



# Office of Programme Planning, Budget and Accounts

## Treasury

Issued:

To be revised:

| Schedule no.    | Record Group Description      | Records Series  | Retention | Disposition | Vital | Notes  | Office of Record   |
|-----------------|-------------------------------|---|-----------|-------------|-------|--|--|
| <b>Treasury</b> |                               |   |           |             |       |  |  |
| 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   | <b>Previous schedule:</b><br>TREA105   |  |
| 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.<br><b>Previous schedule:</b><br>TREA103                     |  |
| 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    | <b>Previous schedule:</b><br>TREA101<br>TREA102<br>TREA107<br>TREA110<br>TREA106<br>TREA104<br>TREA114 | OPPBA Accounts 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    | <b>Previous schedule:</b><br>TREA108<br>TREA113  |  |
| 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    | <b>Previous schedule:</b><br>TREA111<br>TREA112  |  |

Retention codes: P = Permanent, C=Current Year; T=Termination or completion of programme or project.

Disposition codes: A=Review for Archival (permanent); D= Review for Destruction