



Office of Programme Planning, Budget and Accounts

Treasury revised 2008

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
TREA	Treasury						
TREA101	Bank Account Statements	Daily transaction reports, transaction advices and SWIFT messages. Copy is sent to Accounts Division.	C + 2	D	No	OPPBA Accounts Division	
TREA102	Bank Transaction Statements	Bank transaction detail reports (Insight Reports), a/c fee analysis and CAA.	C + 2	D	No		
TREA103	Banking Agreements	Contracts with banks to provide services on behalf of the United Nations and supporting documentation detailing relationships with bank.	P	D	Yes		
TREA104	Banking Files - UN Employees	Records relating to banking with respect to UN Employees - accounts to which funds are to be deposited, transfer instructions, etc.	C + 15	A	No		
TREA105	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		
TREA106	Daily Investment Transactions	Details of all securities trades and transactions with respect to UN investments.	C + 5	D	No	OPPBA Accounts Division	
TREA107	Deposit Files	Records of money received including deposit slips, and deposit documents of UN accounts in the US and overseas.	C + 2	D	No		
TREA108	Foreign Exchange Files	Details of foreign exchange transactions with respect to deposits, contributions, etc.	C + 2	D	No		
TREA109	Foreign Exchange Transaction Contracts	Contracts with institutions which carry out foreign exchange transactions for the UN.	T + 5	D	No		T = Termination or expiration of contract.
TREA110	Payment Orders	Payment vouchers to banks for daily transactions and MPO's.	C + 1	D	No		
TREA111	Remittance Advices	Records documenting disbursements made by Treasury	C + 1	D	No		
TREA112	Remittance Requests	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		
TREA113	UN Operational Rates	Records detailing the establishment of UN operational rates of exchange.	C + 3	D	No		

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TREA114	Void Memos	Memos documenting voiding or reversal of specific banking transactions.	C + 7	D	Yes		

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period; C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project S=Superseded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