Records Retention Policy
Records Common to All United Nations Offices
Issued: 2018
To be revised: 2020

Function	Abbr.	No	Activity	Description and notes	Retention	Disposition	Instructions	Office of Record	Old Schedule No.
OFFICE SUPPORT	ADM	RCUN201	Administration and Management	**File here:** Office strategic plan, policy, guidance, guidelines related to the office specific function, office work plan, minutes and talking points for meetings, records related to the risk management	P	A			**RCUN121 RCUN122 RCUN120**
		RCUN202	Asset Management	**File here**: Equipment and furniture maintenance records. Assets inventories.	T	D	Retain until equipment is no longer maintained or disposed. Close folder and dispose. Requests for service are stored in iNeed.	Facilities Management Service	**RCUN107 RCUN114 RCUN115**
		RCUN203	Business Continuity Management	**File here:** documentation to protect staff and records and to resume business activities in the event of a disaster or emergency	T	D	Retain until plan is updated, close folder and dispose.	BCMU	**RCUN104**
		RCUN204	Contract Management	**File here:** Case folders for non-record copies of contracts, leases and institutional or corporate agreements. Records related to the management of the	T	D	Retain until vendor's contract expires, close folder and dispose. Procurement for contractor's service is stored in Umoja. Contract with vendor is kept in hard copy by OCSS/PD	Procurement Division	**RCUN124 RCUN125 RCUN130**
		RCUN205	Facilities and security Management	**File here**: Correspondence with Facilities Management regarding office relocation, flexible work space arrangements.	T	D	Retain until move is effected. Close folder and dispose. Requests for service are stored in Unite Self Service.	Facilities Management Service	
		RCUN206	Procurement	**File here**: Procurement of services, goods and supplies.	T	D	Retain until service request completed. Close folder and dispose. Requests for short order (under $10,000) are stored in Umoja	Procurement Division	**RCUN124 RCUN125 RCUN130**

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BUDGET AND FINANCE	BUF	RCUN207	Regular Budget management and reporting	**File here**: OPPBA submissions; ACABQ and 5th Committee draft submissions; IMDIS Results-Based Budgeting; Reporting and indicators	C+7	D	Retain seven years (biennium and five years).	OPPBA	RCUN102 RCUN103
		RCUN208	Support Account management and reporting	**File here**: OPPBA submissions; ACABQ and 5th Committee draft submissions; Results-Based Budgeting; Reporting and indicators	C+5	D		OPPBA	RCUN102 RCUN103
		RCUN209	Extra budgetary resources management and reporting	**File here:** Trust Funds; Extra budgetary committees, Multi-Year Appeal (MYA), donor relations, Budget instructions, performance reports, financial reports	T+5	D	Close folder at the end of the trust fund's financial period ; retain for five years and dispose	OPPBA	RCUN141 RCUN142
HUMAN RESOURCES	HRM	RCUN210	Staffing and Recruitment	**File here:** Temporary job announcements; job announcements; copies of staff recruitment files including notes of interviews; terms of reference for consultants and interns.	T+5	D	Close folder after staff is recruited; retain for five years and dispose Offer management files are kept in Inspira	OHRM	RCUN135
		RCUN211	Staff Administration	**File here**: Contact list, contracts, assignments, new staff arrival checklist, resignation, termination, retirements, staff clearances	T+5	D	Close folder after staff is separated from office; retain for five years and dispose	OHRM	RCUN132 RCUN109 RCUN110
		RCUN212	Performance Management	**File here**: Office work plan, staff work plans	C+5	D	ePAS are maintained by Executive Offices electronically as well as in Inspira and in paper in Official Status Files	OHRM	RCUN134 RCUN136
		RCUN213	Attendance and Leave	**File here:** Office wide leave calendar; attendance reports ; sick leave report; Umoja reports.	C+1	D	Staff individual leave request is kept in Umoja	OHRM	RCUN139 RCUN144
		RCUN214	Travel administration	**File here:** travel requests and authorization; Laissez-passer requests; yearly travel plans	C+1	D	Records of travel requests and approvals are stored in Umoja	CAS	RCUN140

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INFORMATION MANAGEMENT	**INM**	**RCUN215**	ICT system development and local management	**File here:** ICT business requirements documents, correspondence with OICT on system development and implementation	T+1	D	Close folder when system is no longer in use; retain for one year and dispose	OICT	**RCUN108 RCUN107 RCUN131**
		RCUN216	Information and Records Management	**File here:** Information management policies; File classification plan development ; retention schedules, accession control reports, Records destruction authorization	T	D		ARMS	**RCUN123 RCUN127 RCUN128 RCUN129**
OVERSIGHT	**OVE**	**RCUN217**	Internal Audit	**File here:** OIOS audits	T+5	D	Close folder when audit is closed; retain for five years and dispose	OIOS	**RCUN101**
		RCUN218	External Audit	**File here:** Board of Auditors audits; Joint Inspection Unit audits	T+5	D	Close folder when audit is closed; retain for five years and dispose	BOA/JIU or other auditing body	**RCUN101**
Retention codes:	P = Permanent, C=Current Year; T=Termination or completion of programme, project or action								
Disposition codes:	D= Review for Destruction								