

## Annex B: UNHCR Summary of Records Schedules

### 1. Introduction

This document determines how long the different types of records held by UNHCR need to be kept. Operations should periodically, or at least every five years, review the records no longer needed for the day to day work of the organization, and in accordance with the retention periods established in the UNHCR Records Schedules below.

Records Schedules identify two types of records: **temporary records and permanent records**.

**Permanent records:** Offices must transfer them to RAS for inclusion in UNHCR's Archives:

- i) At the latest, when reaching 20 years from the date of creation or receipt of the Permanent Record;
- ii) When a Country Office is in the process of closing, even if less than 20 years from the date of creation or receipt of the Permanent Record; or
- iii) If no longer needed for the day-to-day work of the office.

In particular, operations in the Field are encouraged to transfer Permanent Records to RAS at any time when no longer needed for the day-to-day work to ensure safe and secure preservation of these important Records.

Offices must contact RAS in advance of sending Permanent Records to RAS.

**Temporary records:** Records created or obtained prior to the minimum mandatory retention period may be destroyed. Such destruction must be:

- i) Formally authorized by the senior management of the Country Office;
- ii) Done in a secure manner; and
- iii) Documented in writing, with inventory of the records destroyed, date and method, and including reference to the corresponding item in this records schedule (see point 4 below).

In case of any doubt whether records can be destroyed, Operations should contact RAS for advice ([archives@unhcr.org](mailto:archives@unhcr.org)).

### 2. Identifying permanent records in the Field

In addition to the records identified in the summary of records schedules below, the records listed below are **permanent**:

1. The office files of the Representative and Deputy Representative.
2. Memoranda of Understanding, Memoranda of Agreement, and similar documents signed with governments or major partners.
3. Closed Individual Case Files plus any database or card file that serves as a finding aid for them which also includes files on resettlement and voluntary repatriation.
4. Protection correspondence, including files on status determination if not part of the records mentioned in number 3 above.

5. Photographs and audio and videotapes made by the Field Office (not the duplicates already sent to Field Office by Headquarters Public Information)
6. Two copies of Field Office publications, such as newsletters and posters created by the Field Office.

### 3. Summary of Records Schedules<sup>1</sup>

ITEM	SUB-ITEM	TYPE OF DOCUMENT	LOCATION OF DOCUMENT	ACTION	WHEN
<b>Record Schedule 1 : Official Travel</b>					
1.1		<b><u>Travel Authorization Files</u></b>			
		Original support documents, original mission request forms, copies of mission PT8's, and original or copies of other documents.	HQ Travel Unit / Field administrative	Destroy	When 6 years old
			Other	Destroy	When travel completed
1.2		<b><u>Travel Claim Files</u></b>			
		Documents related to travel claims and amount reimbursable.	HQ Travel Unit / Field administrative	Destroy	When 6 years old or one year after the settlement of the Travel Claim, whichever later
			Other	Destroy	One year after the travel completed
1.3		<b><u>Reimbursement Files</u></b>			
		Reimbursement of noncommercial entities.	HQ Travel Unit / Field administrative	Destroy	6 years after the date of the reimbursement is made
			Other	Destroy	1 year after the travel completed
1.4		<b><u>General Travel Files</u></b>			
		Correspondence, forms, records pertaining to commercial or noncommercial travel.	All	Destroy	When 2 years old

<sup>1</sup> This document consolidates the records schedules previously approved by Records and Archives Section and the creator units at HQ since the introduction of the Records Disposition program in IOM/72/1999-FOM/72/1999 *Introducing Records Schedules*

<b>Record Schedule 2 : UN Laissez-Passer, UN Certificate, Family Certificate, and Visa records</b>					
<b>2.1</b>		<b><u>UN Laissez-Passer</u></b>			
	<b>a</b>	<b>Application Files;</b> Issuance or extensions of UNLPs, requests, transmittal, letters and receipts.	HQ Travel Unit / Field administrative	Destroy	When new request of UNLP received or upon final annulling of a UNLP with no replacement, whichever is sooner.
			Other	Destroy	When UNLP issued
	<b>b</b>	<b>Registers and lists of personnel holding UNLPs</b>	All	Destroy	When superseded
	<b>c</b>	<b>Extensions obtained the Field Office</b>	All	Destroy	Upon issuance of new UNLP or separation of the bearer, whichever sooner
	<b>d</b>	<b>Background information on UNLP requirements and procedures</b>	All	Destroy	When superseded
<b>2.2</b>		<b><u>UN Certificates and Family Certificates</u></b>			
	<b>a</b>	<b>Application files:</b> Documents relating to the issuance of UN Certificates and Family Certificates, including requests, transmittal letters, and receipts	HQ Travel Unit / Field administrative	Destroy	When 2 years old.
			Other	Destroy	When certificate issued
	<b>b</b>	<b>Registers of Certificates issued</b>	All	Destroy	When superseded
<b>2.3</b>		<b><u>Visas</u></b>			
	<b>a</b>	<b>Application files</b> Issuance of visas, including requests for visas, transmittal letters, and receipts.	HQ Travel Unit / Field administrative	Destroy	When 2 years old
			Other	Destroy	When visa issued
	<b>b</b>	<b>Background information on visa requirements</b>	All	Destroy	When superseded
<b>Record Schedule 3 : Records relating to Accounts</b>					
<b>3.1</b>		<b><u>Monthly accounts</u></b>			
	<b>a</b>	<b>HQ monthly accounts and</b> headquarters originals of monthly accounts of field units to whom financial responsibility has not been transferred	HQ	Destroy	6 years after the close of the fiscal year involved (unless advised to the contrary by HQs)

	<b>b</b>	prior to 1998, in all field offices	Field	Destroy	5 years after the close of the fiscal year involved or when outstanding projects closed/audits completed/claims settled, whichever later
	<b>c</b>	<b>1998 and after</b> in field offices that are producing accounts and are delegated responsibility for retaining original documentation.	Field	Destroy	6 years after the close of the fiscal year involved (unless advised to the contrary by HQs)
	<b>d</b>	<b>1998, and later in Field Offices not included in 2.c above)</b>	Field	Destroy	5 years after the close of the fiscal year involved (unless advised to the contrary by HQs)
<b>3.2</b>		<b><u>Inter-Office Vouchers (IOVs)</u></b>			
	<b>a</b>	<b>Field Office authorized to pay IOVs</b> Records of accounting services provided to field offices by other UN organizations, principally UNDP	HQ	Destroy	6 years after the close of the fiscal year involved or When outstanding projects closed/audits completed/claims settled, whichever later
	<b>b</b>	<b>Field Office authorized to pay IOVs</b>	Field Offices	Destroy	6 years after the close of the fiscal year involved or when outstanding projects closed/audits completed/claims settled, whichever later
	<b>c</b>	<b>Field offices not authorized to pay IOVs</b>	Field Offices	Destroy	5 years after the close of the fiscal year involved (unless advised to the contrary by HQs)
<b>3.3</b>		<b><u>Formulation of policy for maintaining monthly accounts</u></b>			
	<b>a</b>	<b>HQs</b>		Keep	Transfer to Archives.
	<b>b</b>	<b>All other Offices</b>	All	Destroy	When superseded
<b>3.4</b>		<b><u>General correspondence regarding expenditures Accounting</u></b>			
	<b>a</b>	<b>HQs</b>	All	Destroy	6 years after the close of the fiscal year involved or When outstanding projects closed/audits completed/claims settled, whichever later
	<b>b</b>	<b>Field Offices to whom financial responsibility has been delegated</b>	All	Destroy	6 years after the close of the fiscal year involved or When outstanding projects closed/audits completed/claims settled, whichever later, unless advised to the contrary by HQs
	<b>c</b>	<b>Field offices to whom financial responsibility has <u>not</u> been delegated</b>	All	Destroy	3 years after the close of the fiscal year involved (unless advised to the contrary by HQs)

3.5		<b><u>Duplicate copies of accounting records (all except Finance Units)</u></b>			
	a	Accounting records in Project files	All	Destroy	fiscal year following closure of project by Finance Office
	b	Other duplicate copies	All	Destroy	After closure of the accounts for the fiscal year in which the records was created
<b>Record Schedule 4 : Publications</b>					
4.1		<b><u>Final Publication</u></b>			
		Textual, graphic, photographic, and electronic records created by or for UNHCR, produced both for internal or external distribution	Creating Unit	Keep	Retain 2 copies, then forward them to Archives/Headquarters at the end of the year
			Other	Destroy	When no longer needed
4.2		<b><u>Original Manuscript of publication</u></b>			
		It may be in paper or electronic version	All	Destroy	When publication issued
4.3		<b><u>Documents prepared during intermediate state of preparation</u></b>			
	a	Proof sheets, "blue line" copies	All	Destroy	When no longer needed
	b	Electronic files ("Print Files") used for hard-copy	All	Destroy	When no longer needed for reissue or revision
4.4		<b><u>Graphic Arts</u></b>			
	a	Commissioned	All	Keep	Transfer to Archives
	b	Logos, letterhead designs and especially UNHCR insignia	All	Keep	Transfer to Archives
	c	Routine artwork for fliers, space fillers, indicators of end of story	All	Destroy	1 year after publication or when no longer needed
	d	Line copies of graphs and charts	All	Destroy	1 year after publication or when no longer needed
	e	Electronic Media (from external vendors/internal source)	All	Destroy	5 years after final publication of when no longer needed
4.5		<b><u>Still photography</u></b>			
	a	Photographs created or obtained for use in publishing	All	Keep	Transfer images to Archives along with information on rights to use the images.
	b	Photographs prepared during intermediate stages of production	All	Destroy	When no longer needed
	c	Duplicate copies of photographs obtained from HQ/Field PI Unit	All	Destroy	When no longer needed for production/distribution

4.6		<b><u>Records relating to printing, binding, and duplicating</u></b>			
	a	Files relating to internal requisitions for duplication and printing	All	Destroy	1 year after completion of the job
	b	Files relating to services obtained outside UNHCR	All	Destroy	When 1 year old
4.7		<b><u>Mailing Lists</u></b>			
		Correspondence, request forms and other records	All	Destroy	Delete general distribution lists when superseded.
4.8		<b><u>Publication request files</u></b>			
		Requests and orders for UNHCR publications and other informational literature, transmittals, and correspondence regarding order fulfillment	All	Destroy	1 year after the request is fulfilled or when no longer needed, whichever sooner
<b>Records Schedule 5 : Procurement and Supply Records</b>					
5.1		<b><u>Minutes of Contract committees (with signatures of participants)</u></b>			
	a	Minutes kept by the Secretary of the Committee on Contracts and signed by the Secretary and countersigned by the Chairperson			
		Signed copy, with supporting documents	HQ	Keep	Transfer to Archives.
		All other copies	HQ	Destroy	Destroy when no longer needed
	b	Minutes of the meetings of the local committee, with signatures of participants			
		Copy sent to HQ	Field	Keep	Transfer to Archives
		All other copies	Field	Destroy	When no longer needed, whichever is longer.
5.2		<b><u>Procurement Case files</u></b>			
		Formal contracts or informal purchase. Documents in the files may include specifications, bids, and schedules.			
	a	Paper files	All	Destroy	7 years after the end of contract, or outstanding audits completed or outstanding claims settles, whichever later
	b	Automated procurement tracking systems	All	Destroy	7 years after last entry in the contract record

<b>5.3</b>		<b><u>Global Freight Forwarding</u></b>			
		<b>Records relating to the shipment of goods under the provision of the global freight forwarding agreements</b>	All	Destroy	1 year after the close of the year in which the delivery was accepted or when outstanding audits completed, whichever later
<b>5.4</b>		<b><u>Cancelled solicitations</u></b>			
		Formal cancellations of solicitations for products or services. The files may include pre-solicitation documentation of requirements, lists of potential bidders and related documentation	All	Destroy	1 year after date of cancellation
<b>5.5</b>		<b><u>Unsolicited offers</u></b>			
			All	Destroy	1 year after receipt or when no longer needed, whichever sooner.
<b>5.6</b>		<b><u>Stock inventory records</u></b>			
		<b>Paper and electronic records</b> (for example, CTS, MINDER) reporting stocks on hand.	All	Destroy	1 year after the close of the year in which the stock reports was made
<b>5.7</b>		<b><u>Records relating to HQs formulation of policy for procurement actions</u></b>			
			Original	Keep	Transfer to Archives.
			Other	Destroy	When superseded
<b>5.8</b>		<b><u>General correspondence files</u></b>			
		Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	All	Destroy	When 3 years old
<b>Record Schedule 6 : Telecommunications</b>					
<b>6.1</b>		<b><u>Telecommunications acquisition and installation files</u></b>			
	<b>a</b>	<b>Duplicate copies of contracts, background data &amp; other records</b>	All	Destroy	2 years after expiration/cancellation of the contract
	<b>b</b>	<b>Records relating to installation of equipment (correspondence, charts etc.)</b>	All	Destroy	When 6 years old or when superseded, whichever later
	<b>c</b>	<b>Orders &amp; related correspondence on changes/servicing of equipment</b>	All	Destroy	When 6 years old or after audit, whichever sooner
	<b>d</b>	<b>Duplicate copies of vouchers, bills, invoices etc.</b>	All	Destroy	1 year after the transaction is completed

<b>6.2</b>		<b><u>Telecommunications operations files</u></b>			
	<b>a</b>	<b>Plans, reports and other records pertaining to internal equipment</b>	All	Destroy	When 2 years old
	<b>b</b>	<b>Correspondence and related records pertaining to internal administration</b>	All	Destroy	When 2 years old
<b>6.3</b>		<b><u>Telecommunications use records</u></b>			
	<b>a</b>	<b>Message registers, logs, performance report and related similar records</b>	All	Destroy	When 2 years old
	<b>b</b>	<b>Central Records of telephone use</b>	All	Destroy	When 6 years old or after audit, whichever later
	<b>c</b>	<b>Monthly reports of long distance calls by units, signed by supervisors</b>	All	Destroy	When 2 years old
	<b>d</b>	<b>Telephone bills to staff for telephone use and reports, registers etc.</b>	All	Destroy	When 2 years old
<b>6.4</b>		<b><u>Telecommunication statistics - Statistical reports including cost, volume etc.</u></b>			
		<b>Statistical reports including cost, volume, and traffic data.</b>	All	Destroy	When 2 years old
<b>6.5</b>		<b><u>Telecommunications chronological files</u></b>			
	<b>a</b>	<b>Duplicate copies of incoming, outgoing faxes etc... Note: This does not include the copies of these documents maintained by the originating program office, the receiving office, and the central files.</b>	Telecom Units	Destroy	When 5 years old
<b>6.6</b>		<b><u>Records relating to the HQs formulation of policy for telecommunications</u></b>			
			HQ	Keep	Transfer to Archives
			All	Destroy	When superseded
<b>6.7</b>		<b><u>Telecommunications general correspondence files</u></b>			
		<b>Correspondence files of operating telecommunications units concerning internal operation and administration matters not covered elsewhere in this schedule</b>	All	Destroy	When 2 years old



<b>Record Schedule 7 : Records relating to Mail and Delivery Services</b>					
7.1		<b><u>Records relating to post office and private mail companies</u></b>			
	a	Records relating to incoming/outgoing registered certified, insured mails etc.	All	Destroy	When 2 years old
	b	Report of loss, rifling, delayed delivery and other improper treatment of mail	All	Destroy	When 2 years old, or investigation is completed, whichever later
	c	Statistical reports of fees paid for deliveries, registered, certified mail etc.	All	Destroy	When 1 year old
7.2		<b><u>Records relating to diplomatic pouches (logs, forms, etc.)</u></b>			
		Logs, forms, supporting papers, status and delivery reports, and queries	All	Destroy	When 2 year old
7.3		<b><u>Messenger service files (daily logs, assignment records, dispatch etc.)</u></b>			
		Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records	All	Destroy	When 1 year old
7.4		<b><u>Records relating to internal mail and delivery service</u></b>			
	a	Records of internal UNHCR receipt and routing of incoming mail, outgoing mail, and items handled by private delivery companies.	All	Destroy	When 1 year old
	b	Statistical reports and data relating to handling of mail/volume of work performed	All	Destroy	When 1 year old
	c	Locator cards, directories, indexes and other records relating to mail delivery to individuals	All	Destroy	When obsolete or superseded
7.5		<b><u>General files relating to the administration of mail room operations;</u></b>			
		correspondence, memoranda, directives, and guides relating to the administration of mail room operations	All	Destroy	When 1 year old or when superseded or obsolete, whichever is applicable
<b>Record Schedule 8 : Project Files</b>					
8.1		<b><u>Original central project files</u></b>			
	a	Basic documents, consisting of LOI, agreements and sub-agreements, and final report	All	Keep	Transfer to Archives

	<b>b</b>	<b>All other documents</b>		Destroy	6 years after the project was terminated
<b>8.2</b>		<b><u>Headquarters and Field working files</u></b>			
		Maintained by project managers in order to monitor and control the level of expenditure and the management of the project. Basic documents duplicated in the central project file	All	Destroy	When project is closed
<b>8.3</b>		<b><u>Registers, logs and tracking files for project</u></b>			
			All	Destroy	When related case file is destroyed
<b>Record Schedule 9 : Records relating to Time and Attendance</b>					
<b>9.1</b>		<b><u>Monthly Reports</u></b>			
			HQ Personnel Unit	Destroy	After audit is completed or when 6 years old, whichever sooner
			HQ Other offices	Destroy	When 6 months old
	<b>a</b>	<b>Reports of Local Staff</b>	Field Office with delegated personnel responsibility.	Destroy	When 6 years old or when audit is completed, whichever sooner
	<b>b</b>	<b>Reports of International Staff</b>	Field Office with delegated personnel responsibility.	Destroy	When 6 months old or when audit is completed, whichever sooner
			All other field Offices	Destroy	6 months after the close of the year to which the report pertains
<b>9.2</b>		<b><u>Applications for leave</u></b>			
			HQ Personnel Unit	Destroy	After audit is completed or when 6 years old, whichever is sooner
			Other	Destroy	When 6 months old
			Office with delegated personnel responsibility	Destroy	After audit is completed or when 6 years old, whichever is sooner
			All other field offices	Destroy	6 months after the close of the year to which the report pertains

<b>9.3</b>		<b><u>Flexi time attendance records</u></b>			
			HQ Personnel Unit	Destroy	After audit is completed or when 6 years old, whichever is sooner
			Other	Destroy	When 6 months old
			Office in the field with delegated personnel responsibility	Destroy	After audit is completed or when 6 years old, whichever is sooner
			All other offices in the field	Destroy	6 months after the close of the year to which the report pertains
<b>9.4</b>		<b><u>Records relating to Headquarters formulation of policy for time &amp; attendance</u></b>			
			HQ Personnel Unit	Keep	Transfer to Archives
			All other offices	Destroy	When superseded
<b>9.5</b>		<b><u>General correspondence and subject files regarding time &amp; attendance reporting</u></b>			
			All offices	Destroy	6 years after the close of the year in which the time and attendance was reported
<b>Record Schedule 10 : Records relating to Recruitment and Appointment</b>					
<b>10.1</b>		<b><u>Vacancy announcements</u></b>			
	<b>a</b>		HQ Personnel Unit	Destroy	After audit is completed or when 6 years old, whichever is sooner
			HQ offices	Destroy	When 6 months old
	<b>b</b>	<b>Field Office announcements for local staff posts</b>		Destroy	When 6 years old or when audit completed, whichever is sooner
	<b>c</b>	<b>Field office copies of vacancy announcements for international staff</b>		Destroy	6 months after the announcement was made
<b>10.2</b>		<b><u>Applications for vacant posts (internal and external)</u></b>			
	<b>a</b>	HQ Personnel Unit	HQ Personnel Unit	Destroy	When 6 years old or when audit completed, whichever is sooner
			Other HQ	Destroy	When 6 months old
	<b>b</b>	<b>Field office applications</b>	Field Offices	Destroy	After audit is completed or when 6 years old, whichever is sooner

<b>10.3</b>		<b><u>Certificates of eligible (previous to introduction of MSRP)</u></b>			
	<b>a</b>		HQ Personnel Unit	Destroy	When 6 years old or when audit completed, whichever is sooner
			All other HQ offices	Destroy	When 6 months old
	<b>b</b>	<b>Field office applications for local staff posts</b>	Field office	Destroy	After audit is completed or when 6 years old, whichever is sooner.
<b>10.4</b>		<b><u>Recommendations by manager of the vacant post (correspondence, interviews etc.)</u></b>			
		<b>Note:</b> Included are correspondence, reports, candidates' academic records, results language assessments, and other records relating to interviews with applicants.			
			HQ Personnel Unit	Destroy	When 6 years old or when audit completed, whichever is sooner
			All other HQ offices	Destroy	When post has been filled
			Field office or local staff posts	Destroy	After audit is completed or when 6 years old, whichever is soon.
<b>10.5</b>		<b><u>Minutes of the meetings of the review boards</u></b>			
	<b>a</b>	<b>Review boards for professional posts</b>		Destroy	When 12 years old
	<b>b</b>	<b>Review boards for Local staff</b>		Destroy	When 12 years old
<b>10.6</b>		<b><u>Headquarters formulation of policy for recruitment and appointment</u></b>			
			HQ Personnel Unit	Keep	Transfer to Archives.
			All	Destroy	When superseded.
<b>10.7</b>		<b><u>General correspondence and subject files on recruitment and appointments</u></b>			
			All	Destroy	6 years after the close of the year in which the recruitment was cancelled or completed

<b>Record Schedule 11 : Records of Conferences, Symposia, Workshops, and Annual Meetings</b>					
<b>11.1</b>		<b><u>Planning documentation if UNHCR is organizer or co-organizer</u></b>			
	<b>a</b>	<b>Invitation list</b>			
		<b>Final Invitation List</b>	Organizing office	Keep	Transfer to Archives
		<b>Draft list</b>	Organizing office	Destroy	When meeting concluded.
			All other offices	Destroy	When meeting concluded.
	<b>b</b>	<b>Invitations, preliminary agendas, correspondence with co-organizers and participants, logistics, travel and hotel reservations, hospitality arrangements.</b>	Organizing office	Destroy	1 year following the close of the year in which the meeting was held.
			All other offices	Destroy	When meeting concluded.
	<b>c</b>	<b>Substantive papers on the topic of the meeting, distributed in advance to participants.</b>			
		<b>Final version</b>	Organizing office	Keep	Transfer to Archives.
		<b>Drafts</b>	Organizing office	Destroy	When meeting concluded or when no longer needed for reference.
			All other offices	Destroy	When meeting concluded or when no longer needed for reference.
<b>11.2</b>		<b><u>Meeting documentation if UNHCR is organizer or co-organizer</u></b>			
	<b>a</b>	<b>Final agenda; final participant list; final papers; final reports; drafts and final conclusions, draft and final recommendations</b>	Organizing office	Keep	Transfer to Archives.
			All other offices	Destroy	When meeting concluded or when no longer need for reference.
	<b>b</b>	<b>Tape or video recordings of the meeting, in whole or in part.</b>		Keep	Transfer to Archives
	<b>c</b>	<b>Participant worksheets; participant evaluations.</b>	Organizing office	Destroy	1 year following the close of the year in which the meeting was held.
<b>11.3</b>		<b><u>Public relations documents if UNHCR is organizer or co-organizer</u></b>			
	<b>a</b>	<b>Press releases, tape recordings or notes of press conferences</b>	Organizing office	Keep	Transfer to Archives
			All other offices	Destroy	When meeting concluded or when no longer need for reference.

	<b>b</b>	<b>Poster, announcements, photographs of the meeting participants.</b>	Organizing office	Keep	Transfer to Archives
			All other offices	Destroy	When meeting concluded or when no longer need for reference.
<b>11.4</b>		<b><u>Records of official participation in meetings not sponsored by UNHCR</u></b>			
		<b>Included are invitations to participate, correspondence regarding participation, programs, travel and hotel arrangements, conference papers, final resolutions</b>			
	<b>a</b>	<b>Final version of paper by UNHCR staff member, internal clearance of paper (if any), final resolution or conclusion of meeting, mission report (if any)</b>		Keep	Transfer to Archives
	<b>b</b>	<b>All other documents regarding the meeting or participation.</b>		Destroy	1 year after close of year in which the meeting was held or when no longer needed for reference
<b>Record Schedule 12 : Employee Performance Review System Records</b>					
<b>12.1</b>		<b><u>Contested performance reviews</u></b>			
		<b>Performance records, performance plans, performance appraisals, and job elements and standards upon which the plan was based, which have been contested by the individual and have been subjected to administrative or quasi-judicial procedure</b>			
	<b>a</b>	<b>Official personnel file</b>		Keep	Transfer to Archives
	<b>b</b>	<b>All other files</b>		Destroy	1 year after the date of the close of the procedure.
<b>12.2</b>		<b><u>All other performance reviews</u></b>			
		<b>Performance records, including performance plans, performance appraisals, job elements and standards upon which the plan was based</b>			
	<b>a</b>	<b>Official personnel file</b>		Keep	Transfer to Archives
	<b>b</b>	<b>Supervisor's file</b>		Destroy	When the review for the subsequent year is completed
<b>12.3</b>		<b><u>Statistical and other summaries of unit performance review compliance</u></b>			
	<b>a</b>	<b>HQ Personnel Files</b>		Destroy	3 years after following the year to which the compliance applies

	<b>b</b>	<b>All other copies of summaries</b>		Destroy	6 months after the date of the last entry
<b>12.4</b>		<b><u>Supervisors' Personnel Files and Duplicate Documentation</u></b>			
		<b>Correspondence, forms, and other records relating to individual performance and not provided for elsewhere in this schedule</b>		Destroy	6 months after the performance review is complete and uncontested.
<b>12.5</b>		<b><u>Headquarters formulation of performance review program policy</u></b>			
	<b>a</b>	<b>Correspondence, forms, and other records relating to individual performance and not provided for elsewhere in this schedule</b>	HQ Personnel Office	Keep	Transfer to Archives
			All other offices	Destroy	When superseded or obsolete.
<b>Record Schedule 13 : Records relating Treasury Functions</b>					
<b>13.1</b>		<b><u>Payment vouchers and receipt vouchers</u></b>			
			HQ Treasury / Finance Unit	Destroy	After audit is completed or when 6 years old, whichever is later.
			All other HQ Offices	Destroy	2 years after the close of the year in which the payment was made.
			Field Offices	See Records Schedules 3, monthly accounts, for disposition	
<b>13.2</b>		<b><u>Financial safeguards and security arrangement for cash, checks and telegraphic keys</u></b>			
			HQ Treasury Unit	Destroy	After audit is completed or when 6 years old, whichever is later
<b>13.3</b>		<b><u>Headquarters bank accounts</u></b>			
		<b>Records of selection of banks, activity on current accounts and call accounts, correspondence on payment problems, and queries relating to accounts.</b>			
	<b>a</b>	<b>Contracts with banks for services</b>	HQ Treasury Unit	Destroy	6 years after account is closed
	<b>b</b>	<b>Transactions on accounts</b>	HQ Treasury Unit	Destroy	After audit is completed or when 6 years old, whichever is later.

<b>13.4</b>		<b><u>Field office bank accounts</u></b>			
		Records of selection of banks, opening and closing accounts, terms of operation, and signature panels.			
	<b>a</b>	Contracts with the banks for services	HQ Treasury Unit / Field Office	Destroy	6 years after account is closed.
	<b>b</b>	Transactions on accounts	HQ Treasury Unit / Field Office	Destroy	After audit is completed or when 6 years old, whichever is later.
<b>13.5</b>		<b><u>Cash management in field offices</u></b>			
		Records of cash replenishment, imprest levels, account balances, and overall cash management activities.			
			HQ Treasury Unit	Destroy	5 years old
			Field Office	Destroy	5 years old
<b>13.6</b>		<b><u>Cash flow forecasts</u></b>			
			HQ Treasury Unit	Destroy	5 years old
<b>13.7</b>		<b><u>Investment policy and criteria</u></b>			
		Records relating to market reviews, selection of brokers, and investment performance.	HQ Treasury Unit	Destroy	5 years old
<b>13.8</b>		<b><u>Foreign exchange and currency markets</u></b>			
	<b>a</b>	UN rates of exchange	All offices	Destroy	2 years old
	<b>b</b>	Foreign exchange and currency markets and exchange rate forecasts	HQ Treasury Unit	Destroy	5 years old
	<b>c</b>	Currency conversions and debt conversion schemes	HQ Treasury Unit	Destroy	After audit is completed or when 6 years old, whichever is later
			Field Offices	Destroy	After audit is completed or when 6 years old, whichever is later
<b>13.9</b>		<b><u>Donations control</u></b>			
	<b>a</b>	Treasury recording of contributions, drawings against contributions, and donor reporting.	HQ Treasury Unit	Destroy	After audit is completed or when 10 years old, whichever is later
	<b>b</b>	Reimbursement of interest	HQ Treasury Unit	Destroy	After audit is completed or when 6 years old, whichever is later



13.10		<b><u>Refunds of loans</u></b>			
			HQ Treasury Unit	Destroy	5 years after full reimbursement
13.11		<b><u>Taxes</u></b>			
		<b>Records relating to Swiss TVA and Swiss withholding tax</b>			
			HQ Treasury Unit	Destroy	After audit is completed or when 5 years old, whichever is later.
13.12		<b><u>Letters of credit, bank guarantees, performance bonds</u></b>			
			HQ Treasury Unit	Destroy	5 years after the instrument expires
13.13		<b><u>Headquarters formulation of policy for Treasury functions</u></b>			
			HQ Treasury Unit	Keep	Transfer to Archives
			All other offices	Destroy	When superseded
13.14		<b><u>General correspondence and subject files regarding Treasury activities</u></b>			
			All office	Destroy	6 years after the close of the year in which the correspondence was completed.
<b>Record Schedule 14 : Records Relating to Internal and External Audit</b>					
14.1		<b><u>Audit certification for implementing partners</u></b>			
		<b>Certification and related records</b>		Destroy	6 years after the project was terminated or 3 years after the project file was closed, whichever is later
14.2		<b><u>Internal Audit Records</u></b>			
	a	<b>Audit reports and responses to reports</b>		Keep	Transfer to Archives
	b	<b>Other internal audit records</b>		Destroy	6 years after the fiscal year of the audit UNLESS a recommendation is still outstanding
14.3		<b><u>External Audit Records</u></b>			
	a	<b>Management letters, responses to Management Letters, UN Boards of Auditors Reports and replies to Reports.</b>		Keep	Transfer to Archives
	b	<b>Other external audit records</b>		Destroy	6 years after the fiscal year of the audit <u>unless</u> a recommendation is still outstanding

14.4		<b><u>Audit records in other UNHCR Units</u></b>			
		Records related to internal and external audit, created and held in the field or in UNHCR units other than the Audit Focal Point		Destroy	3 years after the fiscal year of the audit unless a recommendation is still outstanding.
14.5		<b><u>Housing Fund Records (Discontinued 31 December 2002)</u></b>			
	a	Basic documents including creation, terms of Reference, summary reports on expenditure/income by year.		Keep	Transfer to Archives
	b	Other records		Destroy	6 years after the date of the most recent record in the file.
<b>Record Schedule 15 : Records Relating to Budget Functions</b>					
15.1		<b><u>Staffing tables</u></b>			
			HQ Budget Section	Keep	Transfer to Archive
15.2		<b><u>Budget tables submitted to the Executive Committee (Excom)</u></b>			
			HQ Budget Section	Keep	Transfer to Archives
15.3		<b><u>Reports submitted to the Advisory Committee on Administrative and budgetary questions (ACABQ)</u></b>			
			HQ Budget Section	Keep	Transfer to Archives
15.4		<b><u>Country Operation Plans (COP)</u></b>			
	a		Bureaus and electronic version in Focus	Keep	Transfer to Archives
	b		HQ Budget Section	Destroy	6 years after the end of the year of submission (e.g. 2006 COP submitted in 2005 can be destroyed in January 2012)
15.5		<b><u>Review Boards</u></b>			
			Review board Secretariat	Keep	Transfer to Archives
			Other	Destroy	7 years after the end of the year of the ORB meeting
15.6		<b><u>Letters of Instruction (LOI)</u></b>			
			Budget Section	Keep	Transfer to Archives
			All other Units	Refer to Records Schedule 8	
15.7		<b><u>Salary Scales</u></b>			
			HQ Budget Section	Destroy	15 years after the end of the implementing year

15.8		<b><u>Junior Professional Officers (JPO) Budget</u></b>			
			HQ Budget Section	Destroy	15 years after the end of the implementing year
15.9		<b><u>Supplementary Budgets</u></b>			
			HQ Budget Section	Destroy	15 years after the end of the implementing year
15.10		<b><u>Closure of Accounts</u></b>			
			HQ Budget Section	Destroy	11 years after the end of the implementing year
15.11		<b><u>Closure by Location</u></b>			
			HQ Budget Section	Destroy	8 years after the file was closed
15.12		<b><u>Financial statements</u></b>			
			HQ Budget Section	Destroy	8 years after the file was closed
15.13		<b><u>Allotment Reports, Regular Payrolls</u></b>			
		<b>Earnings and deductions register</b>	HQ Budget Section	Destroy	7 years after the file was closed
15.14		<b><u>Transfers between Appropriations</u></b>			
			HQ Budget Section	Destroy	7 years after the end of the implementing year
15.15		<b><u>Budget Submissions</u></b>			
			HQ Budget Section	Destroy	6 years after the end of the year of submission
15.16		<b><u>VAR Projects</u></b>			
			Budget Section	Destroy	6 years after the project was closed
			All other units	Refer to Records Schedule 8	
15.17		<b><u>Administrative Budget and Obligation Documents (ABOD)</u></b>			
			Budget Section	Destroy	5 years after the end of the implementing year
15.18		<b><u>Budget Country Files</u></b>			
			HQ Budget Section	Destroy	5 years after the file was closed
15.19		<b><u>Monthly Reports</u></b>			
			HQ Budget Section	Destroy	4 years after the file was closed
15.20		<b><u>Budget Situation Reports</u></b>			
			HQ Budget Section	Destroy	4 years after the file was closed
15.21		<b><u>Post Adjustment Multipliers (PAM)</u></b>			
			HQ Budget Section	Destroy	4 years after the file was closed
15.22		<b><u>Temporary Assistance (TA) files</u></b>			
		<b>HQ Budget Section copy of financial authorization for UNHCR TA</b>	HQ Budget Section	Destroy	1 years after the file was closed

15.23		<b><u>Travel Authorizations (PT8)</u></b>			
		HQ Budget Section copy of financial authorization for UNHCR travel (for other copies, refer to Records Schedules number 1)	HQ Budget Section	Destroy	1 years after the file was closed
15.24		<b><u>Headquarters formulation of policy for Treasury functions</u></b>			
			HQ Budget Section	Keep	Transfer to Archives
15.25		<b><u>General correspondence and subject files regarding Budget activities</u></b>			
			HQ Budget Section	Destroy	2 years after the end of the year in which the correspondence was completed