

**UNFIP - United Nations Fund for International Partnerships**

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
UNFIP001	Policy and Oversight Files	P	A		No	
	Correspondence, memos, cables, faxes, e-mail, reports, and research in paper form. The records deal with UNFIP's mandate, strategic plans, financial operations, the UNFIP Advisory Board, the UN Foundation Board of Directors, and policies and guidelines for projects and programmes. Includes outreach and public information materials.					
UNFIP002	Programme management files	P	A		No	
	Correspondence, memos, cables, faxes, E-mail and reports in paper form. The records deal with UNFIP programme management and include: programme frameworks (approved text); portfolio reviews; programme framework meetings; UNFIP implementation reports (quarterly and board issues); and ad hoc reports.					
UNFIP003	Budget, Financial & Statistical Files	B+6	D		No	OPPBA
	Correspondence, memos, cables, faxes, E-mail & reports in paper form. The records deal with planning the subs. & admin. activities of an office; proposing budgetary resources; budget preparation instructions; tracking allotments & expenditures; performance indicators; medium-term planning; accomplishment, activity & workload reports submitted to higher levels, including the ACABQ. The records are created & retained by UNFIP as its record of requests for action submitted through its Executive Office to OPPBA.					
UNFIP004	Tracking Records	C+2	D		No	
	Logs, registers, etc., in paper or electronic form, used to trace action status of projects, including finances, or the status or whereabouts of correspondence, memos, reports and other records.					

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S = Superseded or Obsolete T = Termination, Settlement or Completion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

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UNFIP005	Requisition Files	C+3	D		No	
<p>Copies of requisitions, purchase orders, invoices, correspondence, memos, faxes, E-mail and reports in paper form (See also Notes)</p> <p>The records deal with requests for supplies and services. The records are created and retained by UNFIP as its record of requests for action submitted through the Executive Office to other offices such as Facilities Management, Procurement and ITSD, etc.</p>						
UNFIP006	Premises Files	C+4	D		No	
<p>Copies of correspondence, memos, cables, faxes, E-mail, reports, lease, floor plan, etc. The records deal with requests for, allocation and maintenance of, space and facilities and security measures.</p>						
UNFIP007	Human Resources Administrative Files	T+3	D	T= Separation of the staff Member	No	OHRM
<p>Copies of correspondence, memos, cables, faxes, E-mail and reports in paper form. The records deal with staff administration including recruitment, assignment, training, job description, post classification, performance appraisal, promotion, travel plans and requests, leave and attendance, separation, etc. The records are created and retained by an UNFIP as its record of requests for action submitted through its Executive Office to OHRM.</p>						
UNFIP008	Unofficial Personnel Files	T+1	D		No	
<p>Copies of correspondence, memos & other records dealing with the different aspects of a staff member's employment. The files are maintained by UNFIP for convenience of reference to selected information about staff members under its supervision. The files should not include material as precluded in ST/IC/82/77 (3 December 1982), ST/IC/82/77/Rev.1 (11 January 1983) and ST/IC/88/19 (4 April 1988) which recognize the official status files in Personnel Records Unit, OHRM as the sole official files.</p>						

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UNFIP009	Information technology records	T+3	D		No	OICT
Records relating to UNFIP and United Nations information applications, policy, working groups, etc.						
UNFIP010	Chronological File	C+1	D		No	
Copies of outgoing correspondence, memos, cables, faxes, etc., arranged chronologically for quick reference						
UNFIP011	Internal Relations - United Nations offices	C+3	D		No	
Records relating to UNFIP involvement with Secretariat offices on matters which do not fall under any other category in the record plan, including the EOSG, the DSG, the SG's reform agenda, DPKO's support account, Capital Master Plan, etc.						
UNFIP012	Audit Files - Internal	T+15	D		No	
Correspondence, memos, cables, faxes, e-mail and reports in paper form. The records deal with examinations of the UNFIP's operations and its response to auditors recommendations.						

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UNFIP013	Audit Files - External	T+15	D		No	
Correspondence, memos, cables, faxes, e-mail and reports in paper form. The records deal with examinations of the UNFIP's operations and its response to auditors recommendations.						
UNFIP014	UN Foundation Liaison records	P	A		No	
UNFIP015	UNFIP Donor records	P	A		Yes	
Correspondence with actual and potential donors from foundations, funds, and corporations.						
UNFIP016	Project implementing partners--UN	T+6	D		No	
Records relating to the relationship between UNFIP and UN funds and programmes that will implement projects. Includes: Memoranda of Understanding/BIA's; focal point designation, portfolio reviews, mission reports, consolidated financial reports, and partners.						

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UNFIP017	Project implementing partners--non-UN	T+6	D		No	
Records relating to relationship between UNFIP and non-UN partners implementing projects, including foundations, corporations, government agencies, and non-governmental organizations. Includes: memoranda of understanding, relationship agreements, memoranda of procedures, and partners information.						
UNFIP018	Project planning files	P	D		No	
Subject-based files used to plan projects, including fundraising strategy, etc. Retain in office for duration of project (if funded) Destroy in office when project is complete.						
UNFIP019	Project case files	P	A		No	
Case files comprise: project document; signed cover sheet; progress reports; programme review sheets; mission reports; requests for extension; project budgets; quarterly utilization reports; financial statements; and financial data tracking documents, including: requests to UNF, UNF/CDAs, requests to PPBD, IMIS/BADs, IMIS/FDs, Chase statements, PPBD allotments, UNFIP notifications						
UNFIP020	Project Administration records	T+6	D		No	
Minutes of meetings, policy letters, instructions, handbooks, manuals, forms and templates relating to UNFIP project administration. Retain until superceded. Retain in office until UNFIP mandate expires then transfer to ARMS						

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