



# Archives and Records Management

## Issued 2012

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
<b>ADP - Archival Description and Preservation</b>							
ARMS.ADP01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.ADP02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
ARMS.ADP03	Description	Records related to the description work of archives.	P	A		ARMS	
ARMS.ADP04	Preservation	Records related to the digitization of archives for preservation and access purposes. records related to the preservation of born-digital records (e.g. ICC project). records related to the conservation of paper records for protection and recovery purposes due to environmental threats	P	A		ARMS	
ARMS.ADP05	Archival Holding	Records related to the production of finding aids.	P	A	Vital	ARMS	
<b>APS - ARMS Planning and Strategy</b>							
ARMS.APS01	Strategic Planning	Records related to ARMS strategic planning. Long term strategies.	P	A	Vital	ARMS	
ARMS.APS02	Coordination and Partnership	Records related to ARMS participation in UN-wide planning (e.g. ICT Committee, KM Working Group, MAMS, etc.)	P	A		ARMS	
ARMS.AP03	Work Plan	Records related to the ARMS work plan as task lists, follow-up, handover notes, etc	C + 2	D		ARMS	
ARMS.AP04	Meeting Minutes	Minutes of ARMS professional meetings and general meetings including Archives unit meetings and Records Management unit meetings	C + 2	D		ARMS	
<b>BUF - Budget and Finance</b>							
ARMS.BUF01	Cost Recovery and Charge Back	Records relating to the implementation of charging for ARMS services to Secretariat.	C + 3	D		ARMS	
ARMS.BUF02	Petty Cash Management	Records related to the management of ARMS Petty Cash	C + 1	D		ARMS	
<b>DSP - Disposition</b>							
ARMS.DSP01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.DSP02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
<b>ARMS.DSP03</b>	Transferring and Accessioning	Records covering the transfer and/or accession of records from Field Missions and offices away from HQ, Funds and Programmes and HQ Secretariat, including supporting documentation about the shipping, specific queries about the transfer, E-form issues and updates, transfer of records at mission liquidation (spreadsheets, etc). Records inventories	T + 10	D	Vital	ARMS	
<b>ARMS.DSP04</b>	Disposing	Records covering the disposal records from Field Missions and offices away from HQ, Funds and Programmes and HQ Secretariat, including the Disposition of records memo, authorization of disposal, supporting documentation, correspondence, specific queries or instruction related to the transfer. Records inventories.	T + 10	D	Vital	ARMS	T=Accession destroyed
<b>ARMS.DSP05</b>	Appraisal Reports	Reports on specific exercises and related documentation.	T + 1	D		ARMS	T=Accession destroyed
<b>ARMS.DSP06</b>	Deaccessioning	Records related to the deaccessioning of records from ARMS to other archives, institutions, or individuals. Records inventories	P	A		ARMS	
<b>FAM - Facilities Management</b>							
<b>ARMS.FAM01</b>	Facilities Maintenance and Renovations	Records related to ARMS facilities such as construction/design projects, space management and shelving projects, etc.	T + 3	D		ARMS	T = Settlement of financial

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<b>HRM - Human Resources</b>							
ARMS.HRM01	Staff Clearances	Records include: Staff request for clearances	T + 2	D		ARMS	T = Staff separation
<b>ICT - Information Communication and Technology</b>							
ARMS.ICT01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans. Records related to the planning of ECM projects from the IT perspective.	P	A		ARMS	
ARMS.ICT02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
ARMS.ICT03	Website Technical Development and Maintenance	Records related to the development and maintenance of the ARMS website, upgrades, etc. File records related to website content under OCM05	T + 1	D		ARMS	T = System/application no longer in use
ARMS.ICT04	e-Forms Development and Maintenance	Records related to the development and maintenance of the ARMS e-form transfer and reading room registration tools	T + 2	D		ARMS	T = System/application no longer in use
ARMS.ICT05	TRIM Administration	Records related to TRIM upgrades, TRIM technical support, TRIM development, etc.	T + 2	D	Vital	ARMS	T = System/application no longer in use
ARMS.ICT06	Implementation of Records Keeping System	Records related to ARMS role in the implementation of specific record-keeping systems from the IT perspective. For records related to the implementation of records management tools in the systems, please see appropriate function	T = 2	D		ARMS	T = System implemented
<b>OCM - Outreach and Communication</b>							
ARMS.OCM01	Planning and Strategy	Minutes and talking points for meeting related to this specific function; work plans. Development of Communication strategies	P	A		ARMS	
ARMS.OCM02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
ARMS.OCM03	Training	Records related to the delivery of training for peacekeeping missions, Secretariat, Funds and Programmes, including training materials and awareness presentations.	P	A		ARMS	
ARMS.OCM04	Public Relations	Records relating to specific awareness campaigns, promotion, production of brochures, postcards, website and intranet, etc.	P	A		ARMS	
<b>PDV - Policy Development</b>							
ARMS.PDV01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.PDV02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	

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ARMS.PDV03	Retention Scheduling	Records covering the review, approval of new retention schedules and the revision of existing retentions. Include here inventories conducted for this purpose.	P	A		ARMS	
ARMS.PDV04	File Classification Schemes	Records relating to the development and revision of existing Classification Schemes and file plans for offices/missions. Include here records inventories conducted for this purpose.	P	A		ARMS	
ARMS.PDV05	Archives and Records Management Standards Development	Records covering the issue and revision of Archives and Records Management standards	P	A		ARMS	
ARMS.PDV06	Management of Sensitive Information	Record covering the development and revision of policies and tools for the management of sensitive information including toolkits.	P	A		ARMS	
ARMS.PDV07	Record-Keeping Tools	Records covering the development and implementation of records management tools as toolkits that are of general nature and are not covered by any of the above activities. E.g.: Recordkeeping toolkits for peacekeeping operation or CM toolkit	P	A		ARMS	
ARMS.PDV08	Business Continuity Plan	Contingency plans, including vital records plan	P	A		ARMS	
<b>PAC - Provision of Access</b>							
ARMS.PAC01	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
ARMS.PAC02	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
ARMS.PAC03	Implementation of Records Management Programmes	Records relating to general queries about the implementation of records management programmes including records' inventories. When advice is provided for multiple topics, file here. Also file here records relating to ARMS missions abroad, including agendas, mission reports, etc.	P	A		ARMS	
ARMS.PAC04	Records Disposition and Implementation of Retention Schedules	Records relating to queries about the records appraisal and implementation of retention schedules; records destruction in offices; records' transfers to ARMS; and records inventories developed for this purpose. For records relating to approval of retention schedules, please see ARMS.PDV04	T + 2	D		ARMS	
ARMS.PAC05	Implementation of File Classification Schemes	Records relating to queries about the implementation of the file classification schemes	T + 2	D		ARMS	T = Advice provided

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<b>ARMS.PAC06</b>	Offices and Missions Movement or Closures	Records relating to preparation for transfers of missions in liquidation phase, office closures or eventual movements such as coordination emails, instructions provided, etc. When ARMS goes on Mission to assist with a Liquidation please see ARMS.PAC03	T + 2	D		ARMS	T = Mission closure or Office moved.
<b>ARMS.PAC07</b>	Digitization Activities	Records relating to general queries about digitization in offices, missions, etc.	T + 2	D		ARMS	T = Advice provided
<b>ARMS.PAC08</b>	Implementation of Record Keeping Systems	Records relating to general queries about the implementation of record-keeping systems in offices, missions, etc. Include here specifically, records relating to the implementation of record-keeping software, such as SharePoint, Documentum, TRIM, etc.	T + 2	D		ARMS	T = Advice provided
<b>ARMS.PAC09</b>	Information Sensitivity, Classification and Handling	Records pertaining to the implementation of the SG/STB/2007/6	T + 2	D		ARMS	T = Advice provided
<b>STM - Storage Management</b>							
<b>ARMS.STM01</b>	Planning and Strategy	Minutes and talking points for meetings related to this specific function; work plans, etc.	P	A		ARMS	
<b>ARMS.STM02</b>	Policy and Procedure	Policy, guidance, guidelines related to this specific function.	P	A		ARMS	
<b>ARMS.STM03</b>	Environmental Control	Records related to environmental control systems with ARMS facilities	C + 1	D		ARMS	
<b>ARMS.STM04</b>	Storage Coordination	Records related to liaison with PDCS or other offices regard areas outside ARMS official repositories (e.g. staging areas in Annex buildings, temporary records storage etc)	T + 1	D		ARMS	T = Temporary records storage closed
<b>ARMS.STM05</b>	Storage Inventory	Inventories conducted for space management purposes.	S	D		ARMS	
<b>ARMS.STM06</b>	Movement of Boxes	Records relating to the movement of boxes from and in the off-site storage or/and between FF and LIC. Perm out.	T = 10	D		ARMS	T = Movement of boxes completed
<b>Retention codes:</b> C=Current Year; T=Termination or completion of programme or project; P=While needed to conduct UN business; S=Superseded							
<b>Disposition codes:</b> A=Review for Archival (permanent); D=Destroy							