

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
BUD	Budget			Records covering all aspects of a field mission budget process. • Refer to RCUN for budget activities for HQ offices		
PKH.BUD001	Budget: Policy, procedure, best practice	S	D	Records include: non-record copies of UNHQ budget policies and procedures.		UNHQ DM/OPPBA/PFD or PPBD
PKH.BUD002	Budget: Reporting to UNHQ	C + 3	D	Records include: non-record copies of mission performance reports, quarterly progress reports, troop strength reports.		UNHQ DM/OPPBA/PFD or PPBD
PKH.BUD003	Budget: Mission budgets	T + 5	D	Records include: non-record copies of records relating to peacekeeping and political mission budgets: planning records, results based budgets, allotment advices, redeployment requests, staffing authorization tables, and commitment authorities. T = General Assembly review of performance report.		UNHQ DM/OPPBA/PFD or PPBD
CIV	Civil Affairs			Records relating to the work at the social, administrative and sub-national political levels to facilitate a countrywide implementation of peacekeeping mandates and to support the population and government in strengthening conditions and structures conducive to sustainable peace.		
PKH.CIV001	Civil Affairs: Policy, procedure, best practice	P	A	Records include: HQ-produced institutional policy, procedure, best practice documents relating to any civil affairs activity. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/DPET/PBPS
PKH.CIV002	Civil Affairs: Reporting to UNHQ	C + 3	D	Records include: ad-hoc reports from the field relating to civil affairs activities.		Mission Civil Affairs Component or Office of the HoM
PKH.CIV003	Civil Affairs: Planning, strategy	P	A	Records include: civil affairs-related operational support and strategy provided to specific peacekeeping missions. For records incorporated into a mission wide plan, see PKH.MAT.		UNHQ DPKO/OO
DDR	Disarmament, Demobilization, Reintegration			Records relating to the administration and coordination of the disarmament, demobilization and societal reintegration of former combatants, including rehabilitation and repatriation.		

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.DDR001	DDR: Policy, procedure, best practice	P	A	Records include: HQ-authored policies and procedures with supporting documentation, results frameworks. Records may be specific to a peacekeeping mission or more general in nature. Special transfer: Latest versions of active records must be transferred to 1.) DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database, and to 2.) UNHQ DPKO/ORoLSI/DDRS for inclusion on www.unhdr.org (if applicable) Records may be sent to storage when superseded. For peace agreements, see PKH.LEG003.		UNHQ DPKO/ORoLSI/DDRS
PKH.DDR002	DDR: Reporting to UNHQ	C + 3	D	Records include: non-record copies of reports from peacekeeping missions relating to DDR activities.		Mission DDR Component or Office of the HoM
PKH.DDR003	DDR: Assessment, survey and analysis	P	A	Records include: HQ-produced, detailed field assessments including, inter alia, small arms baseline surveys, verifications of the armed groups and weapons, and socio-economic surveys.		UNHQ DPKO/ORoLSI/DDRS
PKH.DDR004	DDR: Planning, strategy	C + 10	D	Records include: HQ-produced DDR programme documents, operational plans, resource mobilization strategies (assessed and voluntary). For records incorporated into a mission wide plan, see PKH.MAT.		UNHQ DPKO/ORoLSI/DDRS
PKH.DDR005	DDR: Coordination, partnership	P	A	Records include: records relating to the roles and responsibilities of implementing partners (UN and non-UN). For letters of agreement and memoranda of understanding for the establishment of integrated DDR units, see PKO.LEG003.		Mission DDR Component and UNHQ DPKO/ORoLSI/DDRS
PKH.DDR006	DDR: Monitoring, evaluation	C + 10	D	Records include: non-record copies of mission-produced records relating to monitoring and evaluation of DDR programmes.		Mission DDR Component
PKH.DDR007	DDR: Capacity building	P	A	Records include: records relating to capacity building initiatives.		Mission DDR Component and UNHQ DPKO/ORoLSI/DDRS
FEN	Facilities and Engineering			Records that deal with facilities planning, building management and infrastructure requirements of peacekeeping and political missions, including facilities/structures for military components; the provision of facilities and engineering services to local governments, including the construction and maintenance of prison facilities.		

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.FEN001	Facilities and Engineering: Policy, procedure, best practice	P	A	Records include: DFS-authored policy and procedure relating to any facilities and engineering activity. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DFS/OUSG or DFS/LSD/Office of the Director
PKH.FEN002	Facilities and Engineering: Reporting to UNHQ	C + 10	D	Records include: reports from field mission to UNHQ.		Mission Integrated Support Services or Office of the DMS/CMS
PKH.FEN003	Facilities and Engineering: Planning, strategy	C + 10	D	Records include: DFS-authored planning records relating to any facilities or engineering activity at a mission. For records incorporated into a mission wide plan, see PKH.MAT.		UNHQ DFS/LSD/OSS
FIN	Finance			Records that deal with the support and management of field mission financial matters, including claims and trust fund management. • Refer to RCUN for common finance activities at UNHQ offices, including the management of HQ trust funds.		
PKH.FIN001	Finance: Policy, procedure, best practice	P	A	Records include: UNHQ DFS-authored financing policy and guidance to ensure field mission compliance with UNHQ Comptroller. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DFS/FBFD/Front Office
PKH.FIN002	Finance: Reporting to UNHQ	C + 5	D	Records include: non-record copies of signed monthly trial balances with allotment reports and analysis.		UNHQ DM/OPPBA/Accounts Division
PKH.FIN003	Finance: Claims review: staff and other UN-affiliated individuals	P	A	Records include: major claims case files submitted by field missions to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); major claims cases filed after mission closure. File closure: Close file after settlement of case. UN-affiliated individuals include, but are not limited to: UNVs, military experts on mission and UN police.	V	UNHQ DM/OPPBA/ABCC and UNHQ DFS/FBFD
PKH.FIN004	Finance: Claims review: 3rd party cases related to formed police units or military contingents	P	A	Records include: major claims case files submitted by field missions to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); major claims cases filed after mission closure. File closure: Close upon settlement of case.	V	UNHQ DFS/FBFD

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.FIN005	Finance: Claims review: 3rd party cases other than those related to formed police units or military contingents	P	A	Records include: major claims case files submitted by field missions to UNHQ for review (including Claims Review Board minutes, investigation reports, etc.); major claims cases filed after mission closure. File closure: Close upon settlement of case.	V	UNHQ DFS/FBFD
PKH.FIN006	Finance: Claims review: contingent-owned equipment (COE)	T + 6	D	Records include: claims case files (including verification report, review by appropriate DPKO expert service, etc.). T = case settlement.	V	UNHQ DFS/FBFD/MCMS
PKH.FIN007	Finance: Claims review: letters of assist (LOA)	T + 6	D	Records include: claims case files (including claim & invoice from permanent mission, review by appropriate DPKO expert service, confirmation/verification from Field Mission, etc.). T = case settlement. For letters of assist, see PKH.LEG003.	V	UNHQ DFS/FBFD/MCMS
PKH.FIN008	Finance: Claims review: death and disability	P	A	Records include: claims case files (claim and invoice from permanent mission, medical review from UNHQ DM/OHRM/MSD, confirmation NOTICAS from field, etc.). File closure: close upon case settlement.	V	UNHQ DFS/FBFD/MCMS
PKH.FIN009	Finance: Planning, strategy	C + 1	D	Records include: records relating to financial planning for field missions. For records incorporated into a mission wide plan, see PKH.MAT. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKH.FIN010	Finance: Inter-office billing	C + 5	D	Records include: post-mission closure records relating to inter-office billing and inter-office billing reconciliation, such as rejection letters and requests for additional information. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		UNHQ DFS/FBFD/Liquidation Unit
PKH.FIN011	Finance: Journal vouchers (JVs)	C + 5	D	Records include: non-record copies of journal vouchers and supporting records such as imprest replenishments and copies of remittance transmittal notices. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.FIN012	Finance: Inter-office vouchers (IOVs)	C + 5	D	Records include: non-record copies of inter-office vouchers and supporting records such as imprest replenishments and copies of remittance transmittal notices; records relating to inter-office voucher reconciliation. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKH.FIN013	Finance: Cancellation of financial actions	C + 10	D	Records include: non-record copies of cancellation vouchers with supporting documentation such as cancelled/voided checks. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKH.FIN014	Finance: Bank reconciliation	C + 5	D	Records include: non-record copies of bank reconciliations, bank debit/credit advices, bank statements, cleared checks. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKH.FIN015	Finance: General ledger	P	A	Records include: general ledger transferred from field accounting system (Sun Accounts), including daily postings and trial balance. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions)		Mission Finance Section and UNHQ DFS/FBFD
PKH.FIN016	Finance: Accounts payable: supporting documentation	C + 5	D	Records include: post-mission closure invoices and credit notes; records used to justify payment of salary and monthly subsistence allowance (MSA). File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		UNHQ DFS/FBFD/Liquidation Unit
PKH.FIN017	Finance: Accounts receivable: settled cases	C + 5	D	Records include: non-record copies of supporting documentation for settled cases, such as invoices, credit notes, debit advices, notification letters to staff members, and statements of monthly accounts for special agencies. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKH.FIN018	Finance: Accounts receivable: non-settled cases	C + 10	D	Records include: non-record copies of supporting documentation for non-settled cases, such as invoices, credit notes, debit advices, notification letters to staff members, and statements of monthly accounts for special agencies. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.FIN019	Finance: Write-off submission	C + 5	D	Records include: non-record copies of records substantiating published financial statements. File closure: Close annually on 30 June (peacekeeping missions); close annually on 31 December (political missions).		Mission Finance Section
PKH.FIN020	Finance: Trust fund establishment	C + 10	D	Records include: non-record copies of background documentation relating to the establishment of a field mission trust fund. File closure: Upon closure of trust fund. For daily management of trust fund, apply retention period appropriate to the record type.		Mission Finance Section/Trust Fund Unit
GOV	Governance			Records relating to the capacity building and economic development of a field mission's host government(s).		
PKH.GOV001	Governance: Policy, procedure, best practice	P	A	Records include: DPKO-produced policy and procedure relating to governance activities. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/OUSG
PKH.GOV002	Governance: Reporting to UNHQ	C + 10	D	Records include: non-record copies of reports relating to governance activities.		Mission Office of HoM
PKH.GOV003	Governance: capacity building: general	P	A	Records include: records relating to capacity building for political structures, executive management, and local governments.		UNHQ DPKO/OUSG
PKH.GOV004	Governance: capacity building: economic	C + 10	A	Records include: records relating to capacity building for the economic sector. Retention justification: Economic development is not a primary UN Secretariat activity.		UNHQ DPKO/OUSG
HRM	Human Resources			Records relating to personnel matters for civilian staff and individually seconded military and police officers and observers serving in field missions; official status and working personnel files for appointed, assigned and seconded individuals in field missions; training records. • OIOS investigation of field staff disciplinary matters: See OVE • Refer to RCUN for common human resource management activities relating to UNHQ staff		

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.HRM001	Human Resources: Policy, procedure, best practice	P	A	Records include: DPKO-DFS-authored policy and guidance documents relating to Human Resources Management activities in the field; training policy and training after action reviews; HIV/AIDS-related research reports and publications; gender affairs. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DFS/FPD/Office of the Director; DPKO/DPET/ITS; DPKO/DPET/PBPS (Various Units)
PKH.HRM002	Human Resources: Reporting to UNHQ	C + 5	D	Records include: non-record copies of quarterly reports, ad hoc reports, responses to DPKO code cables on any activity under the HRM function; NOTICAS; reports relating to HIV/AIDS research in the field; reports and supporting documentation relating to gender affairs programme implementation. File closure: Close annually 31 December. Filing practice for NOTICAS: stored chronologically in the Situation Centre Web portal. Reference copies are filed in medical files and BOI case files. Note: only UNHQ DM/OHRM/MSD is to be in possession of personnel medical records; if received in error, medical records must be immediately forwarded to MSD.		Office of the DMS/CMS or business unit at operational level
PKH.HRM003	Human Resources: Planning, strategy	C + 10	D	Records include: records relating to the identification of existing and projected workforce requirements in the field. For records incorporated into a mission wide plan, see PKH.MAT.		
PKH.HRM004	Human Resources: Recruitment: attracting candidates	T + 10	D	Records include: mission-specific vacancy announcements, PM's justification for creating a mission-specific VA, generic vacancy announcements, evaluation criteria, lists of nominated candidates submitted by Member States for senior appointments or for specific occupational groups and functions. T = VA is superseded.		UNHQ DFS/FPD; DPKO/OMA (seconded officers at UNHQ and in the field); DPKO/ORoLSI/PD
PKH.HRM005	Human Resources: Recruitment: preliminary interviewing and screening	T + 3	D	Records include: evaluation sheets based on preliminary interviews, initial and technical screening records, academic and professional references; supporting documentation such as presentations to Field Central Review Bodies. T = candidate reaches official UN retirement age. Special transfer: Transfer records of successful candidates to the candidate's OSF. Note: this is not a primary activity of DPKO/OMA/FGS.		UNHQ DFS/FPD; DPKO/ORoLSI/PD

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.HRM006	Human Resources: Recruitment: roster management	C + 10	D	Records include: records relating to the general administration of rosters, such as notification of rostered candidates, marking rostered candidates, removal of rostered candidates. File closure: Close file annually 31 December.		UNHQ DFS/FPD; DPKO/ORoLSI/PD
PKH.HRM007	Human Resources: Recruitment: roster management: seconded military officers	C + 3	D	Records include: rosters of male and female military officers for possible secondment. File closure: Close file annually 31 December.		UNHQ DPKO/OMA/FGS
PKH.HRM008	Human Resources: Outreach	C + 10	D	Records include: records relating to establishing contacts with other UN agencies, funds and programmes and outside organizations, professional associations, universities and other partners with the aim of developing an occupational network.		UNHQ DFS/FPD/ROU
PKH.HRM009	Human Resources: Appointment and assignment: staff selection	T + 3	D	Records include: short-listing records; competency-based interviewing records such as comparative evaluation report, interview report, annotated list of candidates. T = position filled. Special transfer: copy relevant selection documents into Nucleus system and new employee's OSF.		Office selecting the candidate
PKH.HRM010	Human Resources: Appointment and assignment: military expert selection and rotation	T + 3	D	Records include: records relating to the selection, deployment, rotation, extension and repatriation of UN military observers, military liaison officers, and military advisers. T = repatriation of military expert. For daily personnel management of military experts, see PKO.HRM (PORS).		UNHQ DPKO/OMA/FGS

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.HRM011	Human Resources: Appointment and assignment: field appointee management	T + 30	D	<p>Records include: appointee files for international field staff; files of seconded military and police field personnel holding UN contracts; includes records relating to staff member's contract extensions, movement, benefits and entitlements, substantiated disciplinary cases, separation from organization, etc.</p> <p>T = staff separation from the Organization.</p> <p>Special transfer from the field: original records generated in the field must regularly be transferred to FPD via diplomatic pouch for inclusion in the appointee file.</p> <p>Disposition justification: DFS/FPD's appointee file is equivalent to an OSF.</p> <p>For files of seconded military and police officers not holding a UN contract, see PKO.HRM (PORS).</p>	V	UNHQ DFS/FPD
PKH.HRM012	Human Resources: Appointment and assignment: field assignee management	T + 3	D	<p>Records include: personnel working files for staff assigned to missions from UNHQ offices; includes records relating to staff member's contract extensions, movement, benefits and entitlements, substantiated disciplinary cases, separation from organization, etc.</p> <p>T = end of staff member's field assignment.</p> <p>Special transfer from the field: original records generated in the field must regularly be transferred to FPD via diplomatic pouch for inclusion in the personnel working file.</p> <p>Special transfer at UNHQ: at end of staff member's field assignment, consolidate the file with the staff member's official status file (OSF), located in UNHQ DM/OHRM or in an Office Away from Headquarters (OAH).</p>		UNHQ DFS/FPD
PKH.HRM013	Human Resources: Staffing table management	C + 10	D	Records include: locked staffing tables.		
PKH.HRM014	Human Resources: Job classification	P	A	Records include: generic job profiles for field missions, records relating to the classification of posts in field missions.		UNHQ DFS/FPD/GODS
PKH.HRM015	Human Resources: Organizational design	P	A	Records include: organization structure, mission templates, functional titles and occupational groups.		UNHQ DFS/FPD/GODS

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.HRM016	Human Resources: Career development	T + 3	D	Records include: records relating to field staff's career development, including participation in external studies programmes and staff exchange programmes; records relating to succession planning. Filing practice: maintain one file for each staff member. T = staff member reaches official UN retirement age. For workshop management in the field, see PKH.HRM: Training.		UNHQ DFS/FPD
PKH.HRM017	Human Resources: Training: needs assessment	C + 5	D	Records include: needs assessment surveys, needs assessment reports.		UNHQ DPKO/DPET/ITS or Equivalent
PKH.HRM018	Human Resources: Training: delivery	T + 5	D	Records include: standardized generic training modules on various topics; training course books and related subject materials, training course packages and modules, training course outlines. Training topics include: communication skills, team building, cultural and diversity awareness; HIV/AIDS awareness. T = materials are superseded.		UNHQ DPKO/DPET/ITS or Equivalent
PKH.HRM019	Human Resources: Training: course administration	T + 5	D	Records include: training course application forms, training placement tests, participant selection forms, certificates of completion. T = course completion. Special transfer: Transfer copies of attendee certifications to UNHQ DPKO/OMA/FGS or DPKO/ORoLSI/PD as required. Refer to UN Retention Schedule RCUN for records relating to travel and requisition of supplies and services.		UNHQ DPKO/DPET/ITS or Equivalent
PKH.HRM020	Human Resources: Training: course evaluation and assessment	C + 5	D	Records include: training course evaluation forms, training examinations and tests, training examination reports, results sheets.		UNHQ DPKO/DPET/ITS or Equivalent
PKH.HRM021	Human Resources: Training: assessment of peacekeeping training centres	T + 3	D	Records include: records relating to the evaluation of international peacekeeping training centres, including curricula and facilities. T = initiation of a new assessment of the centre, or upon closure of the centre.		UNHQ DPKO/DPET/ITS
PKH.HRM022	Human Resources: Training: statistics gathering	C + 5	D	Records include: training participants' statistics, attendance lists for training programmes.		UNHQ DPKO/DPET/ITS or Equivalent

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.HRM023	Human Resources: Administration of justice: substantiated misconduct cases	T + 30	D	Records include: working files of substantiated misconduct files of all field personnel (including seconded officers and UN volunteers). Filing practice: a file is opened upon receipt of initial evaluation, misconduct investigation report, and recommendation of Head of Mission; files arranged by person's name. T = substantiation of case and subsequent action to UNHQ DM/OHRM. Special transfer: upon file closure, copy relevant records for DM/OHRM, which will serve as the Office of record for the official case file.		UNHQ DFS/OUSG/CDU
PKH.HRM024	Human Resources: Administration of justice: unsubstantiated cases	T + 10	D	Records include: unsubstantiated misconduct files of all field personnel (including seconded officers and UN volunteers). Filing practice: a file is opened upon receipt of initial evaluation, misconduct investigation report, and recommendation of Head of Mission; files arranged by person's name. T = determination that the HoM recommendation is not well founded.		UNHQ DFS/OUSG/CDU
PKH.HRM025	Human Resources: Gender affairs: sex balance	P	A	Records include: statistics and related records on sex balance in a field mission. File closure: close file upon end of mission mandate.		UNHQ DFS/FPD
PKH.HRM026	Human Resources: HIV/AIDS: mainstreaming	T + 10	D	Records include: non-record copies of records relating to the integration of HIV/AIDS awareness into field mission components. T = mission closure. For training records, see PKH.HRM: Training, and PKO.HRM: Training (PORS). For health and welfare records, see PKO.HRM: Health and welfare (PORS).		Mission Office of HIV/AIDS Officer/Adviser
PKH.HRM027	Human Resources: Travel administration: Commercial: Civilian staff	T + 1	D	Records include: records relating to commercial travel arrangements for civilian staff to field mission assignments. T = trip completed. For commercial travel arrangements for military observers, police, and members of contingents or FPU's to field mission assignments, see PKH.HRM029. For charter travel arrangements for military contingents and formed police units, see PKH.MOV.		UNHQ DFS/FPD

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.HRM028	Human Resources: Examination administration	C + 3	D	Records include: non-record copies of records relating to the administration of UN language proficiency examination (LPE) at field missions. Filing practice: records documenting a staff member's passing of an examination should be placed in the individual's appointee file or personnel working file.		Mission Personnel Section
PKH.HRM029	Human Resources: Travel administration: Commercial: Other	T + 5	D	Records include: records relating to commercial travel arrangements for military observers, police, and members of contingents or FPU's to field mission assignments. T = trip completed. For commercial travel arrangements for civilian staff to field mission assignments, see PKH.HRM027.		UNHQ DFS/FPD
HRT	Human Rights			Records relating to the administration and coordination of human rights activities.		
PKH.HRT001	Human Rights: Policy, procedure, best practice	P	A	Records include: DPKO-authored policies and procedures with supporting documentation, results frameworks, and best practice records relating to all aspects of human rights, including sexual exploitation, human trafficking, women's rights and child protection. Records may be specific to a peacekeeping mission or more general in nature. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/OUSG or DPKO/DPET/PBPS (Various)
PKH.HRT002	Human Rights: Reporting to UNHQ	C + 3	D	Records include: non-record copies of quarterly reports, ad hoc reports, and field mission responses to DPKO code cables; reports and supporting documentation relating to gender affairs programme implementation.		Mission Human Rights Component or Office of the HoM
PKH.HRT003	Human Rights: Coordination, partnership	P	A	Records include: records relating to collaboration with UN and international development and emergency relief organizations on human rights issues, where the mission plays a supporting role.		UNHQ DPKO/OUSG
HUM	Humanitarian Affairs			Records relating to the administration and coordination of humanitarian activities, including the provision of assistance to victims of war and natural disasters.		
PKH.HUM001	Humanitarian Affairs: Policy, procedure, best practice	P	A	Records include: DPKO-authored policies and procedures with supporting documentation and best practice records relating to all aspects of humanitarian affairs, including gender affairs and HIV/AIDS; records may be specific to a peacekeeping mission or more general in nature. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/OUSG or DPKO/DPET/PBPS

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.HUM002	Humanitarian Affairs: Reporting to UNHQ	C + 3	D	Records include: reports relating to humanitarian activities.		Office of the Resident Coordinator or OCHA Field Office
INM	Information Management			Records that pertain to document, records, archives, information, content and knowledge management in field missions. Records that deal with hardware, software, communication systems, information technology and software development and use in field missions. Records relating to cartography and geography, including maps and geo-databases.		
PKH.INM001	Information Management: Policy, procedure, best practice	P	A	Records include: HQ-authored policy, procedures and directives for information technology and information management, including information security, disaster recovery, and cartography & geographic information. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DFS/ICTD (Information technology); UNHQ DFS/LSD/SSS/CS (Cartography & Geographic information); UNHQ DPKO/OUSG (Other issues)
PKH.INM002	Information Management: Reporting to UNHQ	C + 3	D	Records include: non-record copies of reports relating to information management activities.		Office of the DMS/CMS or business unit at operational level
PKH.INM003	Information Management: Planning, strategy	P	A	Records include: records documenting DPKO-DFS development and implementation of information management initiatives, including knowledge management, records management, document management, Web content management, and information technology; IT architecture of field missions; pre-mission-deployment mapping activities. For records incorporated into a mission wide plan, see PKH.MAT.		UNHQ DFS/ICTD (Information technology); UNHQ DFS/LSD/SSS/CS (Cartography & Geographic Information); UNHQ DPKO/OUSG (Other issues)
PKH.INM004	Information Management: IT systems development and operation: general	T + 10	D	Records include: records relating to the development and administration of information management applications in the field, including those used to monitor/manage inmate populations. T = termination of application use.	V	UNHQ DFS/ICTD
PKH.INM005	Information Management: IT systems development and operation: disaster recovery	T + 10	D	Records include: administrative records relating to actions taken in actual disaster recovery events in the field. T = conclusion of disaster recovery event.		UNHQ DFS/ICTD

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.INM006	Information Management: IT systems development and operation: information security	T + 10	D	Records include: records documenting actual DPKO/DFS information security breaches in the field and courses of action. T = completion of all investigations/follow-up actions.		UNHQ DFS/ICTD
PKH.INM007	Information Management: Communications systems development and operation	C + 5	D	Records include: requests for network access, network drawings, records relating to network design, requests for frequencies, frequency approvals, user accounts, work orders for pagers, radios, and satellite communications.		UNHQ DFS/ICTD and Mission Communication and Information Technology Section
PKH.INM008	Information Management: Communications service provision	T + 5	D	Records include: records relating to setting telephone usage rates in the field; reports from the field relating to telephone usage; recovery costs records. T = closure of mission. See also PKH.FIN.		UNHQ DFS/ICTD
PKH.INM009	Information Management: Knowledge management	C + 10	D	Records include: Peacekeeper's discussion forum; communities of practice, regardless of topic. Retention justification: Forums are not evidence of UN business transactions. For internal broadcasts, see PKH.PUI.		
PKH.INM010	Information Management: Cartography & GI management	P	A	Records include: global geo-database; mission-specific geo-data; softcopy geo-database outputs such as maps. Special transfer: A mission's Joint Geographic Information Unit/Section must regularly transfer a back-up of its geo-database and softcopy outputs to UNLB GIS Centre; UNLB subsequently transfers copies to UNHQ DFS/LSD/SSS/CS. Note: All hardcopy outputs and reference materials may be destroyed when reference value expires.		UNLB GIS Centre and UNHQ DFS/LSD/SSS/CS
JDL	Judicial and Legal Systems			Records relating to the establishment and bolstering of judiciary structures to strengthen the rule of law.		
PKH.JDL001	Judicial and Legal Systems: Policy, procedure, best practice	P	A	Records include: HQ-produced guidelines, manuals and standard operating procedures (SOPs) for field mission operations. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/ORoLSI/CLJAS

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.JDL002	Judicial and Legal Systems: Reporting to UNHQ	C + 10	D	Records include: field mission's reports relating to judicial and legal systems activities; analysis based on these reports. Office of record: UNHQ DPKO/ORoLSI/CLJAS.		Mission Judiciary Component or Office of the HoM
PKH.JDL003	Judicial and Legal Systems: Planning, strategy	P	A	Records include: HQ-produced planning documents for field mission operations. For records incorporated into a mission wide plan, see PKH.MAT. Special transfer: latest versions of active records must be transferred to UNHQ DPKO/DPET/PBPS for inclusion on the DPKO Intranet.		UNHQ DPKO/ORoLSI/CLJAS
PKH.JDL004	Judicial and Legal Systems: Judicial administration	C + 5	D	Records include: non-record copies relating to judicial administration activities in the field.		Mission Judiciary Component
LAE	Law Enforcement			Records relating to the provision and management of police and related activities in peacekeeping missions; rotation of formed police units; training materials for local police services in mission areas. <ul style="list-style-type: none"> Records relating to recruitment/secondment and travel of individual field personnel: See HRM Records relating to travel of formed police units: See MOV Training records for UN-seconded police and formed police units: See HRM 		
PKH.LAE001	Law Enforcement: Policy, procedure, best practice	P	A	Records include: UNHQ-produced policy and procedure relating to the provision of interim law enforcement, security support to national policing services and support for reform, restructuring and rebuilding of law enforcement agencies; records relating to strengthening the performance, effectiveness and efficiency of local criminal justice systems, including police and corrections. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/ORoLSI/PD
PKH.LAE002	Law Enforcement: Reporting to UNHQ	T + 3	D	Records include: periodic reports, daily operations logs, daily patrols, flash reports, police commissioners' end of duty reports. T = mission closure. Reports on police activities in the field are addressed to the Office of the HoM or DHoM through the Police Commissioner. Reports are then forwarded from the Office of the HoM or DHoM to UNHQ DPKO/ORoLSI/PD.		Office of the HoM, DSRSG, or Office of the Police Commissioner
PKH.LAE003	Law Enforcement: Planning, strategy	C + 15	A	Records include: enhancement of planning capacity for police components. For records incorporated into a mission wide plan, see PKH.MAT.		UNHQ DPKO/ORoLSI/PD

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.LAE004	Law Enforcement: Coordination, partnership	P	A	Records include: HQ correspondence with local government on substantive police issues; records documenting field mission police coordination with Interpol and other international and national crime prevention organizations.		UNHQ DPKO/ORoLSI/PD
PKH.LAE005	Law Enforcement: Local police administration: general	T + 3	D	Records include: non-record copies of routine records relating to the protection of property and lives, records related to the investigation of crime and criminality; records relating to the handover of policing authority to national government. T = mission closure.		Office of the Police Commissioner
PKH.LAE006	Law Enforcement: Local police administration: investigation of local police service	T + 3	D	Records include: non-record copies of non-compliance reports issued against police officials, de-certification warnings, copies of HoM's correspondence to the Ministry of the Interior; copies of Ministry of the Interior's reply; advice from UNHQ DPKO/ORoLSI/PD. For investigation of individually seconded police or member of a formed police unit, see PKH.OVE, PKH.HRM, PKO.SEC (PORS). T = mission closure.		Office of the Police Commissioner
PKH.LAE007	Law Enforcement: Capacity building: institutions	T + 3	D	Records include: non-record copies of directives, regulations, interpretations of UNHQ-developed policies for use by a local police service. T = mission closure.		Office of the Police Commissioner
PKH.LAE008	Law Enforcement: Capacity building: individuals	T + 3	D	Records include: non-record copies of records relating to advising, training, and mentoring of local police service in policing skills, police administration, and financial management. T = mission closure.		Office of the Police Commissioner

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.LAE009	Law Enforcement: Rotation	C + 15	D	<p>Records include:</p> <ul style="list-style-type: none"> • UN's pre-deployment assessment of FPUs • Pre-deployment training certifications • Rotation records • Records relating to extension of tours of duty • Records relating to repatriation • On-call lists • Deployment announcements • Supporting correspondence with Member State <p>Filing practice: File formed police units records in the relevant Member State file for the mission.</p> <p>File closure: Close file annually 31 December.</p> <p>For secondment of individual police officers, see PKH.HRM.</p> <p>For management of field personnel files of UN police holding CTO and AL records, see PKO.HRM (PORS).</p>		UNHQ DPKO/ORoLSI/PD
LEG	Legal			<p>Records relating to field mission and HQ legal matters and agreements, including letters of assist and memoranda of understanding, regardless of topic.</p> <ul style="list-style-type: none"> • For peace and cease-fire agreements between conflicting parties: See POL 		
PKH.LEG001	Legal: Policy, procedure, best practice	P	A	<p>Records include: DPKO-produced policy and procedure relating to legal activities.</p> <p>Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.</p>		UNHQ DPKO/OUSG
PKH.LEG002	Legal: Reporting to UNHQ	P	A	<p>Records include: reports relating to legal activities.</p>		Office of the HoM and UNHQ DPKO/OUSG
PKH.LEG003	Legal: Legal agreements development and review	P	A	<p>Records include: status of forces agreements (SOFAs), status of mission agreements (SOMAs), letters of assist (LOAs), memoranda of understanding (MOUs), rules of engagement.</p> <p>For supporting documentation for LOAs, see PKH.MOV or PKH.PRP.</p>		Office signing the agreement or regulation

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
MAT	Management and Integration			<p>Records having broad application across three or more UN business functions (e.g. administrative policies); records relating to the integration of 3 or more UN business functions (e.g. records relating to a peacekeeping mission's Joint Operations Centre); records relating to the supervision of and responsibility for increasing the performance of others, allocating labour material and capital to produce a high return, and decision-making.</p> <ul style="list-style-type: none"> • Use HRM for personnel-related records • Refer to RCUN for routine administrative activities at UNHQ 		
PKH.MAT001	Management and Integration: Policy, procedure, best practice	P	A	<p>Records include: DPKO-DFS-wide administrative policies, guidelines, SOPs; general policies and guidelines for the establishment and administration of peacekeeping missions.</p> <p>Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.</p>		UNHQ DPKO/OUSG or issuing office
PKH.MAT002	Management and Integration: Reporting to UNHQ	P	A	<p>Reports include: HoM end of assignment reports; end of mission reports relating to the whole of a mission; mission situation reports; flash reports.</p> <p>Special transfer: Also transfer to UNHQ DPKO/DPET/PBPS for inclusion on the DPKO Intranet.</p> <p>For NOTICAS, see PKH.HRM002.</p> <p>Note on code cables: a complete set of code cables is maintained by UNHQ DM/ITSD/VMS; code cables maintained in DPKO-DFS are to be filed with other records born from the same activity, thereby adopting the retention value of said activity.</p>		Office of the HoM and UNHQ DPKO/OUSG
PKH.MAT003	Management and Integration: Planning, strategy: mission advance planning	P	A	<p>Records include: records relating to establishment of an Integrated Mission Task Force (IMTF), strategic assessment of UN peace support objectives, SG's strategic planning directive.</p> <p>File closure: Close upon finalization of SG's strategic planning directive.</p>		UNHQ DPA/OUSG (or other department taking the lead, as designated by the Secretary-General)
PKH.MAT004	Management and Integration: Planning, strategy: mission foundation planning	P	A	<p>Records include: USG DPKO's planning directive, joint transition plan, SG's report to the Security Council on proposed concept for a peace support operation.</p> <p>File closure: Close upon submission of SG's report to the Security Council.</p>		UNHQ DPKO/OUSG (or other department taking the lead, as designated by the Secretary-General)

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.MAT005	Management and Integration: Planning, strategy: mission operational planning	P	A	Records include: advanced draft mission plan, USG DPKO's directive to the HoM. File closure: Close upon issuance of directive to the HoM. Issuance of directive signals a transfer in planning responsibility from the IMTF to the peacekeeping operation. Refer to PKH.BUD for retention guidance on mission budget report.		UNHQ DPKO/OUSG
PKH.MAT006	Management and Integration: Planning, strategy: mission implementation planning	P	A	Records include: records relating to the Integrated Mission Planning Team, Final Mission Plan. File closure: Close upon adoption of finalized mission plan by the mission and its endorsement by the UN Country Team. Refer to PKH.BUD for retention guidance on IMTF's first draft mission budget plan, draft mission budget.		Mission Office of the HoM and UNHQ DPKO/OUSG
PKH.MAT007	Management and Integration: Planning, strategy: mission continuation planning	P	A	Records include: periodic reviews of the mission plan, monitoring records, and updates to the plan. File closure: Close upon decision to reconfigure the mission or develop a mission exit strategy.		Office of the HoM and UNHQ DPKO/OUSG
PKH.MAT008	Management and Integration: Planning, strategy: mission transition and exit planning	P	A	Records include: revised USG DPKO's planning directive, report of the SG, revised mission plan, revised HoM directive.		Office of the HoM and UNHQ DPKO/OUSG
PKH.MAT009	Management and Integration: Reform and business process improvement	C + 10	D			UNHQ DPKO/OUSG
PKH.MAT010	Management and Integration: Business continuity management	C + 10	D	Records include: HQ contingency plans from a managerial perspective. For disaster recovery from the IT perspective, see INM. For disaster recover from the records management perspective, see INM. For safety crises, see SAF. For security crises, see SEC.	V	UNHQ DPKO/OUSG or DFS/OUSG

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.MAT011	Management and Integration: Delegation of authority	T + 10	D	Record include: delegations of authority; controller's designation of officers approved and certified to make financial decisions regarding peacekeeping missions; Comptroller's designation of signatories. T = liquidation of mission.	V	Various
MIL	Military			Records relating to the provision and management of military and related activities in peacekeeping missions; rotation of military contingents; military-civil coordination. <ul style="list-style-type: none"> • Records relating to recruitment/secondment and travel of individual field personnel: See HRM • Records relating to travel of military contingents: See MOV • Training records: See HRM 		
PKH.MIL001	Military: Policy, procedure, best practice	P	A	Records include: technical advice to the head of the military component of field missions; OMA policy papers, SOPs, and 'corporate' plans; generic military directives; guidelines for military observers and military liaison officers; guidance relating to command and control, mission evaluation, national support elements, and nuclear, biological and chemical (NBC) issues; UN military personnel policies, concerning issues such as Conditions of Service and Discipline; generic and mission-specific guidelines, TCC guidelines; records include: directives and procedures relating to military participation in peacekeeping operations. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/OMA/Office of the Military Adviser/Policy & Doctrine Team
PKH.MIL002	Military: Reporting to UNHQ	C + 10	D	Records include: reports and briefings from field missions including end of duty reports to DPKO-DFS HQ and related commentary; briefings for senior military appointees; significant operations after action reports. For standard military situation reporting, see PKH.MIL006. For NOTICAS, see PKH.HRM002. For mission situation reports, see PKH.MAT002.		Office of the HoMC

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.MIL003	Military: Planning, strategy: mission establishment	P	A	Records include: concept of operations, force requirement; records relating to the provision of an immediate establishment capacity to newly authorized missions with which to begin military components of the mandate's implementation, and promoting and assisting in the co-ordination of such activities. File closure: Close 31 December of the year following mission establishment. For records incorporated into a mission wide plan, see PKH.MAT. For rules of engagement, see PKH.LEG003		UNHQ DPKO/OMA/MPS
PKH.MIL004	Military: Planning, strategy: analysis of current mission capacity	P	A	Records include: strategic estimates, operational estimates; records relating to the adjustment of deployed military capacity. For records incorporated into a mission wide plan, see PKH.MAT.		UNHQ DPKO/OMA/MPS
PKH.MIL005	Military: Monitoring, reporting: statistics	P	A	Records include: statistical data on military in UN peace operations (e.g. contributions by TCCs); NOTICAS statistics.		UNHQ DPKO/OMA/FGS or CMOS
PKH.MIL006	Military: Monitoring, reporting: military situation	C + 3	D	Records include: monitoring of the military situation in mission areas and results of analysis, including relevant reference documents such as geography; daily military situation reports and situation updates for the OMA Office of the Military Adviser. File closure: Close annually 31 December. For reporting to UNHQ, see PKH.MIL002. For copies of intra-mission reports, see PKO.MIL003.		UNHQ DPKO/OMA/CMOS
PKH.MIL007	Military: Force generation: contingent generation and rotation	C + 15	D	Records include: records relating to generation, rotation, replacement and repatriation of contingents in mission areas; records documenting coordination with TCCs, including draft MoUs; records verifying a Member State's preparedness to meet UN peacekeeping operations MoU and COE agreements; administration and management of the Standby Arrangements System with Member States for the supply of troops, personnel, equipment and required services. File closure: Close file annually 31 December. For final MoUs, see PKH.LEG003. For military experts selection and rotation, see PKH.HRM010.	V	UNHQ DPKO/OMA/FGS

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
MIN	Mine Action			Records that deal with the administration and coordination of mine action activities. • Refer to RCUN for Mine Action Voluntary Trust Fund		
PKH.MIN001	Mine Action: Policy, procedure, best practice	P	A	Records include: Policy, guidance, best practice records such as national technical safety guidelines, mission technical safety guidelines, gender guidelines for mine action programmes, mine action programming handbooks; records relating to the coordination and development of International Mine Action Standards; policy decisions of the Inter-Agency Coordination Group on Mine Action. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/ORoLSI/MAS
PKH.MIN002	Mine Action: Reporting to UNHQ	C + 20	D	Records include: routine reports from MACCs to UNHQ.		Mine Action Coordination Centre
PKH.MIN003	Mine Action: Planning, strategy	P	A	Records include: assessment and survey records evaluating to the scope of a mine/ERW problem. For records incorporated into a mission wide plan, see PKH.MAT. File closure: Close file upon the closure of the MACC.		UNHQ DPKO/ORoLSI/MAS
PKH.MIN004	Mine Action: Monitoring, verification	C + 5	D	Records include: records relating to assurance that mine-action operations meet international standards for quality and safety. File closure: Close file annually 31 December.		UNHQ DPKO/ORoLSI/MAS
MOV	Movement and Transport			Records relating to movement of equipment, military contingents, and formed police units within and to/from peacekeeping missions; records relating to the movement of all personnel and equipment inside a mission area. • For travel of individuals to and from mission area, see HRM • For transport safety, see SAF		
PKH.MOV001	Movement and Transport: Policy, procedure, best practice	P	A	Records include: DFS-authored policy and procedure relating to any movement and transport activity. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DFS/OUSG or DFS/LSD/Office of the Director
PKH.MOV002	Movement and Transport: Reporting to UNHQ	C + 10	D	Records include: reports from field mission to UNHQ. File closure: Close file annually 31 December.		Mission Integrated Support Services or Office of the DMS/CMS

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.MOV003	Movement and Transport: Planning, strategy	P	A	Records include: DFS-authored planning records relating to any movement and transport activity at a specific mission, such as mission concepts, movement plans, technical assessment surveys, liquidation plans. For records incorporated into a mission wide plan, see PKH.MAT. File closure: Close file annually 31 December.		UNHQ DFS/LSD/OSS
PKH.MOV004	Movement and Transport: Monitoring, verification	T + 5	D	Records include: LoA case files including copy of LoA and performance reports; surveys and assessments of mission areas and host country facilities not entered into a UN contract. T = closure of mission. For official copy of LoA, see PKH.LEG003. For memoranda of understanding, see PKH.LEG003. For records relating to a specific vendor, see PKH.PRO.		UNHQ DFS/LSD/Self Accounting Units
PKH.MOV005	Movement and Transport: Movement control/shipping	C + 2	D	Records include: transport schedules, bills of lading, customs records, shipping notifications, container tracking records; records relating to shipment of COE, UNOE, etc. to/from field missions; movement records relating to contingent/FPU deployment and repatriation.		UNHQ DFS/LSD/TMS/MCU
OVE	Oversight			Records that deal with reviewing the administrative and substantive work of field missions only. Activities include Board of Inquiry case work, OIOS investigation, and internal and external auditing. • Refer to RCUN for auditing, oversight, evaluation and investigation of HQ offices		
PKH.OVE001	Oversight: Policy, procedure, best practice	P	A	Records include: HQ-authored policies and standard operating procedures relating to Boards of Inquiry operation. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded. Note: All other OVE Policy, procedure, best practice documents are authored by offices other than DPKO-DFS; reference copies of these documents may be destroyed when no longer needed.		UNHQ DFS/Office of the ASG
PKH.OVE002	Oversight: Reporting to UNHQ	T + 15	D	Records include: non-record copies of reports from the field relating to audit, oversight, evaluation, and investigation. T = resolution of matter.		Office of the DMS/CMS

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.OVE003	Oversight: Inquiry: BOI case management	P	A	Records include: military, police, and mission HQ BOI case files and final reports with supporting documentation such as: witness statements, medical reports, damage/discrepancy reports, technical inspection reports, incident scene sketches, maps, photographs, notifications of casualties (NOTICAS), shooting reports (SHOOTREP), significant incident reports (SINCREP).	V	UNHQ DFS/Office of the ASG/BOI Team
PKH.OVE004	Oversight: Inquiry: BOI technical investigation	T + 1	D	Records include: evidentiary and other supporting records used in the development of technical inspection reports; copies of final reports. Filing practice: originals of final reports, such as Aviation Safety Technical Investigation Reports and Authority Investigation Reports, are placed on the BOI file. T = closure of corresponding BOI case file.	V	Office varies according to the nature of the investigation
PKH.OVE005	Oversight: Audit: external audit	T + 2	D	Records include: non-record copies of administrative files relating to the work of the Board of Auditors in field missions. T = resolution of issues raised in audit.		Mission Office of the DMS/CMS and Secretariat of the Board of Auditors, UNHQ
PKH.OVE006	Oversight: Audit: internal audit	T + 2	D	Records include: non-record copies of mission audit case files. T = resolution of issues raised in audit.		Mission Office of the Resident Auditor UNHQ OIOS/IAD only maintains reference copies of select records
PKH.OVE007	Oversight: Investigation: case management	T + 5	D	Records include: non-record copies of mission investigation case files (including print-outs from OIOS' ICMS database) relating to the administrative investigation of violations of UN rules and regulations. T = finalization of investigation.		Mission Office of the Resident Investigator
PKH.OVE008	Oversight: Evaluation	C + 15	D	Records include: programme and mission monitoring evaluation records, including mandatory internal evaluations (self-assessments) and discretionary internal evaluations (self-evaluation). For best practice records: See 001 under each functional category. For monitoring and evaluation of service providers in the field: See PKO.PRO (PORS)		UNHQ OIOS and/or programme/mission manager
POL	Political Affairs			Records that deal with the dynamics of armed conflict, including activities to help resolve them through peaceful processes, such as negotiation processes and good offices.		

Retention Codes: C = Current year; B = End of biennium; P = While needed to conduct UN business; S = Superseded or obsolete; T = Termination, settlement or completion

Disposition Codes: A = To be reviewed for UN Archives; D = Destroy

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.POL001	Political Affairs: Policy, procedure, best practice	P	A	Records include: HQ-authored records documenting policy and procedure for all aspects of political affairs. File closure: Close file annually 31 December. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database.		UNHQ DPKO/OUSG
PKH.POL002	Political Affairs: Reporting to UNHQ	C + 5; T	D	Records include: field mission monthly, weekly and daily reports relating to political affairs. File closure: Close file annually 31 December. For mission situation reports and flash reports, see PKH.MAT002. Note on code cables: a complete set of code cables is maintained by UNHQ DM/ITSD/VMS; code cables maintained in DPKO-DFS are to be filed with other records born from the same activity, thereby adopting the retention value of said activity. T = mission closure.		Office of the HoM
PKH.POL003	Political Affairs: Planning, strategy	P	A	Records include: HQ-authored strategy, strategic planning, implementation and evaluation. File closure: Close file annually 31 December.		UNHQ DPKO/OO
PKH.POL004	Political Affairs: Coordination, partnership: establishing and maintaining contacts	C + 10	D	Records include: records relating to the establishment and maintenance of political relations between the mission and governmental, diplomatic, and other agencies (e.g. media and civil society groups). File closure: Close file annually 31 December.		UNHQ DPKO/OO (Various), DPKO/ORoLSI/OAS G or equivalent
PKH.POL005	Political Affairs: Coordination, partnership: discussion and negotiation	P	A	Records include: meeting minutes and records of USG/ASG meetings with agencies, member states, and international/regional organizations. File closure: Close file annually 31 December.		UNHQ DPKO/OUSG or DPKO/OO or DPKO/ORoLSI
PKH.POL006	Political Affairs: Monitoring, reporting: political developments: Situation Centre	P	A	Records include: SitCen reports and briefings; SitCen's DPKO-DFS town hall briefings; country reports. File closure: Close file annually 31 December.		UNHQ DPKO/OUSG/Situatio n Centre
PKH.POL007	Political Affairs: Monitoring, reporting: political developments: other	C + 20	D	File closure: Close file annually 31 December.		UNHQ DPKO/OO

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.POL008	Political Affairs: Monitoring, reporting: situation and political analysis	P	A	Records include: records relating to peace process and parties, political activity; institutions and actors analysis; social, economic and political conditions; and early warning indicator development and monitoring. File closure: Close file annually 31 December.		UNHQ DPKO/OO
PKH.POL009	Political Affairs: Reference: information collection in monitoring	S	D	Documents include: documents and related materials used for reference purposes only. Include here publicly-available UN and non-UN documents, journals, Web site captures, newspapers, etc.		N/A
PRC	Prisons and Corrections Services			Records relating to the establishment and bolstering corrections structures to strengthen the rule of law.		
PKH.PRC001	Prisons and Corrections Services: Policy, procedure, best practice	P	A	Records include: HQ-produced guidelines, manuals and standard operating procedures (SOPs) for field mission operations. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/ORoLSI/CLJA S
PKH.PRC002	Prisons and Corrections Services: Reporting to UNHQ	C + 5; T	D	Records include: field mission's reports relating to prisons/corrections services; analysis based on these reports. T = mission closure.		Office of the HoM or Mission Corrections Component
PKH.PRC003	Prisons and Corrections Services: Planning, strategy	P	A	Records include: HQ-produced planning documents for field mission operations. For records incorporated into a mission wide plan, see PKH.MAT. Special transfer: latest versions of active records must be transferred to UNHQ DPKO/DPET/PBPS for inclusion on the DPKO Intranet.		UNHQ DPKO/ORoLSI/CLJA S
PRO	Procurement and Contracts Management			Procurement cases originating from field mission procurement sections only, including contracts, purchase orders, requests for proposals, and vendor registration files. • Refer to RCUN for procurement cases originating from UNHQ Procurement Division, regardless of final destination of supplies or services		
PKH.PRO001	Procurement and Contracts Management: Policy, procedure, best practice	S	D	Records include: non-record copies of procurement policy and procedure.		UNHQ DM/OCSS/PS
PKH.PRO002	Procurement and Contracts Management: Reporting to UNHQ	C + 3; T	D	Records include: non-record copies of reports from the field to UNHQ DM/OCSS/PS. T = mission closure.		UNHQ DM/OCSS/PS

Retention Codes: C = Current year; B = End of biennium; P = While needed to conduct UN business; S = Superseded or obsolete; T = Termination, settlement or completion
Disposition Codes: A = To be reviewed for UN Archives; D = Destroy

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.PRO003	Procurement and Contracts Management: Bids, proposals, quotations: tendering	T + 3	D	Records include: non-record copies of tender opening meeting minutes, tender opening abstracts. Filing practice: Original tender opening records are filed separately. Copies of relevant tender opening records are collocated with contract/purchase order. T = conclusion of bid process or bidder chosen.		Mission Procurement Office
PKH.PRO004	Procurement and Contracts Management: Bids, proposals, quotations: cancelled requisitions	T + 2	D	Records include: non-record copies of cancelled requisitions. Filing practice: A list of vendors who have submitted unsuccessful bids, proposals or quotations at the time of cancellation should be kept in the relevant procurement case file. T = cancellation.		Mission Procurement Office
PKH.PRO005	Procurement and Contracts Management: Bids, proposals, quotations: unsuccessful bids, proposals, quotations	T + 1	D	Records include: non-record copies of unsuccessful bids, proposal, quotations. T = conclusion of bid process or bidder chosen.		Mission Procurement Office
PKH.PRO006	Procurement and Contracts Management: Bids, proposals, quotations for cancelled ITBs, RFPs and RFQs	T + 1	D	Records include: non-record copies of cancelled ITBs, RFPs and RFQs. T = cancellation.		Mission Procurement Office
PKH.PRO007	Procurement and Contracts Management: Contracting: advice: Local Committee on Contracts	T + 10	D	Records include: non-record copies of mission's Local Committee on Contracts meeting minutes and presentations. T = completion/cancellation of procurement.		Mission Office of the DMS/CMS (Secretary of the Local Committee on Contracts)
PKH.PRO008	Procurement and Contracts Management: Contracting: advice: Headquarters Committee on Contracts	T + 3	D	Records include: non-record copies of Headquarters Committee on Contracts meeting minutes. Filing practice: This disposal class corresponds to HCC meeting minutes not filed in contract/purchase order case files. T = completion/cancellation of procurement.		Secretariat of the Headquarters Committee on Contracts, UNHQ

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.PRO009	Procurement and Contracts Management: Contracting: management	T + 15	D	Records include: non-record copies of mission's key procurement files (contracts, leases, institutional and corporate agreements) containing the signed contract; approved requisitions; ITB, RFP or RFQ; offers or bids; procurement abstracts or analysis; technical evaluations; HCC/LCC presentations and minutes; Comptroller's approval; Statement of Award and procurement correspondence. T = Contract/Lease completed/cancelled and all charges, issues, claims settled.		Mission Procurement Office
PKH.PRO010	Procurement and Contracts Management: Contracting: purchase orders	T + 6	D	Records include: non-record copies of mission's key procurement file containing authorized purchase orders; approved requisitions; ITB, RFP or RFQ; offers or bids; procurement abstracts or analysis; technical evaluations; HCC/LCC presentations and minutes; Comptroller's approval; Statement of Award and procurement correspondence. T = Contract/Lease completed/cancelled and all charges, issues, claims settled.		Mission Procurement Office
PKH.PRO011	Procurement and Contracts Management: Vendor registration: approved vendor files	T + 2	D	Records include: non-record copies of mission's successful vendor files. T = mission closure.		Mission Procurement Office
PKH.PRO012	Procurement and Contracts Management: Vendor registration: unsuccessful vendor files	T	D	Records include: non-record copies of mission's unsuccessful vendor files. T = mission closure.		Mission Procurement Office
PRP	Property Management			Records relating to the deployment, rotation, replenishment, inventory, write-off, and transfer of UN-owned and contingent-owned equipment in peacekeeping and political missions.		
PKH.PRP001	Property Management: Policy, procedure, best practice	P	A	Records include: DFS-authored policy and procedure relating to any property management activity. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DFS/OUSG or DFS/LSD/Office of the Director
PKH.PRP002	Property Management: Reporting to UNHQ	C + 10	D	Records include: reports relating to property management activities, including carriers performance reports and LoA performance reports.		Mission Integrated Support Services or Office of the DMS/CMS

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.PRP003	Property Management: Planning, strategy	P	A	Records include: DFS-authored planning records relating to any property management activity at a specific mission, such as mission concepts, movement plans, technical assessment surveys, liquidation plans. For records incorporated into a mission wide plan, see PKH.MAT. File closure: Close file annually 31 December.		UNHQ DFS/LSD/OSS
PKH.PRP004	Property Management: Monitoring, verification	T + 5	D	Records include: LoA case files including copy of LoA and performance reports; surveys and assessments of mission areas and host country facilities; records relating to the monitoring of medical support provided to peacekeeping missions. T = closure of mission. For official copy of LoA, see PKH.LEG003. For memoranda of understanding, see PKH.LEG003. For records relating to a specific vendor, see PKH.PRO.		UNHQ DFS/LSD/Self Accounting Units
PKH.PRP005	Property Management: Stock management: request for stock	C + 5	D	Records include: mission requests for stock; signed approvals of requests. For MRPs, see PKH.PRP002.		UNHQ DFS/LSD/Self-Accounting Units
PKH.PRP006	Property Management: Stock management: issuance of stock	P	A	Records include: Material Release Orders (MRO) issued to UNLB by UNHQ SAUs. For replenishment of SDS (including threshold checks), see UN retention schedule RCUN. For disposition letters to vendors, see RCUN.		UNHQ DFS/LSD (Galaxy Database)
PKH.PRP007	Property Management: Stock management: review of stock	C + 15	D	Records include: SDS composition table and other database outputs relating to the annual review of the composition of SDS. File closure: Close file annually.		UNHQ DFS/LSD/OSS
PKH.PRP008	Property Management: Stock management: rotation of stock	C + 15	D	Records include: SDS rotation indicators and related database outputs. File closure: Close file annually.		UNHQ DFS/LSD/OSS
PKH.PRP009	Property Management: Property control: annual inventory	T + 5	D	Records include: annual inventories of field missions. T = mission closure.		UNHQ DFS/FPD/LSD and DM/OPPBA

Retention Codes: C = Current year; B = End of biennium; P = While needed to conduct UN business; S = Superseded or obsolete; T = Termination, settlement or completion

Disposition Codes: A = To be reviewed for UN Archives; D = Destroy

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.PRP010	Property Management: issue of property	T + 2	D	Records include: non-record copies of mission issue vouchers, authority to release vouchers. File closure: Close upon final signature. T = mission closure.		Corresponding mission self-accounting unit
PKH.PRP011	Property Management: handover of property: general	T + 2	D	Records include: non-record copies of mission handover vouchers. File closure: Close upon final signature. T = mission closure.		Corresponding mission self-accounting unit
PKH.PRP012	Property Management: handover of property: donation to host country	T + 6	D	Records include: non-record copies of mission donation handover vouchers. T = mission closure.		Mission Property Control and Inventory Unit
PKH.PRP013	Property Management: return of property	T + 2	D	Records include: non-record copies of mission return stores vouchers. File closure: Close upon final signature. T = mission closure.		Corresponding mission self-accounting unit
PKH.PRP014	Property Management: write-off request maintenance	C + 2	D	Records include: non-record copies of mission security incident reports, PCC condemnation certificates.		Mission self-accounting unit managing the request
PKH.PRP015	Property Management: Property survey: write-off requests rejected by Property Survey Officer	T + 1	D	Records include: non-record copies of mission Asset Managers' write-off requests and asset lists. T = rejection of request. Retention justification: A new request must be submitted upon rejection; appeal based on request at hand is not permitted.		Corresponding mission self-accounting unit
PKH.PRP016	Property Management: Property survey: write-off requests rejected by LPSB or DMS/CMS	T + 2	D	Records include: non-record copies of mission Survey Team's Physical Verification records; Asset Managers' write-off requests and asset lists. T = rejection of request. Retention justification: A new case must be filed upon rejection; appeal based on case file at hand is not permitted. Filing practice: Records for approved cases are added to AW, A, or SB files (PKO.PRP017, PKO.PRP018).		Mission General Services Section, Claims Unit (Property Survey Officer)

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.PRP017	Property Management: Property survey: processing of accepted write-off requests	T + 3	D	Records include: non-record copies of mission property survey AW case records (DMS/CMS decision); LPSB meeting minutes with attached A case records. T = physical disposal of assets and after asset records have been deleted from mission inventory. Retention justification: 1 year for audit, 1 year for audit follow-up, and 1 year buffer.		Mission Office of DMS/CMS (AW cases); Mission LPSB (A cases)
PKH.PRP018	Property Management: Property survey: solicitation of HPSB recommendation	T + 3	D	Records include: non-record copies of SB case files. T = physical disposal of assets and after asset records have been deleted from mission inventory.		Office of record changes from Mission LPSB to UNHQ HPSB upon the latter's receipt of SB case files LPSB retains non-record copies of SB case files
PKH.PRP019	Property Management: Receiving and inspection: mission	T + 2	D	Records include: non-record copies of field mission receiving and inspection reports, damage discrepancy reports (DDR). Filing practice: receiving and inspection reports maintained by the Mission Finance Section are attached to the corresponding voucher and thus adopt the voucher's retention requirements. T = approval of mission self-accounting unit.		Mission Receiving and Inspection Unit (where no payment is involved, such as inter-mission transactions); Mission Finance Section (where payment is involved, such as procurement of goods)
PKH.PRP020	Property Management: Receiving and inspection: UNLB	T + 2	D	Records include: non-record copies of SDS receiving and inspection reports, damage discrepancy reports (DDR). Filing practice: non-record copies are maintained by UNHQ LSD in its R&I Database. T = approval of UNHQ DFS/LSD SAU.		UNHQ DM/OPPBA
PUC	Public Information and Communications			Records relating to the creation, management, and dissemination of DPKO and DFS materials that document, describe, and promote the departments' work.		

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.PUC001	Public Information and Communications: Policy, procedure, best practice	P	A	Records include: HQ-authored policy, procedure and strategy relating to public information activities at DPKO/DFS HQ and in field missions. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/OUSG
PKH.PUC002	Public Information and Communications: Reporting to UNHQ	C + 3	D	Records include: non-record copies of reports to UNHQ DPI.		Office of the HoM or Mission Public Information Component
PKH.PUC003	Public Information and Communications: Coordination, partnership: support to field	C + 5	D	Records include: Ad-hoc guidance to Public Information Components in the field.		UNHQ DPKO/OUSG
PKH.PUC004	Public Information and Communications: Reference: news compilation and abstracting	C + 1	D	Documents include: Web captures, press clippings, press releases and abstracts.		Various
PKH.PUC005	Public Information and Communications: Protocol	C + 5	D	Records include: Records relating to the hosting of visitors at UNHQ; congratulatory and thank you letters.		Various
PKH.PUC006	Public Information and Communications: Publishing: publication clearance	C + 3	D	Records include: requests for publication clearance of UN-related information; publication clearance approvals.		Various
PKH.PUC007	Public Information and Communications: Media relations	P	A	Records include: Statistics and statistical analysis relating to media interaction; records relating to the preparation of press encounters, including cover notes, prep sheets, and supporting materials; interview transcripts. File closure: Close annually 31 December. Refer to RCUN for administrative working files.		UNHQ DPKO/OUSG

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.PUC008	Public Information and Communications: External relations: general	P	A	Records include: All DPKO/DFS press releases; all external speeches and statements from DPKO/DFS USGs regardless of topic; accepted DPKO/DFS representational invitations and related documentation (transcripts, attendee reports, etc.); statistics relating to representational invitations; mission fact sheets; exhibition-related Web and print publications; educational outreach materials; mine risk advocacy records. File closure: Close annually 31 December.		UNHQ DPKO/OUSG, UNHQ UNMAS, etc
PKH.PUC009	Public Information and Communications: External relations: unaccepted invitations	C + 1	D	Records include: Unaccepted representational invitations and related documentation. File closure: Close annually 31 December.		UNHQ DPKO/OUSG
PKH.PUC010	Public Information and Communications: Internal relations: broadcasts	P	A	Records include: DPKO/DFS USG letters to all staff regardless of topic; DPKO Intranet profiles; edited field mission press releases and Web stories; Web casts. For interdepartmental coordination, refer to the retention schedule section covering the subject matter at hand, e.g. PKO.POL for political affairs records. For knowledge management, see PKH.INM.		UNHQ DPKO/OUSG
SAF	Safety Management			Records relating to peacekeeping and political mission safety programmes and practices, including physical, personnel and travel safety. • Administrative investigation of violations of UN rules and regulations: See OVE • Refer to PORS for field mission investigation of minor incidents		
PKH.SAF001	Safety Management: Policy, procedure, best practice	P	A	Records include: DFS-produced policy, procedure, and best practice records relating to safety activities in the field; Air Safety Unit (ASU) workplace summaries and annual reports. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DFS/OUSG or DFS/LSD/ASU
PKH.SAF002	Safety Management: Reporting to UNHQ	C + 5	D	Records include: preliminary aircraft occurrence reports (PAOR), observed hazard reports, risk assessment/safety indicators, Aviation Safety Council minutes and agenda. For mission situation reports and flash reports, see PKH.MAT002. For NOTICAS, see PKH.HRM002.		Office of the DMS/CMS

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.SAF003	Safety Management: Planning, strategy	T + 5	D	<p>Records include: mission safety assistance visit records, plans, and accident prevention programme records relating to fire, surface transport, aviation and other occupational safety matters; Aviation Safety Council minutes and agenda; air safety occurrence briefs.</p> <p>For records incorporated into a mission wide plan, see PKH.MAT.</p> <p>T = assessment, plan, etc. is superseded, or upon closure of mission.</p> <p>For investigation of accidents in the field, see PKH.OVE (major) or PKO.SAF (minor).</p> <p>For assessment of specific vendors/service providers, see PKH.PRO.</p> <p>For assessment of TCC-provided service, see PKH.MOV004.</p>		Office of the DMS/CMS and UNHQ DFS/OUSG or DFS/LSD/ASU
SEC	Security Management			<p>Records relating to peacekeeping and political mission security programmes and practices, including physical, personnel and travel security.</p> <ul style="list-style-type: none"> • Administrative investigation of violations of UN rules and regulations: See OVE • Refer to PORS for field mission investigation of minor incidents 		
PKH.SEC001	Security Management: Policy, guidance, best practice	S	D	<p>Records include: non-record copies of security policy and procedure.</p>		UNHQ DSS/DRO/POSS
PKH.SEC002	Security Management: Reporting to UNHQ	S	D	<p>Records include: non-record copies of security reports.</p> <p>For situation reports, see PKH.MAT002.</p> <p>For NOTICAS, see PKH.HRM002.</p>		Office of the HoM
PKH.SEC003	Security Management: Planning, strategy	T + 15	D	<p>Records include: non-record copies of Mission Security Plan, Emergency MEDEVAC plan, Crises Management Plan, risk assessments, emergency communications network, Safe Haven Plan.</p> <p>For records incorporated into a mission wide plan, see PKH.MAT.</p> <p>T = closure of mission.</p>		UNHQ DSS/DRO/POSS or Mission Office of the Chief/Principal Security Adviser
SSR	Security Sector Reform			<p>Records relating to security sector reform, including assessment, review and reform of the security sector and its institutions.</p> <p>For specific elements of security sector reform (e.g. prisons and corrections services), refer to that category (e.g. PRC).</p>		

Peacekeeping Headquarters Retention Schedule v. 1 - January 2009

Retention: Total records lifespan in years; records of less than 3 years should be retained in offices and may not be sent to UN Records Centre

Vital records: The records which are necessary to ensure the ongoing operation of an organisation in the event of a disaster or other disruption to normal operating conditions

Schedule	Series Name	Retention	Disposition	Notes	Vital	Office of Record
PKH.SSR001	Security Sector Reform: Policy, guidance, best practice	P	A	Records include: HQ-produced SSR policy, procedure, best practice documents. Special transfer: Latest versions of active records must be transferred to DPKO/DPET/PBPS for inclusion in the DPKO Guidance, Policy and Practice database. Records may be sent to storage when superseded.		UNHQ DPKO/OROLSI/OAS G
PKH.SSR002	Security Sector Reform: Reporting to UNHQ	C + 3	D	Records include: non-record copies of reports from the field.		Mission SSR Component