



Department of Safety and Security 2006

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
SAS001	Investigation: incidents (general)	Records include: Case files and relevant file index. The files are coded by incident acronym and date. Original disposition class number: SPSE001. Changed 15 Nov. 2005 to SAS001.A.	T+4	D	No	DSS/SSS/Special Services Unit	
SAS002	Property tracking	Records include: Materials & packing passes (white, blue, and yellow copies). File closure: Close annually 31 Dec. Office of record: DSS/SSS (white and blue copies; yellow copies in instances where property needs to be returned on a specified date); approving officer (yellow copies in instances where property need not be returned on a specified date).	T+1	D	No	DSS/SSS	

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period; C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project S=Superseded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