Office of Human Resources: OHR
Issued: 2014

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
OHRM101	Administration Tribunal Judgements	Decisions of the Administrative Tribunal, including salary and compensation cases.	T + 75	D	Yes	ALD	
OHRM102	Administrative Issuance and Information Circular Working Files	Correspondence, working files and background information used in the preparation of SGBs, AIs and ICs.	C + 20	A	No	GSPD	
OHRM103	Administrative Law Section: Case Files: Disciplinary Files	Includes all documentation concerning disciplinary cases; referral memoranda; correspondence and reports from departments; presentations to and decisions of judiciary bodies; and documentation concerning implementation of the decision.	T + 30	D	No	ALD	T = Case closure
OHRM104	Administrative Law Section: Case Files: Appeal Files	Includes all documentation concerning appeals cases, suspensions of action, reviews of administrative decisions and reviews of summary decisions including investigation reports; referral memoranda; correspondence and reports from departments; presentations to and decisions of judiciary bodies; and documentation concerning implementation of the decision.	T + 10	D	No	ALD	T = Case closure
OHRM105	Administrative Law Section: Ad Hoc Advice Files	Files documenting answers given to requests for ad hoc advice concerning questions of personnel policy.	C + 5	D	No	ALD	
OHRM106	Administrative Law Section: Advice Database	Database of advice given in response to specific requests concerning maters of personnel policy	C + 2	D	No	ALD	
OHRM107	Agreed Termination Files for overseas staff	Files documenting separation of staff members who leave before end of contract and receive compensation for early separation. Official Status File	T + 2	D	No	GSPD	T = Separation of staff member. Unusual cases, with value as policy or model may be anonymized and retained in policy/precedent file
OHRM108	Candidate Travel Reimbursement Files	Files documenting reimbursement travel expenses incurred by candidates to attend oral interviews.	C + 1	D	No	OPPFB FD	
OHRM109	Career Resource Centre Administration Files	Correspondence, reports, sign-in sheets and evaluations of Career Resource Centre.					
OHRM110	Career Support Training Programme Files	Files on each training course, programme or workshop conducted for UN staff including information on logistics and locations, invitations, participant lists, evaluations, etc.	T + 3	D	No	GSPD	T = Completion of course or workshop
OHRM111	Central Review Board File	Minutes, agendas, reports and correspondence related to the meetings of the Central Review Board, including committees, panels, and Senior Review Group.	C + 7	D	No	GSPD	
OHRM112	Central Review Bodies Files - Board	Minutes, agendas, correspondence, reports pertaining to meetings of the Central Review Board	C + 8	D	No	GSPD	

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OHRM113	Central Review Bodies Files - Committee	Minutes, agendas, correspondence, reports pertaining to meetings of the Central Review Committee	C + 8	D	No	GSPD	
OHRM114	Central Review Bodies Files - Panel	Minutes, agendas, correspondence, reports pertaining to meetings of the Central Review Pane	C + 8	D	No	GSPD	
OHRM115	Chronological Files - Incoming & Outgoing - Human Resources	Copies of incoming and outgoing correspondence, memos, code cables, faxes, etc., arranged chronologically for quick reference. The record copy must be placed in the relevant subject file or record	C + 3	D	No		
OHRM116	Course Catalogues Editorial Files	Correspondence and workpapers for preparation of yearly catalogue of courses offered by the Learning Section.	C + 2	D	No	GSPD	2 copies of each final catalogue C + 10 to provide history of courses. other copies C+2
OHRM117	Course, Training Programme, Workshop Feedback Forms	Forms filled out by course participants and facilitators evaluating courses they have attended/taught. Used to revise and improve training programs, courses and workshops.	C + 3	D	No	GSPD	
OHRM118	Editor, Interpreter and Translator Examination	Files used for the development of tests for interpreters, editors and translators	C + 1	D	No	GSPD	
OHRM119	Education Grant Files	File documenting grants for tuition for children of UN Staff members. Includes grants for special education	T + 7	D	No	OPPFB FD	T = Separation of employee or last education grant entitlement reached
OHRM120	Examination Administration Files	Correspondence, reports and working papers concerned with the logistical and administrative aspects of administering the examinations.	C + 1	D	No	GSPD	
OHRM121	Examination Development Working Files	Correspondence, drafts, working papers and reference materials used to develop specific examinations. Copy of final examination should be maintained in historical files.	T + 1	D	No	GSPD	T = examination finalized and administered
OHRM122	Examination Historical Files and Question Banks	Historic collection of examinations given by the United Nations, guidelines for examination administration, banks of questions to be used in examinations	P	A	Yes	GSPD	
OHRM123	Examination Papers	Includes answers, booklets, cassettes, CDs, multiple choice cards, interviews.	C + 1	D	No	GSPD	
OHRM124	Examination Reference Collections	Collection of materials used to compile examinations.	T	D	No	GSPD	T =material superseded or becomes obsolete.
OHRM125	Examination Results Statistical Databases	Statistical files kept for analysis and trending.	P	D	No		
OHRM126	G to P Candidate Files	Case files maintained on each candidate who takes the G to P examination.	T	D	No	GSPD	T = Employee separated or retires
OHRM127	Hardship Pay Annual Review Files	Files associated with the annual review and calculation of hardship pay for specific UN postings.	C + 5	D	No	GSPD	
OHRM128	Historical and Current Staff Rules and Staff Regulations	Historical collection of staff rules and regulations.	P	D	No		
OHRM129	Historical Staff Committee Bulletins (SCB)	Historical collection of staff committee bulletins, polling, officers, ACC, ICSC.	C + 5	D	No	GSPD	
OHRM130	Human Resources Policies and Procedures Master File	Master file of human resources policies, procedures, rules and regulations	P	A	No	GSPD	

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OHRM131	Human Resources Forms Database	Database of all forms referred to in Human Resources Handbook, and available for download on UN intranet.	P + 10	D	No	GSPD	
OHRM132	Human Resources Forms Working Files	Working files used in the preparation and revision of Human Resources forms including correspondence, drafts, etc.	T + 10	D	No	GSPD	T = Form superseded or discontinued
OHRM133	Human Resources Handbook Master Files	Editorial files for print and electronic versions of Human Resources handbook.	C + 10	D	No	GSPD	
OHRM134	Human Resources Information Circulars Database	Database of ICs by topic along with expiration dates	T + 10	D	No	GSPD	T = IC expires
OHRM135	Human Resources Officers Clearance/Designation Files	Records pertaining to the clearance and designation of staff to act as Human Resources Officers within specific duty stations, departments and offices. Applicable to staff away from HQ.	C + 3	D	No	GSPD	
OHRM136	Human Resources Policy/Precedent Files (Subject/Reference)	Reference files containing history of human resources policy and procedures decisions, including examples of unusual cases which have value as models or examples of policy interpretation.	P	A	No	GSPD	
OHRM137	Internship Programme Files	Files pertaining to recruitment and hiring of interns, containing information for each intern including health certificates, proof of health insurance, proof of enrollment in graduates studies, certificates of completion of mandatory UN training.	C + 1	D	No	GSPD	
OHRM138	Job Classification Files	Reports, correspondence, workpapers concerning the classification of each United Nations job title and position with respect to compensation	P	A	No	GSPD	
OHRM139	Judiciary Body Case Reports	Reference collection of Administrative Tribunal reports and recent JAB reports	P	A	No	GSPD	
OHRM140	Junior Professionals Program Files	Correspondence, reports, control lists, compendia, applications and evaluations for Junior Professionals program.	C + 3	D	No	GSPD	
OHRM141	Language Proficiency Exam Development Files	Files containing history of development of UN language proficiency exams - to aid in construction of examinations administered each year.	T	D	No	GSPD	T = Retain as long as useful
OHRM142	Language Proficiency Examination Master Copies	Master copies of language proficiency examinations	P	D	No	GSPD	
OHRM143	Language Proficiency Examinations	Completed, graded examinations.	C + 1	D	No	GSPD	
OHRM144	Language Roster Files	File of candidates for UN employment who have successfully passed language proficiency qualifying examinations.	T	D	No	GSPD	T = Candidate recruited or reaches age 59
OHRM145	Learning Program Participant Evaluations	Evaluations of learning program courses by participants.	C + 3	D	No	GSPD	
OHRM146	Learning Section Course Catalogues	Final course catalogues for programmes offered by Learning Section.	C + 10	A	No	GSPD	Retain 2 copies of each final catalogue to provide history of courses
OHRM147	Learning Section Course Facilitator Manuals	Working files used to prepare facilitator manuals for courses given by the learning section.	S + 2	D	No	GSPD	Retain final versions of current and previous ONLY. Discard drafts.

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OHRM148	Learning Section Curriculum Development Files	Correspondence, work papers, and final course materials and lesson plans for Learning Section courses	S + 5	D	No	GSPD	
OHRM149	Learning Section End of Term Results Folders	Dates, location, attendance, final ratings and comments for each course.	C + 2	D	No	GSPD	
OHRM150	Learning Section Long Term Statistics	Statistical database containing results, attendance, etc for each course retained for statistical analysis, reporting and biographical purposes	T	D	No	GSPD	T = Retain as long as useful for long-term trending and analysis
OHRM151	Learning Section Proficiency Exam Results	Results of language examinations required at end of term to show level of advancement for each student.	C + 5	D	No	GSPD	
	Learning Section Statistical Reports	Yearly statistical reports detaining results of previous year's learning program.	C + 10	D	No	GSPD	
OHRM153	Military and Police Recruitment Files	Files pertaining to campaigns to recruit police and military personnel. Arranged by campaign and country	T + 2	D	No	GSPD	T = Completion of recruitment campagin
OHRM154	Mobility Program Files	Correspondence, reports, etc. concerning the Managed Reassignment Program including exemptions from usual policy that managers should move to a new assignment after five years	C + 3	D	No	GSPD	
OHRM155	National Competitive Examination Files - Candidate Not Passed	Application files for each candidate containing examination board records with recommendations and scores, original CV and P-11 forms, and contact details for academic and employment reference checks.	C + 1	D	No	GSPD	
OHRM156	National Competitive Examination Files - Passed Candidate Files	Files for each passed candidate containing examination board records with recommendations and scores, original CV and P-11 forms, and contact details for academic and employment reference checks. Upon recruitment these files are placed in Official Status files	T + 1	D	Yes	GSPD	
OHRM157	Official Status Files	Official personnel file for UN staff includes info & supporting documents relating to staff's employment, exam results, education credentials, referees & beneficiaries; compensation, benefits & special allowances or payments; PAS; e-PAS, letters of appointment & contracts, commendations & declarations; visas, passports, travel on recruitment, outside employment; initial medical clearance, jury duty, home leave, repatriation & attendance. This series also include Personal Files.	T + 30	D	Yes	GSPD	T = Separation or retirement of staff member
OHRM158	Pension Remuneration History Files	Files pertaining to decisions concerning the calculation of pensions.	P	A	Yes	GSPD	
OHRM159	Performance Appraisal Rating Statistics	Statistic on EPAS ratings across departments by section and unit. Used to monitor and refine EPAS performance appraisal system, and to prepare reports to General Assembly concerning EPAS system	C + 3	D	No	GSPD	

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
OHRM160	Performance Management Files	Correspondence, reports, minutes, agendas, briefing notes, etc. associated with the administration of the Performance Management programme including EPAS exceptions & rebuttals, the Joint Management and Global Joint Management Committee, Steering Committee on HR Reform, etc.	C + 3	D	No	GSPD	
OHRM161	Personnel Directives	Historical collection of all personnel directives including background information.	P	A	No	GSPD	
OHRM162	Reference Check Files	Files for staff job applicants documenting verification of personal references, past employment and educational credentials.	C + 6	D	N	GSPD	
OHRM163	Rental Subsidy files	Staff rental subsidies applications, include proof of residence, lease agreement with landlord, correspondence related to eligibility period	C + 5	D	No	GSPD	
OHRM164	Salary Scale Files	Salary scales for all United Nations positions.	P	A	No	GSPD	
OHRM165	Salary Survey Result Files	Historical collection of tabulated results of all comprehensive salary surveys.	C + 11	D	No	GSPD	
OHRM166	Salary Survey Submission Files	Raw data received from annual and interim salary surveys, and associated forms and correspondence.	S + 1	D	No	GSPD	Retain only most current plus one previous submission of comprehensive and interim surveys
OHRM167	Special Post Allowance Approvals	Record of approval for special post allowance payments to staff members.	P	D	No	Executive Offices, IMIS	
OHRM168	Special Service Agreements (SSA)	Copies of special service agreements with individual consultants. Filed by consultant.	T + 5	D	No	Executive Offices	T = Consultant inactive for 6 years
OHRM169	Staff Counsellor's Statistical Files	Statistics on number and types of services provided, outcomes, etc.	C + 10	D	No	SCO	
OHRM170	Staff Counsellor Special Situation Files	Files kept by Staff Counsellor's Office while working with staff member to resolve a special situation or issue.	T + 5	D	No	SCO	T = Resolution of problem
OHRM171	Staff Emergency Fund Files	Financial records of staff applying for assistance.	T	D	No	MSS	T = Separation or retirement of staff member
OHRM172	Staff Management Coordinating Committee Files	Correspondence, minutes, agendas and reports concerning the Staff Management Coordinating committee which oversees the EPAS system	C + 3	D	No	OASG	
OHRM173	Staff Medical Files	Records kept of concerning the medical status and condition of each staff member, including illnesses, physical examinations, treatments, etc.	T + 30	D	No	MSS	T = Separation from the Organization
OHRM174	Staff Member Policy Issue Case Files	Unusual cases, with value as policy or model may be anonymized and retained in policy/precedent file.	T + 1	D	No	Official Status file	T = Employee separated or issue resolved
OHRM175	Subject Files - Human Resources - Office of ASG	Official documentation of a general nature including correspondence, reports, memos, and related materials arranged by subject or function, kept by a division, unit.	C + 8	D	No	OASG	
OHRM176	Top Executive and Ungraded Posts Compensation Files	Files pertaining to the compensation and conditions of service for the Secretary General, Deputy Secretary-General and other to United Nations system executives in ungraded posts.	P	A	No	GSPD	

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OHRM177	Training Materials and Curricula	Training materials and curricula for courses, training programs and workshops including videos, participant manuals, PowerPoint presentations, lesson plans, exercises, etc.	S + 3	D	No	GSPD	
OHRM178	Vacancy Announcement Case Files	Files containing information concerning the announcement of job vacancies, and recruitment for the position.	T + 2	D	No	GSPD	T = Vacancy filled, position withdrawn
OHRM179	Visa Committee Files	Records of staff members who applied for US G-4 and G-5 visas.	T + 5	D	No	GSPD	T = Staff Member's separation or termination
OHRM180	X-rays	X-rays of staff members; in particular chest x-rays completed as part of the medical exam performed upon recruitment.	T + 15	D	No	MSS	T = Staff Member's separation or termination
OHRM181	Senior Officials: Official Status Files	Official personnel file for UN staff at the ASG level and above. It may include, but is not limited to, information relating to staff's employment, exam results, education credentials, referees and beneficiaries; compensation, benefits & special allowances or payments; Performance Appraisal, letters of appointment and contracts, commendations and declarations; visas, passports, travel on recruitment, outside employment; initial medical clearance, jury duty, home leave, repatriation and attendance. This series also include Personal Files.	P	A	Yes	GSPD	Retain in office for 3 years after separation
Retention codes:	C=Current Year; T=Termination or completion of programme or project; P=While needed to conduct UN business; S=Superseded						
Disposition codes:	A=Review for Archival (permanent); D=Destroy						