



OICT - Office of Information & Communication Technology

Records with a Total Retention of less than 3 years should be retained in offices and may not be sent to storage

The Total Retention period shown below includes the period during which records may be stored off-site at ARMS before final disposition

Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
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ITSD001	Programme Records	P	A		Yes	
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The records relate to the development, implementation and maintenance of the Integrated Management Information System (IMIS) including design documents, test plans, workflow procedures analyses, correspondence with United Nations offices at and away from Headquarters and with contractors.

All retention instruction apply equally to records in all formats, hard copy and digital

Retention Codes B = End of Biennium C = Current Year P = While needed to conduct UN Business S = Superseded or Obsolete T = Termination, Settlement or Completion

Disposition Codes A = To be reviewed for permanent preservation by Archives D = Destroy