



# United Nations Ombudsman and Mediation Services

December 2014

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
UNOMS001	Workplans, strategic plans and other plans for the office	Documents related to the office workplans, strategic planning and other plans	S	D	N	UNOMS	Activity: Planning, strategy
UNOMS002	Travel planning	Documents related to travel planning and tracking.	S	D	N	UNOMS	Activity: Planning, strategy
UNOMS003	General UNOMS policies and procedures	Guidelines and SOP including TOR for the office, communications guidelines, case management guidelines, office core principles, field visits	S	D	N	UNOMS	Activity: Policy, procedure
UNOMS004	Mediation policies and procedures	Guidelines, templates etc for mediation	S	D	N	UNOMS	Activity: Policy, procedure
UNOMS005	UNOMS Internal	Minutes from UNOMS internal meetings (huddles, case debriefs, AA meetings, etc)	T + 5	D	N	UNOMS	Activity: Coordination, partnership
UNOMS006	UN Secretariat	Documents related to partnership with other UN entities and senior leadership, documents related to implementation of various organization-wide efforts (Change Implementation, UMOJA, ERM, etc); feedback to departments (OHRM, DFS), collaboration on projects/initiatives (ex. "Inside the Blue", Leadership Dialogue, etc.)	T + 5	D	N	UNOMS	Activity: Coordination, partnership
UNOMS007	External	Documents related to partnerships with entities outside of the UN Secretariat, eg. funds and programmes, UNARIO, IOA	T + 5	D	N	UNOMS	Activity: Coordination, partnership
UNOMS008	Mandatory reporting	All documents related to the SG Compact, Annual reports to the GA, ACABQ and Fifth Committee reviews.	T + 5	D	N	UNOMS	Activity: Monitoring, reporting
UNOMS009	Internal reports (within UNOMS)	Quarterly reports from regional offices, mission reports, Director's update, budget updates, etc	T + 5	D	N	UNOMS	Activity: Monitoring, reporting
UNOMS010	External reports (outside of UNOMS, including other UN entities)	Annual reports from AOJ, Funds & Programmes, etc	T + 5	D	N	UNOMS	Activity: Monitoring, reporting

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UNOMS011	Systemic issues	Documents related to systemics	T + 5	D	N	UNOMS	Activity: Monitoring, reporting
UNOMS012	User feedback	Documents related to visitor and stakeholder feedback surveys	T + 5	D	N	UNOMS	Activity: Monitoring, reporting
UNOMS013	General conflict resolution	Articles, etc	S	D	N	UNOMS	Activity: Reference
UNOMS014	Mediation	Articles, etc. related to mediation	S	D	N	UNOMS	Activity: Reference
UNOMS015	Systemics	Articles, etc. related to systemics	S	D	N	UNOMS	Activity: Reference
UNOMS016	Course material	Documents/material from external training programmes	S	D	N	UNOMS	Activity: Reference
UNOMS017	Promotional materials	Documents relating to the creation, revision and publication of brochures, factsheets, posters, business cards and other information products.	S	D	N	UNOMS	Activity: Outreach and conflict competence
UNOMS018	Website	Documents related to website	S	D	N	UNOMS	Activity: Outreach and conflict competence
UNOMS019	Presentations, briefings, training programmes offered by the office	Documents related to presentations, briefings, events or trainings given by the office	S	D	N	UNOMS	Activity: Outreach and conflict competence
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							