Office of the Administration of Justice OAJ
Issued: 2013

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
OAJ101	United Nations Dispute Tribunal (UNDT) Case Files	Disciplinary or Administrative case files organized by staff member and maintained by UNDT.	T + 10	D		OAJ/Dispute Tribunal	T = completion of case/UNDT judgement rendered
OAJ102	United Nations Appeals Tribunal (UNAT) Case Files	Appeal case files organized by staff member and maintained by UNAT.	T + 10	D		OAJ/Dispute Tribunal	T = completion of case/UNDT judgement rendered
OAJ103	Office of Staff Legal Assistance (OSLA) Case Files	Staff case files related to UNDT, or UNAT cases, organized by staff member and maintained by OSLA.	T + 10	D		OAJ/Office of Staff Legal Assistance	T = closure of the case after assistance was offered or assistance denied due to lack of merit, time barred, or jurisdiction.
Retention codes:	C=Current Year; T=Termination or completion of programme or project						
Disposition	A=Review for Archival (permanent); D=Destroy						