

**TTS - Travel and Transportation Section, Department of Management**

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

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

Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record The office holding the record is the office of record unless another office is listed below
TTS001	Settled Organizational Claims	C+8	D		No	Travel and Transportation Section
TTS002	Shipment of household goods and personal effects, case files by staff members' names	C+5	D		No	Travel and Transportation Section
TTS003	Records Relating to Travel	C+5	D		No	Travel and Transportation Section

The records deal with the United Nations Laissez-Passer, G4 visa, lump-sum option for travel, travel authorizations, travel agency matters, airlines, Secretary-General's travel, hotel accommodation and support services for United Nations conferences. The series also includes some administrative records which are used for daily operations.

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

Retention Codes B = End of Biennium C = Current Year P = While needed to conduct UN Business

S = Superseded or Obsolete T = Termination, Settlement or Completion

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