



Records Common to All United Nations Offices

2011

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
RCUN101	Audit Files	Department copies of audit reports, responses to reports and supporting materials pertaining to internal and external audits of UN Departments, Offices, Divisions and Programmes.	T + 2	D	No	OIOS/IAD, Board of Auditors	T = Resolution of issues raised in audit.
RCUN102	Budget Files and Financial Reporting Files - Annual Budget	Department copies of correspondence, memos, and reports dealing with planning the substantive and administrative activities of an office; budget submissions and budget preparation instructions; tracking of allotments and expenditures; performance indicators; medium term planning; accomplishment, activity and workload reports submitted to higher levels.	C + 3	D	No	OPPBA	
RCUN103	Budget Files and Financial Reporting Files - Biennial Budget	Department copies of correspondence, memos, and reports dealing with planning the substantive and administrative activities of an office; budget submissions and budget preparation instructions; tracking of allotments and expenditures; performance indicators; medium-term planning; accomplishment, activity and workload reports submitted to higher levels.	B + 4	D	No	OPPBA	
RCUN104	Business Continuity Plans	Documentation detailing plans to protect and contact staff and records, and to resume business activities in the event of a disaster of emergency.	S	D	Yes	Business Continuity Planning Unit	
RCUN105	Chronological Files - Incoming & Outgoing	Copies of outgoing and incoming correspondence, memos, code cables, faxes, etc., arranged chronologically for quick reference. The record copy must be placed in the relevant subject file or record series in the office originating or taking action.	C + 1	D	No		
RCUN106	Committee Files	Agendas, minutes, reports, workpapers with respect to participation in Official UN Committees or UN participation in internal or external boards & groups. (For files pertaining to ad hoc committees and task forces see RCUN 125, Project Files, below.)	B + 1	D	No	Committee Chair	Committee Chair's copy is to be reviewed by the Archive for permanent retention.

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
RCUN107	Communications Bills	Detailed bills for charges for calls made using telephones or Blackberries, as well as for telexes, and faxes used to recover charges for the personal communications from staff members.	T	D	No	ITSD	T = charges resolved.
RCUN108	Computer Systems Documentation	Documentation of programming, codes, operational instructions, file layouts, security, customization, etc. of any computer systems or applications installed by the Department in addition to the standard applications provided by ITSD.	T + 1	D	Yes		T = system/application no longer installed AND any stored data created using the system / application / software has been destroyed or converted to format readable by current application software / hardware, or to a generic format.
RCUN109	Consultant Files (including SSA's)	Records pertaining to the engagement, mission and payment of consultants including terms of engagement, approvals, travel arrangements, financial records, terms of reference.	T + 5	D	No	Executive Office	T = consultant no longer engaged.
RCUN110	Contacts Files/Lists	Lists of contact information (telephone, e-mail, address) including expert lists, knowledge networks, conference/meeting/event attendees, etc., along with information about nature of contacts and interactions.	S	D	No		
RCUN111	Country Files	Records, correspondence and general information about countries and regions not related to a specific project or action, arranged by country or region.	S	D	No		
RCUN112	Daily Activities Records	Calendars, appointment books, schedules and logs kept to assist United Nations officials to organize and allocate their time to such activities as meetings, telephone calls, trips, and visits.	C + 1	D	No		
RCUN113	Delegations of Authority	Assignments of authority for United Nations officials to act on behalf of others, or to carry out specific activities.	S	D	Yes		S = Superseded, expired or terminated
RCUN114	Equipment and Furnishing Inventories	Inventories of computers equipment, office equipment, office furniture and furnishings and other UN property for which the department/unit is responsible.	S	D	No		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
RCUN115	Equipment Maintenance & Operation Files	Files pertaining to the maintenance and operation of office equipment, & furnishings, copiers, computers, monitors, printers, scanners and other peripherals and associated equipment including , documentation, manuals, service contacts, warranties, where purchased, etc. (See RCUN 124 &125 for files pertaining to the procurement of equipment.)	T	D	No		T = Equipment no longer maintained/disposed of in compliance with UN Property Survey Board Guidelines & Procedures.
RCUN116	Expense Reports/Files	Reports and documentation submitted to OPPBA Accounts section for the reimbursement of expense, including travel, incurred by staff while conducting United Nations business.	B + 3	D	No	OPPBA - Accounts Division	
RCUN117	Grievance and Disciplinary Case Files	Files concerning grievance and disciplinary actions with respect to individual UN personnel including Administrative Tribunal Cases.	T	D	No	OHRM/ALU/UNAT	T = Case settled and employee separated, retired or transferred
RCUN118	Invoices - Purchases under \$4000 - originals	Documentation of billing and payment for goods and services.	B + 5	D	No		Do not destroy before audit clearance for biennium
RCUN119	Meeting Files - Departmental / Interdepartmental / Administrative / Status	Agendas and minutes of regular departmental/divisional/interdepartmental meetings.	C + 2	D	No		
RCUN120	Meetings / Seminars / Conferences / Training - Presenter / Organizer Files	Records pertaining to management training/workshops (strategy meeting, brainstorming sessions, etc.); retreats; and internal & external project presentations including speeches, PowerPoint presentations, handout materials, training manuals, etc	C + 5	D	No		
RCUN121	Office Management Files	Records pertaining to the daily administration of the UN departments/divisions/offices, units including office management, safety and security, emergency or ad hoc project focal points, document processing, building passes, UN work calendar, leave and event and work schedules, etc.	C + 3	D	No		
RCUN122	Policies and Procedures - Issuing Office	Policies, procedures, directives, instructions and guidelines created by this office as guidance for other offices either within the department or in other departments.	P	A	No		May be sent to storage when superseded

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
RCUN123	Policies and Procedures - Received from Other Offices	Policies, procedures, directives, instructions and guidelines received from other offices and departments, concerning day to day operations including budget and financial procedures, personnel matters, recordkeeping, security, procurement, facilities, etc, as well as the administrations of the UN's substantive programs. Policies, procedures, directives, instructions and guidelines received.	S	D	No	ISSUING OFFICE	
RCUN124	Procurement Records, Agreements/Contracts/Leases - Short Form	Original records pertaining to all requisitions & purchases under \$4000 including bids, proposals, quotations, invoices, payment records, etc.	T + 5	D	No		T = Procurement completed, contract expires, services complete.
RCUN125	Procurement Records, Agreements/Contracts/Leases - Long Form	For purchases over \$4000 - copies of leases/agreements and contracts for goods and services maintained as information copies by the recipients of the goods or services.	T + 1	D	No	PROCUREMENT SERVICE	T = Procurement completed, contract expires, services complete.
RCUN126	Project Files	Files pertaining to special projects, task forces, ad hoc committees, initiatives, or activities, which are not part of the routine daily activities of the department/work group.	T + 5	A	No	Project Leader	Official records of the project are kept by the project /team/task force leader. Records kept by members of project team/task force, ad hoc committee should be discarded at project completion.
RCUN127	Records Destruction Authorizations	Forms circulated by ARMS to owner department/offices and appropriate UN officials requesting the authorization of the destruction of records in accordance with authorized United Nations retention schedules.	P	D	Yes	ARMS	
RCUN128	Records Management Files	Retention schedules, stored records inventories, procedures, correspondence.	S	D	Yes		
RCUN129	Reference Files	Materials of a general nature, generally published and not related to a particular project or transaction, retained to provide general reference information with respect to operations and subject matters of interest to the department.	S	D	No		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
RCUN130	Service Request and Requisition Files	Records pertaining requests for services from supportive offices including janitorial services, locksmith memos, water, office supplies stock requisitions, furniture, moves, FMS or ITSD requests, food services, Lotus Fax requests, translation requests, etc.	T	D	No		T = Service request completed
RCUN131	Software Licenses	Licenses for software purchased and installed by departments for department - specific software and applications.	T + 3	D	Yes		T = Software not longer installed.
RCUN132	Staff Administration Files - Executive Office	Records pertaining to individual staff members including: performance reviews (e-PAS/Inspira), promotion, employment contract, attendance record, assignments, missions, training/classes, evaluations, SPA requests, official business travel, cell phones/blackberries, promotion, secondment/transfer, resignation, termination, retirement, etc. Contains staff contact information, biographies, records of requests for action submitted through Departmental Executive Office to OHRM.	T + 3	D	No	Executive Office	T = Employee transfer or separation.
RCUN133	Staff Member Files - Unofficial	Unofficial files kept by division, office, section or unit heads containing supervisory information about current employees including contact information, current work assignments, commendations, evaluations, etc. Should NOT include information precluded in ST/IC/82/77 (3 December 1982), ST/IC/82/77Rev1 (11 January 1983) or ST/IC/88/19 (4 April 1988) which designate the Official Status Files retained in OHRM as the sole official personnel files.	T + 1	D	No		T = Transfer or separation of employee
RCUN134	Staff Organization Files	Information pertaining to the staffing of the department including position descriptions, classifications and organization charts, etc.	S	D	No	OHRM	
RCUN135	Staffing and Recruitment Files	Information pertaining to the hiring and recruitment of employees for department including recruitment correspondence, job postings, Temporary Vacancy Announcements (TVAs), etc.	T + 1	D	No	OHRM	T = Position Filled
RCUN136	Subject Files - Division/Unit	Official documentation of a general nature including correspondence, reports, memos, and related materials arranged by subject or function, kept by a division, unit.	C+3	D	No		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
RCUN137	Subject Files - USG	Official documentation of a general nature including correspondence, reports, memos, and related materials arranged by subject or function.	T + 1	A	No		T = Appointment of successor USG.
RCUN138	Technical Assistance Mission Files	Terms of reference, workpapers, reports, data pertaining to mission.	T + 2	A	No	Mission Leader	Mission Leader's copy should be maintained T+4 and reviewed by Archive for permanent preservation.
RCUN139	Timesheet, Leave & Overtime Files	Department copies of timesheets, leave requests and approvals and other materials and documentation concerning the attendance of UN personnel.	C + 1	D	No	OHRM/IMIS	
RCUN140	Travel Arrangements Files	Reservations, itineraries, contact information, etc. for official staff travel. For travel expense claims see Expense/Reports Files, above.	T + 1	D	No		T= Trip completed
RCUN141	Trust Fund Administration Files & Finance	Files pertaining to the administration of trust funds and the programmatic uses of the fund's assets including allotment advices, cash receipts, interoffice and journal files, expenditure reports, financial statements and current transactions and correspondence.	B + 5	D	No	OPPBA	
RCUN142	Trust Fund Establishment Files	Record of authority and purpose for establishing a trust fund, establishment of bank accounts, designation of certifying officers, trust fund policies and procedures.	T + 5	A	No	OPPBA	T = Life of Trust Fund
RCUN143	Working Files	Files created and used by a staff members for reference purposes or for use in the analysis or preparation of other material to support work in progress. May include drafts, rough notes, copies of correspondence, memoranda, cables, reports and annotated publications. The final version of material produced should be included in the appropriate record series in the department or unit common files.	T + 1	D	No		T = Completion of project, transaction, report, or assignment.
RCUN144	Yearly Attendance and Leave Balance Records Summary	Yearly report of attendance and leave balances signed by employee, and retained in the Executive Office.	C + 5	D	No	Executive Office	

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