



Treasury: TREA

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
TREA201	Banking Files - UN Accounts	Records relating the establishment, closure, and amendment of official UN bank accounts in the US or overseas. Accounts may be program or project related.	P	A	Yes		
TREA202	Banking Agreements, Contracts	Records include contracts with banks to provide services on behalf of the United Nations and supporting documentation. Records include contracts with institutions which carry out foreign exchange transaction for the UN.	T + 5	D	Yes		T = Termination or expiration of contract.
TREA203	Daily Bank Transactions	Records include bank account statements such as transaction reports, transaction advices and SWIFT messages; bank transaction statements; deposit files including deposit slips and documents of UN accounts in the US and overseas and payment orders. Records related to daily investment transactions. Records relating to banking with respect to UN Employees - accounts to which funds are to be deposited, transfer instructions, etc. Void Memos.	C + 5	D	No	OPPFB Finance Division (Bank Account Statements, Daily Investment Transactions)	
TREA204	Exchange files and rates	Records related to foreign exchange transaction, foreign exchange transaction contracts and UN operational rates of exchange.	C + 5	D	No		
TREA205	Remittance Advices	Records documenting disbursements made by Treasury. Specific instructions received from UN offices with respect to remittance of funds in various bank accounts, including account numbers, bank numbers, etc.	C + 1	D	No		
Retention codes: C=Current Year; T=Termination or completion of programme or project							
Disposition codes: A=Review for Archival (permanent); D=Destroy							