



Retention Schedule for Records of the United Nations Joint Staff Pension Fund

Date Published: 14/02/2006

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

Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
JSPF001	General Ledger	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Basic financial record, including monthly posting and trial balance Close 31 December yearly. Transfer to Archives 2 years after date closed. Destroy in Archives 7 years after date closed.	ARMS	03/10/1997
JSPF002	Financial Statements	Local Archive after Date Closed Permanent Archive 2 Years after Date Closed	Must Not Destroy	UNJSPF annual statements, including supporting papers Close 31 December yearly. Transfer to Archives 2 years after date closed. Retain in Archives permanently.	ARMS	03/10/1997
JSPF003	Payment Vouchers	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Record of UNJSPF payments Close 31 December yearly. Transfer to Archives 2 years after date closed. Destroy in Archives 7 years after date closed.	ARMS	03/10/1997
JSPF004	Journal Vouchers	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Record of adjustments Close 31 December yearly. Transfer to Archives 2 years after date closed. Destroy in Archives 7 years after date closed.	ARMS	03/10/1997
JSPF005	Cash Vouchers	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Record of cash receipts or adjustments made to bank accounts Close 31 December yearly. Transfer to Archives 2 years after date closed. Destroy in Archives 7 years after date closed.	ARMS	03/10/1997
JSPF006	Cleared Pension Payment Checks	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Record of checks issued for pension and benefit payments Two copies of microfiche are retained permanently in UNJSPF. Close 31 December yearly. Transfer to Archives 2 years after date closed. Destroy in Archives 7 years after date closed.	ARMS	03/10/1997
JSPF007	Cancelled Checks	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Issued checks returned uncashed or voided Close 31 December yearly. Transfer to Archives 2 years after date closed. Destroy in Archives 7 years after date closed.	ARMS	03/10/1997



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JSPF008	Bank Reconciliations	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Reconciliation of various UNJSPF bank accounts, including statements Close 31 December yearly. Transfer to Archives 2 years after date closed. Destroy in Archives 7 years after date closed.	ARMS	03/10/1997
JSPF009	Bank Debit and Credit Advices	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Advices from banks that payment has been made or amount has been credited Close 31 December yearly. Transfer to Archives 2 years after date closed. Destroy in Archives 7 years after date closed.	ARMS	03/10/1997
JSPF010	Accounting Reports		Destroy Permitted	Record of pension benefit payments Microfiche and retain permanently in UNJSPF.	ARMS	03/10/1997
JSPF011	Original Year-end Schedules A, B, C, D and E	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 7 Years after Date Closed	Record of individual participant's contribution, pensionable remuneration rates and leave without pay Starting in 1990, the records are microfiched and retained permanently in UNJSPF. Close 31 December yearly. Transfer to Archives 2 years after date closed. Destroy in Archives 7 years after date closed.	ARMS	03/10/1997
JSPF012	Final Year-end Schedules		Destroy Permitted	Detailed record of participant's contribution Microfiche and retain permanently in UNJSPF.	ARMS	03/10/1997
JSPF013	Annual Statements		Destroy Permitted	Detailed record of individual participant's account Microfiche and retain permanently in UNJSPF.	ARMS	03/10/1997