



Retention Schedule for Records of the United Nations International School

Date Published: 17/02/2006

Local Archive = Move to semi-active storage; Interim Archive = Transfer to ARMS; Permanent Archive = Transfer to ARMS for permanent storage Page 1

Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
UNIS001	Records of the Board of Trustees of UNIS	Local Archive after Date Closed	Must Not Destroy	Records created directly as a result of the activities of the Board of Trustees of the United Nations International School include: Documents, Agendas, Minutes Board of Trustees Organization and Constitution Committees of the Board of Trustees Honorary Trustees Board Decisions Procedures Annual Reports Association for UNIS Close files annually Retain permanently Series contains vital records	ARMS	31/05/2002
UNIS002	UNIS Board of Trustees Budget Records	Local Archive after Date Closed	Must Not Destroy	The Board is responsible for the adoption of the budget. Working papers and drafts should be disposed when superseded. Retain final budget permanently.	ARMS	31/05/2002
UNIS003	UNIS Board of Trustees Curriculum Records	Local Archive after Date Closed	Must Not Destroy	The Board has responsibility for approving general academic policies for UNIS. Final, approved curricula are to be retained permanently. All other curriculum related records are of short-term value and can be disposed when no longer needed for reference use.	NY State	31/05/2002
UNIS004	UNIS Board of Trustees Audit reports	Local Archive after Date Closed	Destroy Permitted Destroy 10 Years after Date Closed	The Board of Trustees has responsibility for hiring auditors for the corporation. Close when all audit issues are settled.	ARMS	31/05/2002
UNIS005	UNIS Board of Trustees Financial reports	Local Archive after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	The UNIS Board is responsible for authorizing expenditures. Close at the end of the financial cycle.	UNFM	31/05/2002
UNIS006	UNIS Board of Trustees UNIS human resource records	Local Archive after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	The Board of Trustees has responsibility for the selection and appointment of the Executive Director of the School; these records relate to that activity. (The official personnel file is maintained by UNIS) Series also	ARMS	31/05/2002



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Continued...				<p>includes a small number of case files for grievances between faculty and UNIS, etc. Also includes records relating to conditions of employment (the Board determines systems of compensation for employees and partakes in contract negotiation).</p> <p>Close file when candidate has accepted the position, or case is closed, or when contract is finalized.</p>		
UNIS007	UNIS Liaison Office Human Admin Resources records	Local Archive after Date Closed	Destroy Permitted Destroy 1 Year after Date Closed	<p>Copies of correspondence, memos and other records dealing with the different aspects of a staff member's employment.</p> <p>Also known as 'unofficial personnel files' the files are maintained by an office for convenience of reference to selected information about staff members under its supervision.</p> <p>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> <p>Close after separation from the Office or Organization.</p>	ARMS	31/05/2002
UNIS008	UNIS Board of Trustees Visa and Employment Records	Local Archive after Date Closed	Destroy Permitted Destroy 5 Years after Date Inactive	<p>UNIS Liaison Office coordinates visa applications and employment authorizations for UNIS staff.</p> <p>Close file when visa or authorization outcome is determined.</p> <p>Destroy 5 five years after visa/permit expiration or cancellation.</p>	ARMS	31/05/2002
UNIS009	UNIS Board of Trustees Enrolment records	Local Archive after Date Closed	Destroy Permitted Destroy 5 Years after Date Closed	<p>Includes records relating to admissions, enrolments, tuition (the tuition schedule is approved by the Board of Trustees), and other fees. The data is summarized in the Annual Report.</p> <p>Close at the end of budget cycle.</p>	ARMS	31/05/2002
UNIS010	UNIS Board of Trustees Banking Records	Local Archive after Date Closed	Destroy Permitted	<p>Reference copies of banking records--the UNIS treasurer is the office of record.</p> <p>Retain in office for 7 years.</p> <p>Dispose when no longer needed for reference purposes.</p>	ARMS	31/05/2002



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UNIS011	UNIS Board of Trustees Goods Supplies & Services	Local Archive after Date Closed	Destroy Permitted Destroy 8 Years after Date Closed	Records relating to acquisition of goods, supplies and services to support Board activities, e.g. printing, reproduction, garage, etc. Includes, copies of requisitions, purchase orders, invoices, correspondence, memos, faxes, E-mail and reports in paper form Close file at the end of each biennium.	ARMS	31/05/2002
UNIS012	UNIS Board of Trustees Premises Files	Local Archive after Date Closed	Destroy Permitted	The records deal with space, facilities and security measures at UNIS at its current and previous facilities. Includes records of construction committees, physical planning committees, and groundbreaking ceremonies. Close at the end of the premises' occupancy. Retain until no longer needed for reference purposes	ARMS	31/05/2002
UNIS013	UNIS Board of Trustees Public Relations Records	Local Archive after Date Closed	Destroy Permitted	Includes records relating to events in which the Board of Trustees plays a role, this includes graduation ceremonies, benefit events, student conferences, board receptions, UN Hymn setting to music by Casals, etc. Also press clippings featuring UNIS. Photographs (1947-present). Close every four years. Retain until no longer needed for reference purposes.	ARMS	31/05/2002
UNIS014	UNIS Board of Trustees Fundraising and Development	Local Archive after Date Closed	Destroy Permitted	Case files for gifts and fundraising efforts with corporations, foundations, individuals. Case files for government contributions. Alphabetical arrangement. Close every four years. Retain until no longer necessary for reference purposes.	ARMS	31/05/2002
UNIS015	UNIS Liaison Office Reference Materials	Local Archive after Date Closed	Destroy Permitted	Include copies of General Assembly documents, UNIS Handbooks, Yearbooks, Cookbooks, etc. Retain until no longer needed for reference purposes	ARMS	31/05/2002
UNIS016	UN After School and Recreation Programme	Local Archive after Date Closed	Destroy Permitted	This programme is administered by the UNIS Board of Trustees. Records include Board meeting notes, insurance records, salaries benefits and allowances, information on teachers, transportation, calendars, tax exemption, bank account and financial reports and enrollment records.	ARMS	31/05/2002



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Retain in office for 10 years.