOs. Records relating to Force Commander's end of assignment report, 6-month reports. Reports and briefings from field missions including end of duty reports to DPKO-DFS HQ and related commentary; briefings for senior military appointees; significant operations after action reports. Records relating to daily and monthly monitoring reports, patrol reports, reports incorporated into DMS/CMS monthly reports. Monitoring of the military situation in mission areas and results of analysis, including relevant reference documents such as geography; daily military situation reports and situation updates for the OMA Office of the Military Adviser. Statistical data on military in UN peace operations (e.g. contributions by TCCs); NOTICAS statistics	C + 15	D		Office of the HoM Mission Military Component	

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Mine Action							
PKO-MIN-101	All records related to the administration of mine activities	All records produced relating to Mine action activities, including policies, procedures, best practices, monitor and reporting, coordination and partnership, capacity building. All records relating to mine survey, marking, and clearance. Records relating to the assistance provided to mine victims. Records relating to stockpile destruction, weapons and ammunition management.	P	A		UNMAS Field Programme	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database. Special Instructions: To facilitate continuity of mine action activities, certain records may be transferred to a support agency (e.g. UNDP) upon mission closure.

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Movement and Transport							
PKO-MOV-101	All records related to the planning, procedures, and monitoring of movement and transport	All records relating to planning and strategy documents, policies, procedures, best practice, and monitoring and reporting.	P	A		Mission Integrated Support Services Mission Ground Transport Section Office of the DMS / CMS	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database
PKO-MOV-102	All records relating to coordination and partnership	Records relating to the Function's interaction with other entities; include collaborated work with other UN Departments, governmental/nongovernmental organizations, local/civil institutions and all other entities.	C + 10	D		Mission Ground Transport Section	
PKO-MOV-103	All records related to aircraft inspection; monthly flight operation; vehicle maintenance; surface operations; movement control/shipping; aircraft use; licencing of drivers.	All records relating to planning and strategy documents, policies, procedures, best practice, and monitoring and reporting. Movement control/shipping; Air transport: aircraft use; Surface transport: licencing of drivers	T + 5,E	D		Mission Ground Transport Section Mission Movement Control, Aviation, Traffic or Shipping Section DFS / LSD / TMS / ATS Mission Air Transport Section	Special Instructions: originals maintained by UNHQ Air Transport Section for processing of payment to air operators/contractors. T = Completion of movement; Completion of payment to air operators; staff separation from mission or mission closure
PKO-MOV-104	All records related to non-scheduled flight operation	Air transport: flight operation: non-scheduled	E + 5	D		Mission Air Transport Section	E=End of Mission
Oversight							
PKO-OVE-101	All records related to oversight, ASAV, case management	Planning and strategy documents, policies, procedures, best practice. Monitoring, reporting. Aviation Safety Assessment Visits (ASAV) to field missions and UN registered air vendors. Investigation: case management, evidence gathering	P	A		Office of the DMS / CMS Mission Office of the Resident Investigator	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database

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PKO-OVE-102	All records related to BOI technical investigation and case management	BOI technical investigation and case management; BOI technical investigation	E	D		Mission BOI Unit (DMS / CMS / CoS) UNHQ DFS / OASG / BOI Uni	Special Instructions: originals of investigation reports, such as Aviation Safety Technical Investigation Reports and State Investigation Reports, are placed on the BOI file. Special Instructions: originals of final reports, such as Aviation Safety Technical Investigation Reports and Authority Investigation Reports, are placed on the BOI file.

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-OVE-103	All records related to external audit	Audit: external audit	T + 5	D		Office of the DMS / CMS and Secretariat of the Board of Auditors, UNHQ	T = resolution of issues raised in audit
PKO-OVE-104	All records related to internal audit and evaluation	Audit: internal audit. Programme and mission monitoring evaluation records, including mandatory internal evaluations (self-assessments) and discretionary internal evaluations (self-evaluation).	T + 15	D		UNHQ OIOS	T = resolution of issues raised in audit
Procurement and Contracts Management							
PKO-PRO-101	All records related to the administration of the Procurement Office	Records relating to the planning and strategies of the Function's administrative, substantive and logistical activities. Records relating to the Function's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	C + 5,E	D		Mission Procurement Section	
PKO-PRO-102	Bids, Proposals, Quotations	All successful and unsuccessful bids, proposals and quotations and supporting documentation received for a specific procurement.	T + 10	D		Mission Procurement Section	Special Instructions: Original tender opening records are filed separately. Copies of relevant tender opening records are collocated with contract/purchase order. Special Instructions: A list of vendors who have submitted unsuccessful bids, proposals or quotations at the time of cancellation should be kept in the relevant procurement case file. T = Conclusion of bid process, bidder chosen or procurement.
PKO-PRO-103	Headquarters /Local Committee on Contracts - Minutes and presentations	Records relating to Headquarters /Local Committee on Contracts meeting minutes and presentations.	T + 10	D		Mission Procurement Section	Special Instructions: This disposal class corresponds to LCC / HCC meeting minutes not filed in contract/purchase order case files. T = completion/cancellation of procurement.

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-PRO-104	Contracts and Leases	Contracts and Leases which result from successful procurements. Key procurement file containing the purchase orders; signed contract (contracts, leases, institutional and corporate agreements); approved requisitions; ITB, RFP or RFQ; offers or bids; procurement abstracts or analysis; technical evaluations; vendor performance evaluations; HCC/LCC presentations and minutes; ASG/OCSS approval; Statement of Award and procurement correspondence. Vendor Performance Evaluation	T + 10	D		Mission Procurement Section	T = Contract/Lease completed/cancelled and all charges, issues, claims settled.
PKO-PRO-105	Delegations of procurement authority	Records relating to the delegation of procurement authority and designation.	T + 5	D		Mission Procurement Section	T = Staff member is no longer active in function requiring delegation
Property and Asset Management							
PKO-PRP-101	Policy, Procedure, Best Practice, monitoring and reporting	Records relating to the policies and procedures of the Function's initiatives and activities including official policies, procedures, directives, instructions, guidelines. Records relating to the Function's monitoring, reporting, assessing, and analysing of programs, activities, and initiatives.	P	A		Office of the DMS / CMS	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database.
PKO-PRP-102	Coordination, partnership	Records relating to the Function's interaction with other entities; include collaborated work with other UN Departments, governmental/nongovernmental organizations, local/civil institutions and all other entities.	C + 10	D		Office of the DMS / CMS	
PKO-PRP-103	Stock management	Documents include information relating to the service and maintenance of office property and equipment. Records relating to the warehousing of mission supplies, care and storage of materiel.	C + 5,E	D		Mission Technical Section	
PKO-PRP-104	Mission Property control	Annual inventories of field missions. Issue of Property: Records relating to mission issue vouchers, authority to release vouchers. Return of Property: Records relating to mission return stores vouchers.	E + 5	D		Mission Property Control and Inventory Unit	
PKO-PRP-105	Handover of Property	Records relating to internal mission handover vouchers (UN equipment, vehicles, IT equipment, radios, etc.).	T + 5	D		Mission Technical Section	T = completion of handover

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-PRP-106	Handover of Property (Donation)	Records relating to mission donation handover vouchers.	E + 10	D		Mission Property Control and Inventory Unit	
PKO-PRP-107	Property survey: rejected write-off requests rejected	Records relating to mission Survey Team's Physical Verification records; Asset Managers' write-off requests and asset lists.	C + 5,E	D		Mission Technical Section, Mission General Services Section, Claims Unit (Property Survey Officer)	Special Instructions: A new request must be submitted upon rejection; appeal based on request at hand is not permitted
PKO-PRP-108	Property survey: processing of accepted write-off requests and Survey Board files	Records relating to mission property survey AW case records (DMS/CMS decision); LPSB meeting minutes with attached A case records. Survey Board case files.	T + 5	D		Office of the DMS / CMS or Mission LPSB	T = physical disposal of assets and after asset records have been deleted from mission inventory. Special Instructions: Office of record changes from Mission LPSB to UNHQ HPSB upon the latter's receipt of SB case files; LPSB retains non-record copies of SB case files
PKO-PRP-109	Receiving and inspection (Mission)	Records relating to field mission receiving and inspection reports, damage discrepancy reports (DDR).	T + 5	D		Mission Receiving and Inspection Unit Mission Finance Section	Special Instructions: The Office of Record is the Mission Receiving and Inspection Unit where no payment is involved, such as intermission transactions; and the Mission Finance Section where payment is involved, such as procurement of goods T = approval of mission self-accounting unit.
PKO-PRP-110	Receiving and inspection: UNLB	Records relating to SDS receiving and inspection reports, damage discrepancy reports (DDR).	T + 5	D		UNHQ DM / OPPBA	T = approval of UNHQ DFS/LSD SAU.
Protection							
PKO-PRT-101	All records related to protection activities	Planning and strategy documents, policies, procedures, best practice. Records related to coordination, partnership and capacity building initiatives with other UN bodies and NGOs. Information relating to the protection of civilians, children. Records relating to the sexual violence in conflict situation	P	A		Mission Component	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolicysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database.
Public Information and Communication							

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-PUC-101	All records relating to the administration of public information and communication	Planning and strategy documents, policies, procedures, best practice, monitoring and reporting. Records related to capacity building initiatives with other UN bodies and NGOs. Records relating to educational material, internal and external relations, media relations, and publishing and broadcasting. Media relation files: records include transcripts of spokesperson press briefings, press releases, interview transcripts.	P	A		Mission Public Information Component Office of the HoM MACC	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolycysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database. Special Instructions: Transfer mine action records to a support agency (e.g. UNDP) upon mission closure; do not transfer to ARMS. Special Instructions: Representational invitations should only be kept for 2 years. Special Instructions: For transfer of audio and video materials , please refer to the Policy and Guidance for Public Information in the Policy and
PKO-PUC-102	All records relating to coordination and partnership or Protocol	Records related to coordination and partnership initiatives with other UN bodies and NGOs. Records relating to the hosting of visitors at UNHQ; congratulatory and thank you letters.	C + 5,E	D		Mission Public Information Component Mission General Services Section	
Safety and Security Management							
PKO-SSR-101	All records related to the administration of the security sector	Planning and strategy documents, policies, procedures, best practice. Records related to coordination, partnership and capacity building initiatives with other UN bodies and NGOs. Monitoring and reporting.	P	A		Office of the DMS/CMS Mission Office of the Chief/Principal Security Adviser Joint Operations Centre, CSO D/CMS/ TRIP Section D/CMS, Transp Section, AS Section + CSA/CSO D/CMS + OSO/FOSFP	Special Instructions: Records relating to the Function's Best Practices including Business Continuity Plans, contingency planning /disaster recovery, and records relating to analysis and reengineering of business processes; also including all documents to be submitted to Peacekeeping Best Practice Section (peacekeepingpolycysupport@un.org) for possible inclusion in the DPKO/DFS Policy and Practice Database. Special Instructions: Security policy and procedure is authored by UNHQ DSS/DRO/POSS

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
PKO-SSM-102	All records relating to staff tracking, security clearance, and incidents resulting in minor damage/loss	Staff tracking; Security clearance (TRIP (external or internal travel); MOPs; special cases i.e. travel to locations classified as "very high" risk area); Investigation: incidents resulting in minor damage/loss: general; Investigation: incidents resulting in minor damage/loss: UN vehicles; Investigation: incidents resulting in no damage/loss of property;	C + 5,E	D		Mission Security Operations Centre (SOC) or Equivalent CSA, CSA/CSO Office of the DMS/CMS. CSO Office of the Chief/Principal Security Adviser or Office of the Force Commander	
PKO-SSM-103	All records relating to inventory of personal effects	Inventory of personal effects	T	D		Office of the DMS / CMS	T = staff member's separation from mission or mission closure.
Security Sector Reform							
PKO-SSR-101	All records related to the administration of the security sector	Planning and strategy documents, policies, procedures, best practice. Records related to coordination, partnership and capacity building initiatives with other UN bodies and NGOs. Monitoring and reporting	T	D		Office of the DMS / CMS	T = staff member's separation from mission or mission closure.
Office of the DMS/CMS							
PKO-DMS-101	All records created by the Office of the DMS	All records related to the administration of programmes and operations of the Peacekeeping Mission within the authority of the DMS. Records include functional areas where the DMS has primary responsibility such as facilities management, procurement, finance, et	P	A		Office of the DMS	Special Instructions: All records must be transferred to ARMS at UNHQ when inactive and at the end of mission mandate
Office of the Head of Mission							
PKO-HOM-101	All records created by the Office of the Head of Mission (Special Representative of the Secretary-General)	All records related to the substantive programme and operation of the Mission within the authority of the Head of Mission. These records include correspondence on substantive matters such as political affairs, human rights, rule of law, etc. with UNHQ, host country, other international organisations and NGOs located within the country of operation.	P	A		Office of the HoM	Special Instructions: All records must be transferred to ARMS at UNHQ when inactive and at the end of mission mandate Filing instructions: these substantive records of the Office of the Head of Mission should be filed separately from those related to administrative matters.
Retention codes: C=Current Year; T=Termination or completion of programme or project							
Disposition codes: A=Review for Archival (permanent); D=Destroy							