



OHRM Office of Human Resource Management

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM101	Administration Tribunal Judgements - Compensation	T + 75	D		Yes	UNAT
Decision of Administrative Tribunal concerning specific salary and compensation cases.						
OHRM102	Administrative Issuance and Information Circular Working Files	C + 20	A		No	
Correspondence, working files and background information used in the preparation of SGB's, AI's and IC's.						
OHRM103	Administrative Law Unit Case Files	T + 10	D	T = Case settled.	No	
Includes all documentation concerning disciplinary cases, appeals cases, suspensions of action, reviews of administrative decisions & reviews of summary decisions including investigation reports, referral memoranda and correspondence and reports from departments & presentations to & decisions of judiciary bodies, & documentation concerning implementation of the decision.						
OHRM104	Administrative Law Unit Ad Hoc Advice Files	C + 5	D		No	
Files documenting answers given to requests for ad hoc advice concerning questions of personnel policy.						
OHRM105	Administrative Law Unit Advice Database	P	D		No	
Database of advice given in response to specific requests concerning matters of personnel policy.						

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OHRM106	Agreed Termination Files for overseas staff Files documenting separation of staff members who leaves before end of contract and receive compensation for early separation	T + 2	D	T = Separation of staff member. Unusual cases, with value as policy or model may be anonymized and retained in policy/precedent file.	No	Official Status Files.
OHRM107	Candidate Travel Reimbursement Files Files documenting reimbursement travel expenses incurred by candidates to attend oral interviews.	C + 1	D		No	OPPBA Accounts Division
OHRM108	Career Resource Centre Administration Files Correspondence, reports, sign-in sheets and evaluations of Career Resouce Center.	C + 3	D		No	
OHRM109	Career Support Training Programmme Files Files on each training course ,programmme or workshop conducted for UN staff including information on logisitcs and locations, invitations, participant lists, evaluations, etc.	T + 3	D	T = Completion of course or workshop.	No	
OHRM110	Central Review Board Files 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	

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OHRM111	Central Review Bodies Files - Board	C + 8	D		No	The office holding the record is the office of record unless another office is listed below
	Minutes, agendas, correspondence, reports pertaining to meetings of the Central Review Board					
OHRM112	Central Review Bodies Files - Committee	C + 8	D		No	
	Minutes, agendas, correspondence, reports pertaining to meetings of the Central Review Committee					
OHRM113	Central Review Bodies Files - Panel	C + 8	D		No	
	Minutes, agendas, correspondence, reports pertaining to meetings of the Central Review Panel					
OHRM114	Chronological Files - Incoming & Outgoing - Human Resources	C + 3	D		No	
	Copies of outgoing and incoming correspondence, memos, code cables, faxes, etc., arranged chronologically for quick reference. The record copy must be placed in the relevant subject file or record series in the office originating or taking action.					
OHRM115	Course Catalogues Editorial Files	C + 2	D	Retain 2 copies of each final catalogue C + 10 to provide history of courses.	No	
	Correspondence and workpapers for preparation of yearly catalogue of courses offered by the Learning Section.					

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM116	Course, Training Programmme, Workshop Feedback Forms	C + 3	D		No	The office holding the record is the office of record unless another office is listed below
	Forms filled out by course participants and facilitators evaluating courses they have attended/taught. Used to revise and improve training programs, courses and workshops.					
OHRM117	Editor, Interpreter and Translator Examination Files	C + 1	D		No	
	Files used for the developement of test for interpreters,editors and translators					
OHRM118	Education Grant Files	T + 7	D	T = Separation of employee or last education grant entitlement reached	No	OPPBA Accounts Division
	File documenting grants for tuition for children of UN Staff members. Includes grants for special education.					
OHRM119	Examination Administration Files	C + 1	D		No	
	Correspondence, reports and working papers concerned with the logistical and administrative aspects of administering the examinations.					
OHRM120	Examination Development Working Files	T + 1	D	T = examination finalized and administered	No	
	Correspondence, drafts, working papers and reference materials used to develop specific examinations. Copy of final examination should be maintained in historical files.					

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM121	Examination Historical Files and Question Banks	P	A		Yes	The office holding the record is the office of record unless another office is listed below
Historic collection of examinations given by the United Nations, guidelines for examination administration, banks of questions to be used in examinations						
OHRM122	Examination Papers	C + 1	D		No	
Includes answer, booklets, cassettes, CD's, multiple choice cards, interviews.						
OHRM123	Examination Reference Collections	T	D	T = material superceded or becomes obsolete.	No	
Collection of materials used to compile examinations.						
OHRM124	Examination Results Statistical Databases	P	D		No	
Statistical files kept for analysis and trending.						
OHRM125	G to P Candidate Files	T	D	T = Employee separated or retires	No	
Case files maintained on each candidate who takes the G to P examination.						

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM126	Hardship Pay Annual Review Files	C + 5	D		No	The office holding the record is the office of record unless another office is listed below
Files associated with the annual review and calculation of hardship pay for specific UN postings.						
OHRM127	Historical and Current Staff Rules and Staff Regulations	P	D		No	
Historical collection staff rules and regulations.						
OHRM128	Historical Staff Committee Bulletins (SCB)	C + 5	D		No	
Historical collection of staff committee bulletins, polling, officers, ACC, ICSC.						
OHRM129	Human Resources Policies and Procedures Master File	P	A		No	Judiciary Body
Master file of human resources policies, procedures, rules and regulations						
OHRM130	Human Resources Forms Database	P + 10	D		No	
Database of all forms referred to in Human Resources Handbook, and available for download on UN intranet.						

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM131	Human Resources Forms Working Files Working files used in the preparation and revision of Human Resources forms including correspondence, drafts, etc.	T + 10	D	T = Form superceded or discontinued	No	The office holding the record is the office of record unless another office is listed below
OHRM132	Human Resources Handbook Master Files Editorial files for print and electronic versions of Human Resources handbook.	C + 10	D		No	
OHRM133	Human Resources Information Circulars Database Database of ICs by topic along with expiration dates	C + 10	D	T = IC expires.	No	
OHRM134	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	
OHRM135	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	

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM136	Internship Programme Files	C + 1	D		No	The office holding the record is the office of record unless another office is listed below
	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.					
OHRM137	Job Classification Files	P	A		No	
	Reports, correspondence, workpapers concerning the classification of each United Nations job title and position with respect to compensation.					
OHRM138	Judiciary Body Case Reports	C + 18	D		No	
	Reference collection of Administrative Tribunal reports and recent JAB reports					
OHRM139	Junior Professionals Program Files	C + 3	D		No	
	Correspondence, reports, control lists, compendia, applications and evaluations for Junior Professionals program.					
OHRM140	Language Proficiency Exam Development Files	T	D	T = Retain as long as useful.	No	
	Files containing history of development of UN language proficiency exams - to aid in construction of examinations administered each year.					

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM141	Language Proficiency Examination Master Copies	P	D		No	The office holding the record is the office of record unless another office is listed below
	Master copies language proficiency examinations					
OHRM142	Language Proficiency Examinations	C + 1	D		No	
	Completed, graded examinations.					
OHRM143	Language Roster Files	T	D	T = Candidate recruited or reaches age 59	No	
	File of candidates for UN employment who have successfully passed language proficiency qualifying examinations.					
OHRM144	Learning Program Participant Evaluations	C + 3	D		No	
	Evaluations of learning program courses by participants.					
OHRM145	Learning Section Course Catalogues	C + 10	A	Retain 2 copies of each final catalogue to provide history of courses.	No	
	Final course catalogues for programmes offered by Learning Section.					

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM146	Learning Section Course Facilitator Manuals	S + 1	D	Retain final versions of current and previous ONLY. Discard drafts.	No	The office holding the record is the office of record unless another office is listed below
	Working files used to prepare facilitator manuals for courses given by the learning section.					
OHRM147	Learning Section Curriculum Development Files	S + 5	D		No	
	Correspondence, work papers, and final course materials and lesson plans for Learning Section courses.					
OHRM148	Learning Section End of Term Results Folders	C + 2	D		No	
	Dates, location, attendance, final ratings and comments for each course.					
OHRM149	Learning Section Long Term Statistics	T	D	T = Retain as useful for long-term trending and analysis	No	
	Statistical database containing results, attendance, etc for each course retained for statistical analysis, reporting and biographical purposes					
OHRM150	Learning Section Proficiency Exam Results	C + 5	D		No	
	Results of language examinations required at end of term to show level of advancement for each student.					

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM151	Learning Section Statistical Reports	C + 10	D		No	The office holding the record is the office of record unless another office is listed below
Yearly statistical reports detaining results of previous year's learning program.						
OHRM152	Military and Police Recruitment Files	T + 2	D	T = Completion of recruitment campaign	No	
Files pertaining to campaigns to recruit police and military personnel. Arranged by campaign and country.						
OHRM153	Mobility Program Files	C + 3	D		No	
Correspondence, reports, etc. concerning the Managed Reassignment Program including exemptions from usual policy that managers should move to a new assignment after five years.						
OHRM154	National Competitive Examination Files - Candidate Not Passed	C + 1	D		No	
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.						
OHRM155	National Competitive Examination Files - Passed Candidate Files	T + 1	D	Candidate reaches age 59	Yes	
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.						

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OHRM156	Official Status Files	T + 30	D	T = Separation or retirement of staff member	Yes	The office holding the record is the office of record unless another office is listed below
Official personnel file for UN staff includes info & supporting docs relating to staff's employment, exam results, educ credentials, referees & beneficiaries; comp, benefits & special allow. or payments; PA's; EPAS, letters of appointment & contracts, commendations & declarations; visas, passports, travel on recruitment, outside employment; initial medical clearance, jury duty, home leave, repatriation & attendance.						
OHRM157	Pension Remuneration History Files	P	A		Yes	
Files pertaining to decisions concerning the calculation of pensions.						
OHRM158	Performance Appraisal Rating Statistics	C + 3	D	T = Retain as useful for long-term trending and analysis	No	
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.						
OHRM159	Performance Management Files	C + 3	D		No	
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.						
OHRM160	Personnel Directives	P	A		No	
Historical collection of all personnel directives along with background information.						

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OHRM161	Reference Check Files	C + 6	D		No	The office holding the record is the office of record unless another office is listed below
Files for staff job applicants documenting verification of personal references, past employment and educational credentials.						
OHRM162	Rental Subsidies files	C + 5	D		No	
Staff rental subsidies applications, include proof of residence, lease agreement with landlord, correspondence related to eligibility period.						
OHRM163	Salary Scale Files	P	A		No	
Salary scales for all United Nations positions.						
OHRM164	Salary Survey Result Files	P	D		No	
Historical collection of tabulated results of all comprehensive salary surveys.						
OHRM165	Salary Survey Submission Files	S x 1	D	Retain only most current plus one previous submission of comprehensive and interim surveys.	No	
Raw data received from annual and interim salary surveys, and associated forms and correspondence.						

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OHRM166	Special Post Allowance Approvals	P	D		No	The office holding the record is the office of record unless another office is listed below Executive Offices, IMIS
Record of approval for special post allowance payments to staff members.						
OHRM167	Special Service Agreements (SSA's)	T + 5	D	T = Consultant inactive for 6 years.	No	Executive Offices
Copies of special service agreements with individual consultants. Filed by consultant.						
OHRM168	Staff Counsellor's Statistical Files	C + 10	D		No	
Statistics on number and types of services provided, outcomes, etc.						
OHRM169	Staff Counselor Special Situation Files	T + 5	D	T = Resolution of problem.	No	
Files kept by Staff Counsellor's Office while working with staff member to resolve a special situation or issue.						
OHRM170	Staff Emergency Fund Files	T	D	T = Separation or retirement of staff member.	No	
Financial records of staff applying for assistance.						

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OHRM171	Staff Management Coordinating Committee Files	C + 3	D		No	The office holding the record is the office of record unless another office is listed below
Correspondence, minutes, agendas and reports concerning the Staff Management Coordinating committee oversees the EPAS system.						
OHRM172	Staff Member Policy Issue Case Files	T + 1	D	T = Employee separated or issue resolved	No	Official Status file
Unusual cases, with value as policy or model may be anonymized and retained in policy/precedent file.						
OHRM173	Subject Files - Human Resources - Office of ASG	C + 8	D		No	
Official documentation of a general nature including correspondence, reports, memos, and related materials arranged by subject or function, kept by a division, unit.						
OHRM174	Top Executive and Ungraded Posts Compensation Files	P	A		No	
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.						
OHRM175	Training Materials and Curricula	S + 3	D		No	
Training materials and curricula for courses, training programs and workshops including videos, participant manuals, PowerPoint presentations, lesson plans, exercises, etc.						

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
OHRM176	Vacancy Announcement Case Files	T + 2	D	T = Vacancy filled, position withdrawn.	No	Department Executive Office/Galaxy
Files containing information concerning the announcement of job vacancies, and recruitment for the position.						
OHRM177	Visa Committee Files	T + 10	D	T = Staff member assigned to work at UN Headquarters in US	No	
Records of staff members who applied for US G-4 and G-5 visas.						

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