



# Records Retention Policy

## Office for the Coordination of Humanitarian Affairs

Version: July 2023

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
<b>Senior Leadership</b>							
OCHA-OUSG-001	Notes of OUSG meetings	Proceedings of meetings, including names of persons present, topics discussed, and official actions taken, talking points, background notes, bios, scenarios, presentations and meeting notes/minutes	P	A		OCHA / OUSG	Unclassified; Drafts and initial notes related to meetings can be destroyed by office when no longer needed.
OCHA-OUSG-002	Notes of ASG meetings	Proceedings of meetings, including names of persons present, topics discussed, and official actions taken; talking points, background notes, bios, scenarios, presentations and meeting notes/minutes	P	A		OCHA / OASG	Unclassified; Drafts and initial notes related to meetings can be destroyed by office when no longer needed.
OCHA-OUSG-003	Correspondence	Records relating to the correspondence prepared by the Office of the Under-Secretary-General (e.g.: notes, memos, letters, note verbales, routing slips)	P	A		OCHA / OUSG / OASG	Unclassified
OCHA-OUSG-004	Registry Files	Registry files consisting of original incoming correspondence, memoranda, reports, cables, etc. arranged numerically by log number	C + 10	D		OCHA / OUSG / OASG	Various classifications
OCHA-OUSG-005	Programmatic Work	Records relating to the work of OCHA, requiring approval from the Office of the Under-Secretary-General, i.e. all records related to the implementation of OCHA mandates and programme of work.	P	A		OCHA / OUSG / OASG	Unclassified
OCHA-OUSG-006	Special Projects	Records relating to the implementation of OCHA special projects (Flagship Initiative, Localization, etc.)	T + 10	D		OCHA / OUSG / OASG	Unclassified; T = termination of project
<b>Operations</b>							
OCHA-OAD-001	Country Operations Files	Documents pertaining to operational mandate, including talking points, correspondence, meeting notes, background briefs, situation reporting and profiles. Organized by operation.	P	A		OCHA / OAD	Unclassified. Situation Reporting published via ReliefWeb.
OCHA-OAD-002	Notes of Meetings	Proceedings of meetings, including names of persons present, topics discussed, and official actions taken	P	A		OCHA / OAD	Unclassified; Drafts and initial notes related to meetings can be destroyed by office when no longer needed.
OCHA-OAD-003	Correspondence files	Correspondence with Member States, organizations, agencies and other UN offices	C + 10	D		OCHA / OAD	Unclassified
OCHA-OAD-004	Gender Mainstreaming	Records relating to the policies and procedures of the Function's initiatives and activities including strategies, plans, official policies, procedures, directives, instructions, guidelines. Records related to capacity building initiative, monitoring and reporting to UNHQ. Records relating to the prevention of gender-based violence in humanitarian response.	P	A		OCHA / OAD	Unclassified

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OCHA-OAD-005	Humanitarian Leadership management	Records relating to the development of the Humanitarian Coordination Pool and the RC/HC Talent Pipeline High Potential Pool (HiPo)	C + 5	D		OCHA / OAD	Unclassified
<b>Coordination</b>							
OCHA-CD-001	Coordination: Departmental Records	Working files related to partnerships and coordination in emergency response, civil military coordination, access negotiations and stand-by partnerships.	C + 10	D		OCHA / CD	Unclassified
OCHA-CD-002	Coordination: Inter-Agency Standing Committee (IASC)	Includes strategic planning, GenCap and ProCap files.	P	A		OCHA / CD	Unclassified - Finalized Policy documents should be published on ReliefWeb
OCHA-CD-003	Coordination: UN Disaster Assessment and Coordination (UNDAC)	Records relating to the coordination and deployment of United Nations Disaster Assessment and Coordination (UNDAC) team. Includes assessments and mission reports.	P	A		OCHA / CD	Unclassified. Finalized mission reports should be published on ReliefWeb.
OCHA-CD-004	Coordination: International Search and Rescue Advisory Group (INSARAG)	Records relating to the coordination International Search and Rescue Advisory Group (INSARAG). Includes agreements.	P	A		OCHA / CD	Unclassified. Finalized guidance and reports should be published on ReliefWeb.
OCHA-CD-005	Coordination, partnership: StandBy Partnership Programme (SBPP)	Records relating to OCHA's agreements with Stand-By Partner organizations. Includes finalized agreements and Memorandum of Understanding.	T + 10	D		OCHA / CD	Unclassified. T= termination of agreement.
OCHA-CD-006	Humanitarian Programme Cycle	Records relating to the Humanitarian Programme cycle including needs overview, plans, objectives, indicators and targets by operation.	P	A		OCHA / CD	Unclassified. Records managed in HPC tools suite and published via Humanitarian Action site. Finalized Humanitarian Needs Overview and Humanitarian Response plan documents are published on ReliefWeb.
<b>Communications</b>							
OCHA-SCB-001	Press Releases and Statements	Remarks and statements by the USG and ASG. Press releases on behalf of other offices and departments of OCHA.	P	A		OCHA / SCB	Unclassified - Press releases and statements published via ReliefWeb
OCHA-SCB-002	Standards and templates	Design and Multimedia Unit - OCHA brand guidelines, files and templates, project graphic design files, client information, project information, and product specifications.	C + 10	D		OCHA / SCB	Unclassified
OCHA-SCB-003	Campaigns and advocacy products	Design and Multimedia Unit - Graphic design products. Posters, brochures, pamphlets, flyers for brand/marketing campaigns.	C + 10	D		OCHA / SCB	Unclassified

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OCHA-SCB-004	Social Media Campaigns	Photo and video content of social media campaigns and artwork for events	C + 10	D		OCHA / SCB	Unclassified
<b>Information Management</b>							
OCHA-IMB-001	Governance	Governance policies, standards, guidelines, and procedures specific to OCHA	P	A		OCHA / IMB	Unclassified
OCHA-IMB-002	Technical Project documents	Technical documents owned by the project, generated during the project lifecycle, such as Requests with requirements set by requesting office, Project Mandate, Project Initiation Document, End Stage Report, Project Change Request, and End Project Report. These documents detail project progress during different phases and are approved by the senior project stakeholders. Includes communications strategy, training strategy and stakeholder management strategy, change strategy as relates to the introduction of new systems, system changes or decommissioning existing systems.	T + 5	D		OCHA / IMB	Unclassified  T = termination of project/product  Projects in this series are technical in nature and include IT systems that are developed and maintained by OCHA rather than OICT.
OCHA-IMB-003	Systems documentation, program source code & programmer documentation	Systems documentation, programming statements and instructions that are written by a programmer including comments on code for systems created by OCHA. Includes metadata definitions, data structures, file layout and reports concerning the development and/or modification of an automated system as well as the metadata for access, retrieval, manipulation, and interpretation of data in this automated system (including for systems such as ReliefWeb, UNOCHA.org, Financial Tracking System, Grants Management System and Humanitarian Programme Cycle systems). User manuals and trainings materials. The code is maintained in a Github repository.	T+5	D		OCHA / IMB	Unclassified. Multiple offices within OCHA create and manage technical systems. Those offices should share all systems documentation with the Information Management Branch.  T = decommissioning of application or system and content is deleted according to its retention or transferred to a new system.
<b>Humanitarian Financing and Resource Mobilization</b>							
OCHA-HFR-001	Trust fund management and reports	Including CERF allocation decisions, Trust fund management; Extra budgetary committees, Multi-Year Appeal (MYA), donor relations, Budget instructions, performance reports, financial reports	T + 5 .	D	Y	OCHA / HFRMD	Unclassified. Close folder at the end of the trust fund's financial period (biennium); retain for five years and dispose  T = End of trust funds' financial period
OCHA-HFR-002	Coordination, partnership: Partnered project planning, Member States	Donor agreements and partnered project planning files with Member States and Private Sector Donors, including correspondence, proposals, outcomes, documents.	T + 10	D		OCHA / HFRMD	Unclassified  T = Termination or completion of programme or project
OCHA-HFR-003	Resource mobilization	Includes Humanitarian Appeals and analysis of funding trends.	P	A		OCHA / HFRMD	Unclassified. Analysis of funding trends available via CERF and Pooled Funds Data Hub

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<b>Common Records</b>							
OCHA-COM-001	Capacity Building	Records related to coordination, partnership and capacity building initiatives with other UN bodies, NGOs and other organizations. Includes capacity building related to analysis, planning, monitoring and civil-military capacity building.	P	A		All Offices	Unclassified. Multiple offices of record including Operations and Advocacy Division, Coordination Division and Information Management Branch
OCHA-COM-002	Events	Records relating to information campaigns on World Humanitarian Day and specific humanitarian appeals and pledging conferences. Records relating to the planning, organization and promotion of special conferences and major events including ECOSOC Humanitarian Affairs Segment. IMPACT training, Community of Practice meetings, workshops, etc.	C + 10	D		All Offices	Unclassified. Multiple offices of record including Strategic Communications Branch, Information Management Branch, Humanitarian Financing and Resource Mobilization Division and Coordination Division
OCHA-COM-003	Common Operational, Humanitarian Programme Cycle, Requirements and Funding Data	Geospatial data and products including Common Operational Datasets. Also includes People in Need (by country), 3W (who, what, where), Financial Tracking System, CERF and Pooled Funds data.	P	A	Y	All Offices	Unclassified. Multiple offices of record including Information Management Branch and Humanitarian Financing and Resource Mobilization Division. Records managed in online systems include Humanitarian Data Exchange, Financial Tracking System, CERF Data Hub and Pooled Funds Data Hub. Where possible, all data should be stored in the Humanitarian Data Exchange.
OCHA-COM-004	Assessments	OCHA led multi-cluster/sector assessments. Including records related to data collection, processing, analysis and final reports.	C + 10	D		OCHA Regional and Country Offices	Finalized assessment reports should be published on ReliefWeb. Assessment related data (including Humanitarian Needs Overview data) should be published on the Humanitarian Data Exchange. Note - all data should be anonymized.
OCHA-COM-005	Policy, Guidance and Analysis	Final version of policy/procedure and guidelines created to support humanitarian coordination including inter-cluster coordination, needs assessment, monitoring and information sharing protocols. Also includes position papers on key areas of OCHA work such as protection of civilians and humanitarian access.	P	A		All Offices	Unclassified Finalized versions to be published on ReliefWeb
Retention codes:	C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project						
Disposition codes:	A=Review for Archival (permanent); D=Destroy						