Records Management Activities	Mission Liquidation Plan Accepted by UNHQ	Pre- Liquidation (approx. 6 months)						Liquidation	End of Mission Mandate
Preparation		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6		
D/CMS to contact the Archives and Records Management Section (ARMS) at United Nations Headquarters and submit a records management liquidation plan for review	▓								▓
D/CMS to appoint Records Management Lead in IMU and resources to undertake all records management activities during the liquidation and identify resources	▓								▓
Mission's Sections Chiefs to appoint Records Management Focal Points		▓							▓
IMU provides briefings/ training to all Records Management Focal Points in coordination with ARMS		▓	▓	▓	▓	▓			▓
IMU to identify secure rooms/ containers to store and process sensitive records. RM expert devise processes , workflows and equipment to ensure the secure disposal of sensitive information.		▓	▓	▓	▓	▓			▓
Identification and Analysis of Paper and Electronic Records									
IMU and Focal Points to complete records inventory for paper records		▓	▓	▓					▓
IMU and Focal Points to complete records inventory for digital records in coordination with FTS			▓						▓
Records Management Focal Points to identify and dispose non-records/ convenience copies (paper and digital).			▓	▓	▓	▓			▓
IMU to send records inventories to ARMS.					▓				▓

Records Disposition									
D/CMS to allocate funds to ship eligible records to United Nations Headquarters.									
IMU to liaise with Mission's Procurement to purchase boxes, pallets, shredders and other locally available resources to securely dispose of the records.									
Records Management Focal Points to implement the Peacekeeping Records Retention Schedule with guidance from IMU.									
IMU to coordinate the secure destruction of paper records.									
FTS to destroy obsolete digital records on the shared drive according to the Peacekeeping Records Retention Schedule in coordination with IMU.									

Records Transfer										
IMU to coordinate the completion of ARMS records transfer forms in all Missions offices in order to forward them to ARMS.		▨	▨	▨	▨	▨	▨			▥
IMU to provide guidance to Records Management Focal Points to pack records and affix ARMS barcode labels.		▨	▨	▨	▨	▨	▨	▨		▥
IMU to contact MovCon to rent containers to ship the records to United Nations Headquarters (for door to door delivery).			▨							▥
FTS and IMU to coordinate with ARMS the capture, processing and transfer of digital records to ARMS.					▨	▨	▨			▥
IMU to coordinate the transfer of containers to UNHQ in coordination with MovCon and ARMS						▨	▨	▨		▥