

United Nations



Economic Commission for Africa (ECA)

Records Retention and Disposal Schedule

Version 1.0
November, 2012

UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA (ECA)
RETENTION AND DISPOSAL SCHEDULES

The records disposal schedule and the retention period governing the records series listed herein are hereby approved. In accordance with the provision of section 2.2 of the ECA Archives and Records Management Policy, it is agreed that the records of each section within the Division of Administration do not and will not have any further use or value for official business, research, or reference purposes after the respective retention periods specified herein. ECA management consents to the destruction or other disposition of these records in accordance with the retention and disposal instructions specified in this schedule and the Director of the Division of Administration agrees to the provision of this schedule as stated and endorses its use. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

Approval recommended


Doreen B. Mallawa Bongoy - Mawalla
Director, Division of Administration

ABOUT THIS RECORDS RETENTION SCHEDULE

This records schedule identifies and provides retention and disposition instructions for records that are created by business offices of Economic Commission for Africa (ECA). The ECA Archives and Records Management Policy authorize records to be disposed of in accordance with an official records retention schedule. Schedules included herein are written in collaboration with Sections and Units of the Division of Administration using guidelines provided by the Archives and Records Management Section (ARMS) at United Nations Headquarters.

The schedule contains a list and brief description of the records maintained in ECA offices and identifies the minimum period of time for which each record series shall be retained. Records should normally be disposed of at the end of the stated retention period. In effect, the schedule provides a comprehensive records disposition plan which, when followed, ensures compliance with the ECA Archives and Records Management Policy. All provisions of this schedule remain in effect until the schedule is officially amended. Errors and omissions do not invalidate this schedule as a whole or render it obsolete.

As long as the schedule remains in effect, destruction or disposal of records in accordance with its provisions shall be deemed to meet the provisions of section 2.2 of the Policy and to be evidence of compliance with United Nations requirements as laid down in the Secretary-General's Bulletin ST/SGB/2007/5 of February 2007. **However, in the event that a statute or other legal requirement requires that a record be kept for longer than specified in this schedule, the longer retention period shall be applied.**

1.0 Introduction

This records retention and disposal schedule is a comprehensive policy component of the Commission's records and archives management programme, which sets out the periods of time for which the Commission's business records need to be retained, based on their administrative, fiscal, legal and historical value. The schedule specifically addresses the following:

- The period of time for which records have operational, legal, fiscal, or historical value;
- The period of time for which records are considered active and must be maintained in the primary filing area;
- The point in time when records can reasonably be transferred to a secondary storage facility
- The method of records disposal or disposition;
- The procedures for operating and ensuring compliance with the retention and disposal schedule;
- The relationship between records retention and other aspects of the records management programme, such as microfilm, filing, data processing and historical archives;
- Retention of records and information, regardless of the format of the record (i.e. microfilm, magnetic media, digital storage, etc.) or the storage location (i.e. off-site storage, file servers, electronic documents, etc.).

The basic components of a records retention schedule are:

- a description of each category of records that the Commission generates
- a retention period for each category of records

A more detailed schedule may also contain information about:

- reasons for retention (e.g. legislative requirements)
- actions required at the end of retention periods (e.g. destruction)
- responsibilities for retaining records and for taking required actions at the end of retention periods

2.0 Benefits of retention schedules

ECA will derive many benefits from the development and implementation of a records retention and disposal schedule, as follows:

- i. **Reduced space requirements** - The records retention schedule provides for the transfer of inactive records from primary space to less expensive secondary storage facilities. It also provides for the elimination of valueless records within the Commission. This reduces space requirements for both hard copy and electronic records and provides opportunities to reallocate storage space for other purposes.

- ii. Improved operational efficiency - Valuable records become more accessible when inactive records are transferred and valueless records are destroyed.
- iii. Equipment and supply cost savings - By restricting the use of active file equipment and supplies for active records, costs can be controlled. Inactive records can be maintained away from prime office space and stored with high-density, lower-cost equipment.
- iv. Consistency in records disposition - By defining the specific procedures and actions to be taken for records retention and disposition, the programme reduces the chances of inconsistent, reckless, or personally-motivated disposal of records.
- v. Compliance with United Nations retention requirements - The records retention and disposal programme identifies the United Nations requirements that apply to each category of records and specifies the period of time during which the records must be maintained. The existence of the schedule demonstrates to the United Nations authorities that records are disposed of in accordance with published regulations, in the normal course of business, and without any motivation to conceal unfavourable information.
- vi. Protection during legal action or in other investigations - The retention and disposal schedule ensures that records are properly handled in anticipation of and during lawsuits or other investigations.

Annex 1: List of Retentions Schedules



UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES FINANCE SECTION

Statement of declaration

"The attached retention and disposal schedule is as per the established UN rules. The schedule is signed with the understanding that no obsolete record will be disposed of without the approval of the Senior Official in section/unit which owns the records".

This declaration is agreed and signed by

Name: SAVIOUR KUZITHAPURATHU
 Designation: CHIEF FINANCE OFFICER
 Signature: [Signature]
 Date: 5. JUNE. 2012

AND

Name: Titus Lyomuy
 Designation: ARM Consultant
 Signature: [Signature]
 Date: 05/06/2012

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.FN001	Policy, procedures, best practice and monitoring files Records which include: locally produced policies and procedures.	P	A		Yes	PKO.FIN001
ECA.FN002	Reconciliation of Bank Accounts -(BNKR) Records concerning reconciliation of various bank accounts including statements, bank debit/credit advices, trial balances and cleared checks	C+5	D		No	PKO.FIN019 CCT102
ECA.FN003	Note/Accounts Receivables: Settled cases (Gas and IMIS File Systems) Records include: supporting documentation for settled cases such as invoices, credit notes, debit advised, notification letters to staff members, and statements of monthly accounts for special agencies.	C+5	D		No	PKO.FIN022
ECA.FN004	Notes/Account Payable: non-settled cases(Gas and IMIS File Systems) Records includes: supporting documentation for non-settled cases, such as invoices, credit notes, debit notes, debit advices, notification to staff members, and statements of monthly accounts for special agencies.	C+10	D		No	PKO.FIN023

All retention instructions 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 ECA Business S=Superseded or Obsolete
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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES FINANCE SECTION

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.FN005	Notes/Account Payable: Supporting documents	C+5	D		No	PKO.021
Records regarding invoices and credit notes; records used to justify payment of salary and monthly subsistence allowances(MSA), monthly accounts payable for vendors, VAT payable to local government						
ECA.FN006	Accounts Receivables Subsidiary Ledgers	3 Months	D		No	ACCT101
Records used to produce receivable analyses and collection letters						
ECA.FN007	Cancelled or Voided Checks	C+4	D		No	ACCT103
Records with cancellation financial actions with supporting documentation such as checks returned uncashed and cancelled						
ECA.FN008	SROs Files (Gas and IMIS File Systems)	C+30	D		No	
Notification letters, disbursement vouchers, DSAs, Travel Authorizations, SRO expenditure records, reimbursement of expenses (Reports and documentation submitted to finance section for reimbursement of expenses including travel incurred by staff while conducting UNECA business).						
ECA.FN009	Cash Receipt Vouchers	C+4	D		No	PKO.FIN017
Records of funds received by the ECA through the Cashier's office, and by other means, including sales at retail outlets- rent of offices. Language school, gym payments, etc.						
ECA.FIN010	Monthly Financial Statements	C+5	D		No	
Records of financial results						
ECA.FIN011	Disbursement: vouchers	C+5	D		No	PKO.FIN010 ACCT118
Records of ECA payments including disbursement vouchers (DVs) and supporting papers, such as invoices, travel authorization (P8s), receiving and inspection reports and miscellaneous obligation documents (MODs) for all payments, including day to day expenses, pension fund payment, payroll, advance payments, vendor invoices and various settlement claims etc.						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
FINANCE SECTION

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.FIN012	Disbursement (payment) vouchers	C+5	D		No	PKO.FIN012
Records of ECA payments including supporting papers, for all payments, including day to day expenses, pension fund payment, payroll, advance payments, refund to clients of UNCC, payment on extra budgetary closure etc.						
ECA.FIN013	Journal Vouchers (JVs) - JNLV	C+5	D		No	PKO.FIN015 ACCT139
Records of adjustments made on previous entries. They may include supporting records such as imprest replenishment and copies of remittance transmittal notices. Journal vouchers and supporting records such as imprest replenishment and copies of remittance notice.						
ECA.FIN014	Interoffice Vouchers (IOV)	B+3	D		No	PKO.FIN016 ACCT134
Interoffice vouchers and supporting records, incoming payments made by offices away from ECA headquarters on behalf of offices away from headquarters						
ECA.FIN015	Inter-office Billing	C+5	D		No	
Records relating to interoffice billing reconciliation such as rejected letters and requests for additional information						
ECA.FIN016	Manual Payroll	C+5	D		No	PKO.FIN014
Records related to manual and IMIS payroll processing for all ECA staff and their interpreted salaries and allowances, insurance premiums, salary advances, rental subsidies and separation of entitlements						
ECA.FIN017	Payroll Reconciliations	C+5	D		No	
Records related to payroll reconciliations and reports on pension matters to UNJSP, salaries advance, insurance premier, rental subsidies and separation entitlements.						
ECA.FIN018	Claims Payments -(TVCN, TVCL)	T+9	D	T = Claim/case settled	No	
Records related to claims settlement concerning travel, education grant, individual contractors, imprest/petty claim, repatriation claims, SSA claim, and claims from UN organizations and Agencies						

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Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.FIN019	Bills - (RBCBI) Copies of all bills such telephones, internet, rental charges, outstanding for collection or receivables from UN Agencies and Service providers.	T+5	D	T = Claim/case settled	No	
ECA.FIN020	Travel Authorization Records regarding authorization of official travels	C+6	D		No	ACCT170
ECA.FIN021	Education Grants Claim - (PYEG) Claims with supporting docuemtns	T+9	D	T = grant settled	No	ACCT105
ECA.FIN022	Payroll Personal files	T+30	D	T= after separation, retirement	No	ACCT162
ECA.FIN023	Education Grant Advance - (RCEG)	C+7	D		No	
ECA.FIN024	Low-Value Items - (PYLV)	C+5	D		No	
ECA.FIN025	Medical Insurance Claims- (PYMI) Records with supporting documents for claims for treatments done to other health providers other than ECA	T+5	D	T = Claim/case settled		
ECA.FIN026	Return Advance from others -(PYRA)	T+5	D	T = Claim/case settled	No	
ECA.FIN027	Revenue Refund - (PYRR)	C+5	D		No	

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ECA.FIN028	SSA (Special service agreement for consultants & Individual contractors) Claim - (PYSC)	T+5	D	T = consultant no longer engaged.		RCUN108
Records: terms of engagement, Contracts, ToRs, Evaluation reports, appraisal reports, payments to consultants, travel arrangements, financial records, etc.						
ECA.FIN029	General Ledger					ACCT128
Records include: general ledger in accounting system (Sun Accounts & IMIS), including daily postings and trial balances						
		P	A		YES	PKO.FIN020
ECA.FIN030	Notification Letters - (RCNL)	C+7	D		No	
ECA.FIN031	Salary Advance -(RCSA)	T+7	D	T= after claims settled and audit undertaken	No	
ECA.FIN032	Travel Advance - (RCTA)	T+7	D	T= after claims settled and audit undertaken	No	
ECA.FIN033	Vendor Payment Records	C+10	D	T= after claims settled and audit undertaken	No	
Records of payments to vendors by vendor, date, amount. Currently in IMIS, previously on cards						
ECA.FIN034	Third Party Advance - (RCTP)	T+7	D	T= after claims settled and audit undertaken	No	

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

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Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.FIN035	Invoices (Bills)	C+4	D		No	ACCT136
Records: copies of bills drawn by ECA against delegations, organizations or individuals for chargers incurred on their behalf						
ECA.FIN036	Lump Sum Payment -(TVCL)	T+7	D	T= after claims settled and audit undertaken	No	
ECA.FIN037	Refund Ticket Payments - (TVCT)	T+7	D	T= after claims settled and audit undertaken	No	
ECA.FIN038	Ticket Payment - (TVCT)	T+7	D	T= after claims settled and audit undertaken	No	
ECA.FIN039	Travel Voucher - (RCTA)	T+7	D	T= after claims settled and audit undertaken	No	
ECA.FIN040	Imprest/Petty Cash Claim - (PYIP)	T+7	D	T= after claims settled and audit undertaken	No	
ECA.FIN041	Financial Statements Monitoring and Reports	B	A		No	ACCT125
Semi-annual, annual and biennial statements						
ECA.FIN042	Chronological Files (incoming and Outgoing)	C+1	D		No	RCUN104
Copies of outgoing and incoming correspondence, memos, code cables, faxes, etc arranged chronologically for quick reference. The records also include monthly remittance requested from UN HQ. The record copy must be placed in the relevant subject file or record series in the office originating or taking action.						

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Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.FIN043	Communication Bills	T	D	T= Charges settled	No	RCUN106
Detailed bills for charges for calls made using telephones or Blackberries, as well as for telexes, and faxes used to recover charges for the personal communications from staff members.						
ECA.FIN044	Financial Policies and Procedures - Received from Other Offices	S	D	S = when outdated	No	RCUN122
Financial Policies, procedures, directives, instructions and guidelines received from other offices and departments, concerning day to day operations including budget and financial procedures, etc; Policies, procedures, directives, instructions and guidelines received.						
ECA.FIN045	Invoices - Purchases under \$2,000 - originals - (PYLV)	B+5	D	Destroy after audit clearance of biennium	No	
Documentation of billing and payment for goods and services.						
ECA.FIN046	Policies and Procedures - Issuing Office	P	A	Sent to ECA Records Center when Superseded	No	RCUN121
Policies, procedures, directives, instructions and guidelines created by ECA as guidance for Sections, Divisions, SROs and other offices either within the Sections or in divisions.						
ECA.FIN047	Procurement Records, Agreements/Contracts/Leases - Short Form	T+5	D	T= procurement completed, contracts expires, services completed	No	RCUN123
Original records pertaining to all requisitions & purchases under \$2500 including bids, proposals, quotations, invoices, payment records, etc.						
ECA.FIN048	Procurement Records, Agreements/Contracts/Leases- Long Form	T+1	D	T = Procurement completed, No contract expires, services complete.	No	RCUN124
For purchases over \$2500 - copies of leases/agreements and contracts for goods and services maintained as information copies by the recipients of the goods or services.						

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Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.FIN049	Trust Fund Administration Files & Finance	B+5	D	B = end of biannual	No	RCUN140
Files pertaining to the administration of trust funds and the programmatic uses of the fund's assets including allotment advices, cash receipts, interoffice and journal files, expenditure reports, financial statements and current transactions and correspondence.						
ECA.FIN050	Trust Fund Establishment Files	T+7	A	T =Trust fund closed out; all contributions and expenditures reconciled and final audit completed.	No	RCUN141
Record of authority and purpose for establishing a trust fund, establishment of bank accounts, designation of certifying officers, trust fund policies and procedures.						
ECA.FIN051	Trust Funds Unit Current Files	C+3	D		No	ACCT171
Records including allotment advices; cash receipt, inter-office and journal vouchers; allocations to and expenditure reports from executing agencies; financial statements; and current transactions correspondence.						
ECA.FIN052	Write-off submission	C+4	D		No	ACCT174
Records include: records substantiating published financial statements						
ECA.FIN053	Obligations and Allotments	C+6	D		No	
Records include: obligation documents, obligation reports, Allotment reports, allotment advice, allotment and legers.						
ECA.FIN054	Miscellaneous Obligation Documents (MODs)	C+6	D		No	ACCT141
Reference copies of supporting documents for vouchers.						
ECA.FIN055	Monthly Allotment Report, Current and Prior Year	C+4	D		No	ACCT142
Record of all details relating to expenditures and unpaid obligations.						

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Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.FIN056	Financial Audit Files	T+2		T = Resolution of issues raised in audit	No	RCUN101
Department copies of audit reports, responses to reports and supporting materials pertaining to internal and external audits of UN Departments, Offices, Divisions and Programmes.						
ECA.FIN057	Travel Arrangement Files	T+1		T= trip completed	No	RCUN139
Records: Reservation, itineraries, contacts information, etc. for official staff travel, for travel expenses claims etc.						
ECA.FIN058	Receipt Vouchers	C+4	D		No	ACCT153
Records: records of funds received by ECA through their cashier's office, and by other means, including sales at rental outlets.						
ECA.FIN059	Travel Agency Credit Notes	C+6	D		No	ACCT169
Records: Confirmation of refund on unused tickets						

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**ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICE SECTION
PROCUREMENT UNIT**

Approved by

Name: ALI TODARO
 Designation: Chief, GSS
 Signature: [Signature]
 Date: 2/04/2012

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.PROC100	Purchase Orders	T+7	D	T = Conclusion of bid process, bidder chosen or procurement discontinued. purchase order expires and completed	No	PROC105
Records include copies of purchase orders - local and oversee, low value, Local Committee Contracts (LCC) and host committee contracts (HCC), institutional contracts.						
ECA.PROC101	Payment Request	T+9	D	T= after payment has been settled	No	
Copies of records related to payment requests, Advance payment, Low value and OBMO, Copies of RIR						
ECA.PROC102	Bids, Proposals, Quotations(Tender Document)	T+7	D	T = Conclusion of bid process, bidder chosen or procurement discontinued.	No	PROC101
All successful and unsuccessful bids, proposals and quotations and supporting documentation received for a specific procurement, terms of conditions for the offer, pre-qualification requirements, .						

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ECA RECORDS RETENTION SCHEDULES GENERAL SERVICE SECTION - PROCUREMENT UNIT

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.PROC103	Contracts and Leases Contracts and Leases which result from success procurements	T+7	D	T = Contract/Lease completed/cancelled and all charges, issues, claims settled.	Yes	PROC103
ECA.PROC104	Procurement Master Plan Procurement documents related to all goods and services associated with the planning and implementation of the real estate leases, etc.	T+7	A	T =Conclusion of MP Project	Yes	PROC102
ECA.PROC105	Newspapers with advertisement for tenders and vacancy annoucements Different kinds of Original Newspaper with advertisement articles	T+1	D	T=After the payment is Settled	No	
ECA.PROC106	Correspondence Files Records: Incoming and Outgoing fax , Information Circular, etc.	C+2	D		No	RCUN104
ECA.PROC107	Vendors Roster Records: Vendor details - address, and other descriptions.	S	D	S = not referred to after five years	No	

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ECA RECORDS RETENTION SCHEDULES GENERAL SERVICE SECTION - PROTOCOL UNIT

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.PROT200	Payments request files	T+7	D	T= After audit has been carried out	No	
Payment claims with supporting documents from Hotels and Restaurants for official functions, staff's, Guest's, Consultant's accommodation, etc						
ECA.PROT201	Bookings with Hotels	C+2	D		No	
Records related to hotel bookings for ECA consultants, guests, staff etc.						
ECA.PROT202	Correspondences	C+2	D		No	RCUN104
Correspondences regarding Visa request, Vote (Note) Verbal Chrono, correspondence with embassies, Residence ID, Immigration, official functions etc.						
ECA.PROT203	Meetings Files	C+3	D		No	RCUN118
Records related to list of participants, flight details, meeting schedules, Notes, memorandums, electronic tape recordings, and all other records (excluding minutes and agendas) for all types of meetings.						
ECA.PROT204	Forums, Workshops, Trainings and Conference Files	C+5	D		No	RCUN119
Records concerning conferences and workshops conducted or attended by experts,						
ECA.PROT205	Minutes File	P	A		No	
Official copies of minutes of presidential meetings, committees, commissions, and boards etc., agreed issues						

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Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.PROT206	Request for VISA	C+1	D		No	
Records related to request for VISA of all types etc.						
ECA.PROT207	VISA on Arrivals	C+1	D		No	
Records on completed requested Visa, pending Visas and Immigration airport visa on arrival						
ECA.PROT208	Miscellaneous Files	C+1	D		No	
Records related to gate pass to ECA, Official Functions, duty free, etc						
ECA.PROT209	Attendance Registers	C+5	D		No	RCN143
Records on monthly attendance of Protocol staff members, overtime reports,						
ECA.PROT210	Chronological Files (Incoming and Outgoing)	C+1		D		RCUN104
Copies of outgoing and incoming correspondence, memos, code cables, faxes, etc., arranged chronologically for quick reference.						
ECA.PROT211	Information Circulars and operation procedures	S	D		No	RCUN122
Policies, procedures, directives, instructions and guidelines received from other office concerning day to day operations including budget and financial procedures, personnel matters, recordkeeping, security, procurement, facilities, etc, as well as the administrations of the UN's substantive programs. Policies, procedures, directives, instructions and guidelines received.						

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Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.PROT212	Survey Files Records related to survey reports for hotels and restaurant rates, DSA, Tax and price data etc.	C+3	D		No	
ECA.PROT213	Hotel and Restaurant Rates	C+1	D		No	
ECA.PROT214	Gate Pass Files Records related to request and granting of gate passes to Embassies, NGO's, etc.	C+2	D		No	
ECA.PROT215	Inter-Office Memorandum	C+2	D		No	RCUN104
ECA.PROT216	Airport Pass- Civil Aviation and VIP Lounge Files	C+1	D		No	

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**ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICE SECTION - SHIPPING SUB UNIT**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.SHP300	Imports and Exports (Commission) Files	C+5	D		No	TTS002
Records on importing and exporting consignments of cases for the commission (personal effects, household goods/organization)						
ECA.SHIP301	Imports and Exports Duty Free (Staff) Files	T+1	D	T= after the items are disposed of	No	
Records on importing and exporting consignments of cases for personal effects, household goods, cars, etc under duty free arrangement.						
ECA.SHP302	Records on Processed Shipment (airfreight/sea)	C+3	D		No	
ECA.SHP303	Duty Free Cases Processed (by products-fuel etc)	C+3	D		No	
ECA.SHP304	Records on Insurance Cases	C+3	D		No	
ECA.SHP305	Shipping Invoices	T+7	D	T= payment settled	No	
Records include: request for payments including supporting documents from vendors						
ECA.SHP306	Duty Free Files	C+5	D		No	
Records include: duty free for official vehicles, private vehicles, medicines and other goods, etc.						

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

D=Destroy

**ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICE SECTION - SHIPPING SUB UNIT**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.SHP307	Common UN Shipping Arrangement Files Records: Incoming shipments etc.	T+3	D		No	
ECA.SHP307	Outstanding Shipment Pending Clearance	T+2	D			
ECA.SHP308	Official Shipment Files	C+5	D		No	
ECA.SHP309	Correspondences Records related to correspondences with cargo services, storage, request to transfer	C+2	D		No	RCUN104
ECA.SHP310	Market Surveys Files Records related to surveys on packing, clearance and forwarding agencies	C+2	D			
ECA.SHP311	Bill of Lading Register Files Records: airway bill and Bill of Ladings	C+3	D		No	
ECA.SHP312	Shipping Statistics	C+3	D		No	TTS009
ECA.SHIP313	Receiving and Inspection Report (RIR)	C+3	D		No	
ECA.SHIP314	Travel Authorization	C+2	D			TTS005

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**ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICE SECTION - SHIPPING SUB UNIT**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.SHP315	Chronological Files (Incoming and Outgoing)	C+1				RCUN104
Copies of outgoing and incoming correspondence, memos, code cables, faxes, etc., arranged chronologically for quick reference.						
ECA.SHP316	Personal files for shipment case	T+10	D		No	
ECA.SHP317	Staff Attendance Register and Overtimes	C+5	D		No	RCN143
ECA.SHIP318	Shipping Policy	C+3	D			

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ECA RECORDS RETENTION SCHEDULES

GENERAL SERVICE SECTION - TRANSPORT UNITS

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA. TRAN400	Note Verbal	C+5	A		No	
Records relating to note verbal for driving licenses, plate number, and road transport.						
ECA. TRAN401	Maintenance, Service, and Cleanliness of Cars	C+3	D		No	
All records relating to requests for maintenance services of cars, Forklifts, etc.						
ECA. TRAN402	Vehicles Insurance	T	D	T= after the vehicles are disposed of	No	
Records related to vehicle insurance, insurance renewal, and insurance policies.						
ECA. TRAN403	Budget and Procurement Plans	B+4	D		No	RCUN102
Record related to budget and procurement plans for cars						
ECA. TRAN404	Minutes of Meetings	C+2	D		No	RCUN118
Official copies of minutes of regular section meetings, etc.						
ECA. TRAN405	Correspondences	C+2	D		No	RCUN104
E-mail memos, chrono, letters, incoming and outgoing memos, list of travelers, Audit						
ECA. TRAN406	Purchase Orders	T+7	D	T = Purchase Order expires, purchase completed	No	PROC105
Purchase orders and supporting documentation						

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ECA RECORDS RETENTION SCHEDULES GENERAL SERVICE SECTION - TRANSPORT UNITS

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.TRAN407	Audit Files	T+2		T = Resolution of issues raised in audit	No	RCUN101
The records deal with examinations of the ECA's operations and its response to auditors recommendations						
ECA.TRAN408	Payments request files	T+5	D	T= after payment has been settled	No	
Records related to payment requests (invoices) for car maintenance, fuel consumption, car wash, Travel claims, etc.						
ECA.TRAN409	Duty Roster for Shuttle Services	C+2	D		No	
ECA.TRAN410	Receiving Inspection Report (RIR)	C+3	D		No	
Records to Maintenance costs, Insurance, Invoices and monthly fuel consumption per ECA official cars, etc.						
ECA.TRAN411	Staff attendance register and overtime	C+1	D		No	RCN143
Records related to staff attendance and monthly overtime reports						
ECA.TRAN412	Vehicle Passes	C+3	D		No	
ECA.TRAN413	Driving Test Evaluation	C+5	D		No	

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**ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICE SECTION - TRANSPORT UNITS**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.TRAN414	Staff Uniform	T+3	D	T= when uniforms have been procured and distributed	No	
ECA.TRAN415	UN Sold Vehicles Files	T+3	D	T= After audit has been carried out	No	
ECA.TRAN416	Official vehicle Information	T+3	A		Yes	
ECA.TRAN417	Accident Report	C+5	D		No	
ECA.TRAN418	Agreements and correspondence with Airlines	P	A		Yes	TTS007

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ECA RECORDS RETENTION SCHEDULES GENERAL SERVICE SECTION - TRAVEL UNIT

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.TTU500	Travel Agencies Matters	T+10	D		No	TTS006
Correspondence with travel agent and contract, Statements of accounts, records and management reports						
ECA.TTU501	Official Vehicle Daily Trips File	C+3	D		No	
Includes records related to UNSG visit vehicle allocation, vehicles hiring						
ECA.TTU502	Interoffice Memorandum	C+2	D		No	RCUN104
ECA.TTU503	MOU Files	P	A		No	
Records on MOU between UN Agencies for travel management Issues						
ECA.TTU506	Travel Bids Documents	T+1	D	T= Bids completed, bid expires, services/items procured.	No	
ECA.TTU507	Travel Statistics	C+5	D		No	TTS008

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**ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICE SECTION - TRAVEL UNIT**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.TTU508	Information Circulars	C+5	D		No	
ECA.TTU509	Payment request files	T+7	D		No	
Copy of credit invoices of unutilized tickets, and copy of invoices from vendors						
ECA.TTU510	Travel Authorization	C+2	D		No	TTS005
Records related to travel authorization process, air ticket refund including copies to participants, consultants, professionals and miscellaneous copies.						
ECA.TTU511	Travel Arrangement Plans and Mission Clearance Files	T+1	D	T= Trip completed	No	RCUN139
Travel request, Reservations, itineraries, contact information, travel bookings etc. for official staff travel.						

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ECA RECORDS RETENTION SCHEDULES

GENERAL SERVICE SECTION - INVENTORY AND SUPPLY SERVICES MANAGEMENT UNIT (ISSMU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.ISS600	Audit Files	T+2	D	T= resolution of issues raised in audit	No	RCUN101
Records: Sections copies of audit reports, responses to reports and supporting materials pertaining to internal and external audits of ECA SROs, Divisions and sections						
ECA.ISS601	Repair and Maintenance Files	T	D	T = Equipment no longer maintained/disposed of in compliance with UN Property Survey Board Guidelines & Procedures.	No	RCUN114
Files pertaining to the maintenance and operation of office equipment, & furnishings, copiers, computers, monitors, printers, scanners and other peripherals and associated equipment including , documentation, manuals, service contacts, warranties, where purchased, etc.						
ECA.ISS602	Contract Files	T+7	D	T= after the expire of the contract	No	PROC103
Contract management reports, etc.						
ECA.ISS603	SRO Files	C+5	D		No	
Records include SRO procurement, Inventory data, transfer to SROs, inventory with SROs etc.						
ECA.ISS604	Survey Files	C+5	D		No	
Cafeteria survey records, implementation surveys, property board survey records , etc						

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ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICE SECTION - INVENTORY AND SUPPLY SERVICES MANAGEMENT UNIT (ISSMU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.ISS605	Insurance Files	C+5	D		No	
Records include insurance valuation for UN properties, donation certificates						
ECA.ISS606	Donation Files	C+2	D		No	
Records: donation request letters, list of donated items etc.						
ECA.ISS607	Disposal Files	C+2	D		No	
Records: request for disposal, records on disposed scraps of wood and other materials, destruction certificates, disposal reports, disposal and write off cases, etc.						
ECA.ISS608	Meeting Files	C+3	D		No	RCUN118
Records: meeting agenda, list of participants of various meetings						
ECA.ISS609	Gate Pass Files	C+5	D		No	
Record related to returnable and non-returnable item etc						
ECA.ISS610	Inventory Control Files	C+2	D		No	
Records include yearly, monthly physical count of furniture, equipments and other materials, office furniture distribution list, personal office equipment inventory, etc,						
ECA.ISS611	Correspondences	C+2	D		No	RCUN104
Incoming and outgoing memo, e-mail correspondences,						

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ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICE SECTION - INVENTORY AND SUPPLY SERVICES MANAGEMENT UNIT (ISSMU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.ISS612	Receiving for Inspection Reports (RIR)	C+5	D		No	
ECA.ISS613	Procurement Files Procurement plans, Bid documents	C+1	D		No	
ECA.ISS614	Technical Evaluation Reports	C+2	D		No	
ECA.ISS615	Non Expandable Property Report Files	C+5	D		No	
ECA.ISS616	Management Reports Monthly management reports,	P	A		No	
ECA.ISS617	Budget Files Final budget packages submitted to deliberating bodies with reviews and approve	T+3	D	T = Budget approved/final budget published.	No	
ECA.ISS618	Missing and Thief Report Files	C+10	D		No	
ECA.ISS619	Property Survey Board Meetings	C+5	D		No	

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ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICES SECTION - INVENTORY AND SUPPLY SERVICES MANAGEMENT UNIT (ISSMU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.ISS620	Unsigned Vouchers	C+2	D		No	
ECA.ISS621	Pre-Encumbrance (PE) Files	C+2	D		No	
ECA.ISS622	Fuel Station Files Status, update, and bid documents	C+2	D		No	
ECA.ISS623	Property Leasing Files records regarding leasing of various equipments	T+5	D	T= after lease has expired	No	
ECA.ISS624	Discrepancy files Outstanding discrepancy voucher,	C+5	D		No	
ECA.ISS625	Information Circulars, Rules and Procedure Files	C+2	D		No	
ECA.ISS626	Staff Attendance Register and Overtimes	C+5	D		No	RCN143
ECA.ISS627	Clearance file	T+1	D	T=After separation/transfer	No	

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**ECA RECORDS RETENTION SCHEDULES
GENERAL SERVICE SECTION - REGISTRY SUB-UNIT**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.REG700	Manifest Pouch Delivery Request Files	C+5	D		No	
ECA.REG701	Incoming and Outgoing Chrono	C+3	D		No	
ECA.REG702	Incoming and Outgoing Pouch	C+3	D		No	
ECA.REG703	General Correspondences	C+3	D		No	
ECA.REG704	Information Circulars, Rules and Procedure Files	C+5	D		No	
ECA.REG705	Payments Request files	T+5	D	T= after payment has been settled	No	
Records related to payments to various vendors such as DHL , Ethiopian Airways etc.						

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ECA RECORDS RETENTION SCHEDULES

GENERAL SERVICE SECTION - (General files within the Chief of the office & Admin office)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.GSS800	GSS Chronological files	C+3	D			
Copies of outgoing and incoming correspondence, memos, faxes, etc., arranged chronologically for quick reference.						
ECA.GSS801	PE's Verification of Budget	C+3	D			
ECA.GSS802	Correspondance Records related to mail tracking, memo's, Activity report	C+2	D			RCUN104
ECA.GSS803	Reports Records related to Delegation of Authority report, MOU, Certifying Officer report....	P	A			
ECA.GSS804	Receive and Inspection Report	C+3	D			
ECA.GSS805	Property Survey Board Files	C+5	D		No	
ECA.GSS806	Recruitment File Records related to CV, Vacancy Announcement, Application, etc	T+2	D	T=after position /cancelled	No	RCUN134
ECA.GSS807	Performance management Files Records related to E-pas, Pas etc.	T+3	D	T=transfer or separation	No	RCUN131

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ECA RECORDS RETENTION SCHEDULES

GENERAL SERVICE SECTION - (General files within the Chief of the office & Admin office)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.GSS808	OIOS Record related to OIOS Report, Audit report of OIOS, etc.	C+5	D		No	
ECA.GSS809	Time & Attendance Record related to attendance, overtime report , leave request etc..	C+5	D		No	
ECA.GSS810	Meeting Files Agendas and minutes of regular section meetings.	C+2	D		No	RCUN118
ECA.GSS811	Committee Files Agendas, minutes, reports, work papers with respect to participation in Official ECA Committees or ECA participation in internal or external boards & groups.	B+1	D	Committee Chair's copy is to be reviewed by the Archive for permanent retention.		RCUN105
ECA.GSS812	Personal Files	T+30	D		No	
ECA.GSS813	Budget Files Section copies of correspondence, memos, and reports dealing with planning the substantive and administrative activities of an office; budget submissions and budget, preparation instructions; tracking of allotments and expenditures; performance indicators; medium term planning; accomplishment, activity and workload reports submitted to higher level.	B+4	D		No	RCUN102
ECA.GSS814	Audit Files Department copies of audit reports, responses to reports and supporting materials pertaining to internal and external audits of UN Departments, Offices, Divisions and Programmes.	T+2	D	T = Resolution of issues raised in audit	No	RCUN101

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**UNECA RECORDS RETENTION SCHEDULES
HUMAN RESOURCES SERVICES SECTION (HRSS)**

Approved by

Name: **AMAKESWARA RAO**
 Designation: **CHIEF, HRSS, DoA**
 Signature: **AMCWR CC**
 Date: **22/3**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention schedules
ECA.HRS100	Chronological Files - Incoming & Outgoing - Human Resources Correspondences	C+3	D		No	OHRM115
Copies of outgoing and incoming correspondence, memos, code cables, faxes, etc., arranged chronologically for quick reference. The record copy must be placed in the relevant subject file or record series in the office originating or taking action.						
ECA.HRS101	Human Resources Policy/Precedent Files (Subject/Reference)	P	A		No	OHRM135
Reference files containing history of human resources policy and procedures decisions, including examples of unusual cases which have value as models or examples of policy interpretation.						
ECA.HRS102	Human Resource Policies and Procedures File	P	A		No	OHRM129
Master File of human resource policies, procedures, rules and regulations						
ECA.HRS104	Education Grant Claims File	T+7	D	T= Separation of employee or last education grant entitlement reached	No	OHRM118
File documenting grants for tuition for children of ECA staff members. Include grants for special education, requests and claims.						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS104	Education Grant Claims File	T+7	D	T= Separation of employee or last education grant entitlement reached	No	OHRM118
File documenting grants for tuition for children of ECA staff members. Include grants for special education, requests and claims.						
ECA.HRS105	Substantive Skills Training Program Files	P	A		No	Unit's proposal
Training programs developed, Forms filled out by course participants and facilitators evaluating courses they have attended/taught. Used to revise and improve training programs, courses and workshops						
ECA.HRS106	Centrally Coordinated Training Program Files	T+4	D	T= after audit has been carried out		Unit's proposal
Forms filled out by course participants and facilitators evaluating courses they have attended/taught. Used to revise and improve training programs, courses and workshops						
ECA.HRS107	Personnel Files	T+30	D	T= Separation or retirement of staff	Yes	OHRM156
Official personnel file for ECA staff includes info & supporting docs relating to staff's employment, exam results, education credentials, referees & beneficiaries; comp, benefits & special allow. or payments; PA's; EPAS, letters of appointment & contracts, commendations & declarations; visas, passports, travel on recruitment, outside employment; initial medical clearance, jury duty, home leave, repatriation & attendance.						
ECA.HRS108	Travel Advance Files	T+7	D	T= after claims settled and audit undertaken	No	

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS109	Salary Advanced Files	T+7	D	T= after claims settled and audit undertaken	No	
ECA.HRS110	Human Resources Information Circulars	T+10	D	T= IC expires	No	OHRM133
Information Circulars by topic along with expiration dates						
ECA.HRS111	Job Classification	P	A		No	OHRM137
Reports, correspondence, work papers concerning the classification of each ECA job title and position with respect to compensation						
ECA.HRS112	Vacancy Announcement Case Files	T+5	D	T= Vacancy filled, position withdrawn	No	OHRM176
Files containing information concerning the announcement of job vacancies for the position. These would include post monitoring forms, job opening itself, tests administered, interview reports, final recommendations etc.						
ECA.HRS113	Course, Training Program, Workshop Feedback Forms	C+3	D		No	
Forms filled out by course participants and facilitators evaluating courses they have attended/taught. Used to revise and improve training programs, courses and workshops.						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES



HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS114	Pension Renumeration History Files	P	A		Yes	OHRM157
Files pertaining to decisions concerning the calculation of pensions.						
ECA.HRS115	LPE Examinations	P	D		No	OHRM141
Records: List of applicants, examination schedules etc,						
ECA.HRS116	Procurement Files	T+ 1	D	T= procurement completed, contract expires, service completed, warrant period finished	No	RCUN124
Yearly procurement plans, correspondences, etc.						
ECA.HRS117	Special Service Agreement's File (SSA's)	T+5	D	T= consultant no longer engaged	No	OHRM167
Singed and approved contracts, payment vouchers for individual contractors (consultants)						
ECA.HRS118	Acting Arrangement Files	C+2	D		No	
Records: Inter office memorandum						
ECA.HRS119	Examination Results File	P	D		No	OHRM124
Records: Records detailing results/ tests undertaken by staff						

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**UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
HUMAN RESOURCES SERVICES SECTION (HRSS)**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS120	Language Proficiency Exam Development Files	T	D	T= Retain as long as useful	No	OHRM140
Files containing history of development of ECA language proficiency exams - to aid in construction of examinations administered each year.						
ECA.HRS121	Administrative Tribunal File	P	A		No	
Records related to tribunal administration						
ECA.HRS122	Advisory Committee on Administrative and Budgetary Matters	P	A		No	
Records: Interoffice Memorandum						
ECA.HRS123	African Region Center for Technology	P	A		No	
Inter office Memorandum						
ECA.HRS124	African Center of Metrological	P	A		No	
Memorandum related to application for development (ACMAD)						
ECA.HRS125	African Regional Center for Solar Energy in Bujumbura Burundi	P	A		No	
Record type: Memorandum						
ECA.HRS126	Appointment, Promotions and Other Staff Changes	C+10	D		No	

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



UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS127	Assignment Grant Files	C+6	D		No	
Record type: Memo						
ECA.HRS128	African Regional Centers for Engineering Design and Manufacturing (ARCEDEM) Files	P	A		No	
ECA.HRS129	Association of Former International Civil Servants	P	A		No	
Memo, AFICSn News letters						
ECA.HRS130	African Center for Applied Research and Training in Social Development Libya	P	A		No	
Records: Letters, Vacancy Announcement, Staff Rules and Regulations of ACSOD						
ECA.HRS131	Assignment of Staff Office of HRM File	C+2	D		No	
Record type: Information Circulars						
ECA.HRS132	Appointment of staff to Personnel Functions Files	C+5	D		No	
Record type: Information circulars						
ECA.HRS133	African Development Bank File	P	D		No	
Record type: Facsimile transmission						
ECA.HRS134	African Regional Co-coordinating Committee RAF	P	A		No	
Record type: Interoffice Memorandum						

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS135	Allocation of Office Space File	C+3	D		No	
Record type: Information Circular & Interoffice Memorandum						
ECA.HRS136	Assignment to the Field File	C+5	D		No	
Record type: Memorandum & Information Circulars						
ECA.HRS137	Audit Report File	T+2	D	T= after issues on audit are sorted out	No	RCUN101
Record type: Interoffice Memorandum						
ECA.HRS138	Automated Personnel Management File	P	D		No	
Record type: Office Automation Training & memorandum						
ECA.HRS139	Budget Files	B+4	D		No	RCUN104
Record type: Section copies of correspondence, memos, and reports dealing with planning the substantive and administrative activities of an office; budget submissions and budget preparation instructions; tracking of allotments and expenditures; performance indicators; medium-term planning; accomplishment, activity and workload reports submitted to higher levels. Allotment status, Information Circular						
ECA.HRS140	Budget & Finance Files	B+4	D		No	RCUN102
Record type: Development Issues & Policies, Regional Co-operation for Development						
ECA.HRS141	Building Management Unit (BMU) file	P	A		No	
Record type: Interoffice Memorandum						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS142	Cable Unit Files	P	A		No	
Record type: Interoffice Memorandum & Improvised UN Cable Force						
ECA.HRS 143	Economic Commission for States of Higher Lakes File (ECPGL)	P	A		No	
Record type: Memorandums						
ECA.HRS144	Carrier Development File	T+3	D	T= completion of course or workshop	No	OHRM109
Record type: Facsimile Transmission & Memorandums						
ECA.HRS145	Center for Research on Population & Development File	P	A		No	
Record type: Memorandums						
ECA.HRS147	Classification of Destinations File	C+10	D		No	
Record type: News, Information Circular, Summary of Comparator Firing Benefits						
ECA.HRS148	Reclassification of Professional Posts & Salary Levels File	P	A		No	OHRM137
Record type: Request for Classification Action, Memorandums Personnel						
ECA.HRS149	Clinic UNECA Files	C+10	D		No	
Record type: Memorandums, Contract for Consultant, News Letter, Personal Documents						

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS150	UN Clinic Advisory Committee Files	P	A		No	
Record type: Memorandums, Examining Physicians						
ECA.HRS151	Classification of Duty Station Files	P	A		No	
Record type: Classification of Duty Stations, Memorandums Project Personnel Circular						
ECA.HRS152	Competitive Examination G to P file	T	D	T= employee separated or retires	No	OHRM125
Record type: Information Circular, Interview Report Form						
ECA.HRS153	Commutative Examinations for Promotion to the Professional Category Files	T	D	T= employee separated or retires	No	
Record type: Memorandum, Instruction Administrative, Personnel						
ECA.HRS154	Competitive Examination for Spanish Interpreters File	T	D	T= employee separated or retires	No	
Record type: Information Circular						
ECA.HRS155	Conversion of Ethiopia Currency to Hard Currency File	C+1	D		No	
Record type: Memorandum						

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS156	Consultative Committee on Administrative Questions (CCAQ) file	P	A		No	
Record type: Personnel Statistics Report of 81st Session of the Consultative Committee on Administrative Questions (Personnel & General Administrative Questions)						
ECA.HRS157	Conference Services Section File	C+5	D		No	
Record type: Memorandums						
ECA.HRS158	Currency of Payment of Salaries and Allowance file	C+2	D		No	
Record type: Memorandum, Administrative Instruction						
ECA.HRS159	Dar-Es Salaam and DODOMA Salary Scales Revision file	C+3	D		No	
Record type: Personnel, Salary Revision						
ECA.HRS160	Dependency (General) File	T+30	D	T= after parents have retired or separated from the employment	No	
Record type: Information Circular, Questions on Dependency, etc.						
ECA.HRS161	Diplomatic Privileges of Immunities File	P	D		No	
Record type: Memorandums						
ECA.HRS162	Field Service Staff Promotion Review File	P	A		No	
Record type: Promotion Review, Report on the ad hoc committee Promotion Review Field Service Staff A.A, Performance Evaluation Report						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS172	Extra Budgetary Resource Posts Files	B+4	D		No	RCUN104
Record type: Outgoing Cable, Memorandum						
ECA.HRS173	Extension of Appointment Files	T+5	D	T= after contract expires	No	
Record type: Fixed term appointments, Cleaners, Guards, Memorandums, correspondences etc.						
ECA.HRS174	Ex Secretary Speeches Files	P	A		No	
Record type: Opening Address at the 17th Meeting of the Technical Preparatory of the Whole (TEPCOW)						
ECA.HRS175	Fact Sheets Files	P	A		No	
Record type: Memorandums						
ECA.HRS176	Field Service Category Files	C+3	D		No	
Record type: Facsimile Transmission						
ECA.HRS177	Equipment Supplies Files	C+3	D		No	
Record type: Information Circular, Memorandum, Outgoing Cable						
ECA.HRS178	East African Mineral Development Center Dodoma Candidates Files	C+3	D		No	
Record type: Fax Messages, Memorandums, Vacancy Announcement						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS179	Gender Issues Files Record type: Memorandums	P	A		No	
ECA.HRS180	Hazardous Duty Stations Files Record type: List of Addresses, Memorandums	C+5	D		No	
ECA.HRS181	Rental Subsidies Files Record type: Information Circular, Extended Installation Grant,	C+5	D		No	OHRM162
ECA.HRS182	IDEP National Local Salary Scale Senegal Files Record type: Memorandums, Personal staff Payroll	C+6	D		No	
ECA.HRS183	IDEP General Files Record type: Vacancy Announcement, Receipt Voucher Personal Records	C+3	D		No	
ECA.HRS184	Internship Programme Files including health certificates, proof of health insurance, proof of enrollment in graduates studies,	C+2	D		No	OHRM136
ECA.HRS185	Information Service Unit (Section) Files System (GSRPS)	C+4	D		No	

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**UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
HUMAN RESOURCES SERVICES SECTION (HRSS)**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS186	Joint Appeals Board Files	P	A		No	
Record type: Information Circular, Draft Action Plan on HRM, Pass Ratings Spread, Memorandum						
ECA.HRS187	Joint Advisory Committee Files	P	A		No	
Record type: Memorandum						
ECA.HRS188	Mission Assignment of GS Staff Files	C+3	D		No	
Record type: Outgoing Facsimile, Facsimile Transmission, Information Circular						
ECA.HRS189	Mobility and Hardship Allowance Files	C+3	D		No	OHRM153
Record type: UN Facsimile Switching System UN Head Quarters, Annual Amount of Mobility & Hardship allowance Payable in Dollars						
ECA.HRS190	Lusaka MULPOC Files	C+3	D		No	
Record type: Memorandums, Administrative Item						
ECA.HRS191	MULPOC Lusaka Salary Scale Files	C+6	D		No	
Record type: Memorandums, GS Category Salaries						
ECA.HRS192	Multi National Program & Operational Center (MULPOC) Yaoundé Files	P	A		No	
Record type: Memorandums, Fax Form, Leave Plan for Year etc.						

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS193	MULPOC Gisenyi Files	C+3	D		No	
Record type: Memorandum						
ECA.HRS194	MULPOC/ Lusaka Disciplinary Cases Files	T+5		T= after cases have been settled		
Record type: Facsimile Transmission Form, Personal Checking Account, Draft Report Form etc.						
ECA.HRS195	Management of Gysenyi Mulpoc Files	P	D		No	
Record type: Memorandum, Summary of Allotment, Mission Travel & Salary Advances						
ECA.HRS196	Niamey Mulpoc Files	C+3	D		No	
Record type: Memorandums						
ECA.HRS197	MULPOC Niamey Salary Scale Files	C+10	D		No	
Record type: GS Category Salaries & Allowances Memorandum						
ECA.HRS198	MULPOC Tangiers Salary Scale Files	C+10	D		No	
Record type: Facsimile Transmission, Personnel GS category Salaries & Allowances, Memorandums						
ECA.HRS199	MULPOC Tangers Files	C+3	D		No	
Record type: Strategy of the Transfer of SRDC North Africa, Fax Messages Vacancy Announcement						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS208	PADIS File	C+5	D		No	
Record type: Memorandum, Provisional Program Of Work						
ECA.HRS209	Panel on Discrimination and Grievances Files	P	D		No	
Record type : Information Circular, Memorandums						
ECA.HRS 210	Performace Appraisal Rebuttal Files	P	A		No	
Record type : Information Circular, Memorandums						
ECA.HRS211	Passports + Visas File	C+3	D		No	
Record type: Information Circular, Memorandums						
ECA.HRS212	Personal Action (P.S) Numbering System File	C+3	D		No	
Record type: Outgoing Cable, Personal Action Numbering System						
ECA.HRS213	Miscellaneous Letters File	C+2	D		No	
Record type: Letters, Vouchers for Reimbursement of Expenses						
ECA.HRS214	Personnel Directive (PD)Files	S	D		No	
Record type: Personnel Directives						
ECA.HRS215	Post Classification of Requests Files	P	A		No	OHRM137
Record type: Request for Post Classification & Vacancy Announcements (Professional Posts)						

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS216	Post Adjustment Classification Files	P	A		No	OHRM137
Record type: Post Adjustment New York, Candidates, Post Adjustment Circular, Information Circular Memorandum						
ECA.HRS217	Regional Center for Training in Aerial Surveys (ILE-IFE Nigeria) Nairobi File	P	A		No	
Record type: Memorandums, Background to the Work of Task force on Records Staff Regulations, Staff Rules & Regulations						
ECA.HRS218	Preferential Trade Area (PTA) Files	P	A		No	
Record type: Memorandums, Outgoing Cable, Request for Secretarial Service, Report of the 3rd Meeting of the Council of Ministers						
ECA.HRS219	Pre-Departure Allowance to Staff in Ethiopia on Separation from Staff file	T+2	D	T=after payment has been made		
Record type: Information Circular						
ECA.HRS220	Program Budget Files	C+5	D		No	
Record type: Rates for Short Term Conference Interpreters, Translators, Revisers, Editors & Precise Writers						
ECA.HRS221	Rates for Short Term Conference Interpreters, Translators & Precise Writers file	C+3	D		No	
Record type: Office Instruction, Memorandums						
ECA.HRS222	Rate of Exchange Files	C+1	D		No	
Record type: Information Circular, Memorandums						

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS223	Retiring file	P	D		No	
Record type: Staff Retiring From 1988 to 1991, Staff Reaching the age of Retirement						
ECA.HRS224	Rent Increase Files	P	D		No	
Record type: Rental Subsidies and PTA, Information Circular, Rents of House of Staff in the Professional Category, Incoming Cable						
ECA.HRS225	Residential Security Guard Service Measures Files	P	D		No	
Record type: Information Circular, Memorandums						
ECA.HRS226	Promotion Register Files	C+5	D		No	
Record type: Memorandum						
ECA.HRS227	Recruitment Files	T+2	D	T= Vacancy filled, position withdrawn	No	OHRM176
Record type: Fax Messages, Memorandums, Lost of Retirees in 1989						
ECA.HRS228	Regular/Permanent Appointment GS Files	C+5	D		No	
Record type: Memorandum						
ECA.HRS229	Regional Institute for Popular Studies (RIPS) Files	P	A		No	
Record type: Circulation of Administrative Reports, UN Joint Appeals Board Report to the Secretary General, Memorandum Regional Institute for Population Studies						

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS230	RIPS Special Subject Agreements & Other Files	P	A		No	
Record type: Agreement between the UNECA & the Government of the Republic of Ghana Regarding the Head Quarter of the Republic of the Regional Institute of Population Studies						
ECA.HRS231	Salary Scale of Professional Status Files	P	D		No	
Record type: Salary Scale for Professional & Higher Categories Showing the Annual Gross & Net Equivalents after staff Assessment Rates, Information Circular etc.						
ECA.HRS232	GS Salaries Files	C+6	D		No	
Record type: Facsimile Transmission						
ECA.HRS233	Salary Survey file	P	D		No	OHRM164
Record type: Letters, ILCA Remuneration Survey						
ECA.HRS234	Salary Scale for Staff in the Field Category Files	P	A		No	OHRM163
Record type: Information Circular						
ECA.HRS235	Salary Rates for Short Term Staff file	C+3	D		No	
Record type: Memorandum						
ECA.HRS236	Salary Assignment of Regional Advisory Files					
Record type: Memorandums						
ECA.HRS237	SAERP/WARIIS Files	C+3	D		No	
Record type: Memorandum, SPPD Documents						

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS238	Security Coordination Council Files Record type: Security Situation in Ethiopia, Information Circular, Memorandum	P	A		No	
ECA.HRS239	Security & Safety Service Travel Plan for Sept & Oct 2007 Files Record type: Memorandums	C+5	D		No	
ECA.HRS240	Separation Arrangements Files Record type: Memorandum	T+10	D	T= after the separation of the staff	No	
ECA.HRS241	Shipment Files Record type: Letters, Administrative Instruction	C+5	D		No	
ECA.HRS242	Staff Development Training Advisory Committee Files Record type: Memorandums	B+1	D	Committee's Chair copy is to be reviewed by RMU for permanent preservation	No	RCUN105
ECA.HRS243	Staff Union Committee File Record type: Memorandums	P	D		No	
ECA.HRS244	List of Meeting Files Records: Letters for meetings on various subjects	C+2	D		No	RCUN108

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS245	Leave Request Forms	C+5	D		No	RCUN143
Records: Forms with details for leave requests and approvals						
ECA.HRS246	Staff Rules and Outlines	S	D		No	RCUN122
ECA.HRS247	ECA Staff Listing	P	D		No	
Records: Staff listing by type, grade, division, Nationality, and by budget type						
ECA.HRS248	Administrative Reports and Instructions	P	A		No	
Records: instructions on Performance Evaluation System, Education grant, employment of spouses, and Administrative reports for SROs						
ECA.HRS249	Monthly Staff Attendance Sheets/Reports	C+3	D		No	
ECA.HRS250	Recommendation for Promotion Files	C+5	D		No	
Records include: Personnel Records, Note AA1, AA2, A3B7 etc,						
ECA.HRS251	Candidates Evaluation Files for Various Divisions and Sections	T+5	D	T= after the posts have been filled	No	
Records: Request for Evaluation of candidates for the roster and for specific posts.						
ECA.HRS252	ECA IRFA Report Files	C+10	D		No	
Records: List of staff members with Children between 18-21 years of age by department and Loc. Code						
Records: Local salary survey committee, Minutes of the Meetings, Survey manuals etc.						

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HUMAN RESOURCES SERVICES SECTION (HRSS)**

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS253	Rental Subsidiary Files	C+5	D		No	OHRM163
Records: Personnel List with Rent and Subsidy information (UN and all agencies of the Common system); Report of the Ad Hoc Committee on the Living Conditions in Ethiopia						
ECA.HRS254	Recruitment of Regional Advisors Files	T+2	D	T= Vacancy filled, position withdrawn	No	OHRM176
Records: Vacancy announcement, applications, Assessment Criteria, Interview Reports, etc for Small and Medium Scale Industry, Statistical Organization and Development, Water Resources, Transport and Communication, Population Participation and Community Development, Industrial Policies Investment Promotion, Demographic Analysis and Research, Entrepreneurship and Private Sector Development, Agriculture production and Environment etc.						
ECA.HRS255	Test and Examination Results File	P	D		No	OHRM124
Results of English Short Hand, French Short hand test, Correspondences External examinations						
ECA.HRS256	DSA Subject File	C+6	D		No	
Records: Schedule of Daily Subsistence Allowance						
ECA.HRS257	Human Resource Service Section Audit File	P	A		No	
Records: Audit of ECA Staff administration Activities within HRSS, Observation of the Internal Auditors on HRSS, Audit findings and Recommendations, etc.						
ECA.HRS258	SSA for SRDCs	T+5	D	T = consultant no longer engaged.	No	
Records: Interoffice Memorandums on SSA contracts, Contracts						

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HUMAN RESOURCES SERVICES SECTION (HRSS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.HRS 259	Rebuttal Cases File	T+5	D	T+ after the case is settled	No	
Records: Rebuttal cases follow slip, List of members of Panels, Inter-office memorandum regarding results of ad hoc investigation on Rebuttal of Performance review reports etc.						
ECA.HRS260	Within the Grade Increment (WGI) Files	P	D		No	
Records: Inter-office Memos with recommendation of staff on the within the grade increment						
ECA.HRS261	Extension of Contract Pas and Related Cases Files	C+5	D		No	
Review of Contractual status for individuals,						
ECA.HRS262	Travel Authorization Forms (PT8)	C+2	D		No	TTS005
ECA.HRS263	Time and Attendance Records for SROs -EA	C+5	D		No	RCN143
Attendance report per month.						
ECA.HRS264	Note Verbal Files	C+5	D		No	
Correspondences ECA and Immigration Offices.						
ECA.HRS265	Reading Files	S	D		No	RCUN128
Records: various records.						
ECA.HRS266	SROs Administrative Reports	P	A		No	
Records: Inter-office memos on administrative records						
ECA.HRS267	Legal Documents and Agreements	P	A		No	

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**UNECA RECORDS RETENTION SCHEDULES
FACILITY MANAGEMENT SECTION (FMS)**

Approved by

Name: M. YUMUS

Designation FMS OIC

Signature *[Signature]*

Date 28/8/12

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention schedules
ECA.FMS100	Incoming and Outgoing Correspondence Files	C+2	D		No	RCUN104
Records include: purchase requests, Technical evaluation, Payment requests, Maintenance requests, Renovation works, extension of contracts, office space, and communications related to recruitment and other HR cases.						
ECA.FMS101	Outsourced Civil Works, Housekeeping, Electro-mechanical Contractor Files	T+3	D	T= Contract expires or terminated	No	
Records include: Payment requests, Contracts, and Contract extension communications etc.						
ECA.FMS102	Job Description File	T+2	D	T= Separation or retirement of staff	No	RCUN134
Records details: Memo of engaging new staff, job reclassification, Request for new posts etc.						

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UNECA RECORDS RETENTION SCHEDULES FACILITY MANAGEMENT SECTION (FMS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.FMS103	Project Files: Civil Works, Electronic Works, Mechanical Works, etc.	T+20	A	T= after completion of the project	Yes	PDCS- MPU
Records include: Documentation regarding projects of architectural/engineering construction or projects of office space reconfiguration/consolidation for ECA buildings, including related drawings, proposals, correspondences, contractors (sub contractors), contractual agreements, requisitions, invoices, purchase orders, change orders, memorandums or funds, all agendas, meeting etc.						
ECA.FMS104	Project Files: SROs	T+20	A		Yes	PDCS- MPU
Records include: Documentation regarding projects of architectural/engineering construction or projects of office space reconfiguration/consolidation for ECA SRO's buildings, including related drawings, proposals, correspondences, contractors (sub contractors), contractual agreements, requisitions, invoices, purchase orders, change orders, memorandums or funds, all agendas, meeting etc.						
ECA.FMS105	Job Description File	T+2	D	T= Separation or retirement of staff	No	RCUN134
Records details: Memo of engaging new staff, job reclassification, Request for new posts etc.						
ECA.FMS106	Processed Vacancy Files	T+3	D	T= position filled	No	RCUN134
Records include: CVs, Interview reports, Technical examination reports, Interview and examination results, etc.						

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UNECA RECORDS RETENTION SCHEDULES FACILITY MANAGEMENT SECTION (FMS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.FMS107	SSA Contract Files Records: Singed and approved contracts, payment vouchers for individua	T+5	D	T = After the consultant is longer engaged	No	OHRM167
ECA.FMS108	Time and Attendance Files Records: filled and approved overtime, sick leave and annual leave forms	C+5	D		No	RCN143
ECA.FMS109	E-pass Files Records: Personnel performance evaluation reports	C+3	D	T= retain as useful for long term trending and analysis	No	OHRM159
ECA.FMS110	Travel (Document) Files Records: Authorized travel plans, Mission Clearance, F-10 Claim Forms,	T+1	No	T= trip completed	No	RCUN139
ECA.FMS111	Request to Store Files Requisition and submission from the central store without code No., supplies etc.	T	D	T= Service request completed	No	RCUN129
ECA.FMS112	General Assembly Resolutions File	P	A		No	

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UNECA RECORDS RETENTION SCHEDULES FACILITY MANAGEMENT SECTION (FMS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.FMS113	UN Agencies File Records include: MOUs, Rentals, Office Space etc.	T+5	D	T= contract terminated and payment made	No	
ECA.FMS114	Minutes of Meetings File Records: Agenda and approved minutes of section regular meetings	C+2	D		No	RCUN118
ECA.FMS115	Greening the UN Files	T+5	A	T+Completion of the project	No	
ECA.FMS116	Budget Files Records: Unit budget proposals, Approved Section budget, correspondences, Memos, etc	B+4	A		No	RCUN102
ECA.FMS117	Pre-Encumbrances (PE) Files Records: Requests from unit budget allotted, IMS created PE, approved PE Memos with attachments	B	D		No	
ECA.FMS118	Budget Performance Reports File	B+2	A		Yes	

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UNECA RECORDS RETENTION SCHEDULES FACILITY MANAGEMENT SECTION (FMS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.FMS119	Bi-Week Budget Report Records related to performance status of specific section budget	B	D		No	
ECA.FMS120	Petty Cash Files Copies of petty cash requests submitted to Finance Section	T+1	D	T= after audit is carried out	No	
ECA.FMS121	Office Space Management Files Records: MOUs, Lease Agreements with tenants, Rate calculation, communication to Finance, Compound Advisory Committee minutes and decisions	T+10	D		No	PDCS-OMPU
ECA.FMS122	Procurement Files Records: requests for purchase, agreements and contracts for goods and services kept as copies of recipients of goods and services.	T+ 2	D	T= procurement completed, contract expires, service completed, warrant period finished	No	RCUN124
ECA.FMS123	Electromechanics Service Provider Files Records: contract initiation, selection, and administration	T+3		T=contract expires; payment claims settled; and handover completed.	No	

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UNECA RECORDS RETENTION SCHEDULES FACILITY MANAGEMENT SECTION (FMS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.FMS124	Substantive Contracting Documents	P	A		Yes	PDCS-OMPU
Records: Drawing for buildings, Architectural, Structural, Electrical and Sanitary drawings, High voltage drawings,						
ECA.FMS125	Payment for Contractors File	T+3	D	T= payment settled; audit carried out	No	
Monthly payment for housekeeping						
ECA.FMS126	Monthly and Overtime Payment Files	C+1	D		No	
Records: Monthly request letters to GSS, overtime payment requests,						
ECA.FMS127	Monthly and Yearly Maintenance Performance Reports File	T+3	D	T= maintenance completed	No	RCUN114
ECA.FMS128	Utility Files	C+2	D		No	
Records: Correspondences to service providers for Fuel, and Water; payments of bills for electricity, water and Sewage (Addis Ababa and Sewage Authority) and to Health Bureau						

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UNECA RECORDS RETENTION SCHEDULES FACILITY MANAGEMENT SECTION (FMS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.FMS129	Host Country Agreements Files	P	A		Yes	
Records: Agreements with utility providers, Contract agreement between ECA and Host country on supply of water and sewage service, electricity, etc.						
ECA.FMS130	Information Circulars	C+5	D		No	
Records: Fax messages, ECA News, Inter office Memorandums, Circulars etc.						
ECA.FMS131	Work Plan Files	C+4	D		No	
Records: Work plans for various units and other related information, etc.						
ECA.FMS132	Inventory Control Files	C+1	D		No	
Records: yearly, monthly physical count of furniture, equipments and other materials, office furniture distribution list, personal equipments etc.						
ECA.FMS133	Training Files	C+5	D		No	RCUN119

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UNECA RECORDS RETENTION SCHEDULES FACILITY MANAGEMENT SECTION (FMS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.FMS134	Staff Rule Files promotion, Separation from service etc.	S	D		No	
ECA.FMS135	Administrative Rule Files Records: Secretary General Bulletin on Education grant for staff, Conditions of entitlement, etc.	S	D		No	
ECA.FMS136	Equipment Rental Files Records: Correspondences, Memos regarding rental of translation equipments, earphones, Request for simultaneous interpretation equipments, Payment request for the service given, etc.	P	A		Yes	PDCS-OMPU
ECA.FMS137	Warrant Gurantee Files Records: Warranty statements submission for ECA, Service certification, Warranty certificate , Installation certificate, Training certificate	T+2	D	T= after warrant has expired	No	
ECA.FMS138	Miscellaneous Files Records: - Performa invoice, Acting arrangements, Correspondences e.g. Repair for Gaggia coffee, Basic technical data for a "Touch Screen Building Guiding system, Notice of termination contracts, Bid for supply installation of vertical Blinds	C+2	D		No	

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UNECA RECORDS RETENTION SCHEDULES FACILITY MANAGEMENT SECTION (FMS)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.FMS139	Audit Report Files Records: - Correspondence, Draft Audit observations for ECA, List of Recommendation for the 2007 Audit , Routing Slip	T+2	D	T= Resolution of issues raised in the audit	No	RCUN101
ECA.FMS140	Insurance Files Records: Correspondences on Renewal of Global Property Insurance Policy 2008, 2009, 2010.,	C+20	A		No	OHRM102
ECA.FMS141	Mission Report Files Records: Records related to mission reports to SROs	C+10	D		No	
ECA.FMS142	Conference Allocation Files Records: Monthly meeting event schedules, Estimated number of participants, allocated meeting time, organizer's information etc.	C+2	D		No	
ECA.FMS143	Committee on Contract Files Records: correspondences, recommendation of ECA committee on contracts, meeting minutes, ToRs and related to ECA committee on bids etc.	B+1	D		No	RCUN105
ECA.FMS144	House of the executive secretary Files Records: - Request for the settlement of Telephnoe bills, Request for the settlement of electricity bill, Request for the settlement of water bill, Correspondances, Reinovation works at ES house	P	D		No	

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**UNECA RECORDS RETENTION SCHEDULES
UN HEALTH CARE CENTER (UNHCC)**

Approved by

Name: Grace Fombad, MD

Designation Chief Medical Officer

Signature - 

Date 27/03/2012

Schedule Number	Series Name and Description	Total Retention Period	Disposition	Notes	Vital	UN Quoted Schedules
ECA.HCC001	Correspondences	C+3	D		No	OHRM115
Records related to letters from UN Agencies and hospitals, Memoranda from ECA Divisions/Sections, Medical Evacuation						
ECA.HCC002	Monthly Statistics	P	A		No	
Records on monthly statistics from physician and nurses which include Morbidity reports, Number of visits by Agencies, Daily patient's attendance etc.						
ECA.HCC003	Medical Files (Charts)	T+30	D	T = retirement from employment; after termination of the employment	No	
Medical files for ECA staff and their dependants and files for staff for UN Agencies						
ECA.HCC004	Medical Files for ECA and UN Agencies Staff and Dependants (Confidential)	T+30	D	T = retirement from employment; after termination of the employment	No	
Records include: entry medical examination, periodic medical examination, exit medical examination, medical evacuation cases, Psychiatrist cases, Psychological cases, etc.						

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UNECA RECORDS RETENTION SCHEDULES UN HEALTH CARE CENTER (UNHCC)

Schedule Number	Series Name and Description	Total Retention Period	Disposition	Notes	Vital	UN Quoted Schedules
ECA.HCC005	Ophthalmic (eye) Medical Cards	T+30	D	T = retirement from employment; after termination of the employment	No	
Records bearing eye medical information for ECA and UN Agencies staff and their dependants.						
ECA.HCC006	Budget Files	B+4	D		No	RCUN102
ECA.HCC007	Funding Documents (Allotments)	C+7	D		No	
ECA.HCC008	Cash Receipts	C+4	D		No	
ECA.HCC009	Clinic Account Receivables	C+5	D		No	
Records include: supporting documentation for settled cases such as invoices, credit notes, debit advised, notification letters to staff members, and statements of monthly accounts for special agencies.						
ECA.HCC010	Procurement of Goods and Supplies Files	T+2	D		No	
Records: procurement request, ITB, vendor,selection, PO, contracts, Inveicoes, payments						
ECA.HCC011	Purchase (Vendor services)	T+2	D	T = procurement completed, contract expeires, service completed		RCUN123
Records: procurement request, ITB, vendor,selection, PO, contracts, Inveicoes, payments						

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UNECA RECORDS RETENTION SCHEDULES UN HEALTH CARE CENTER (UNHCC)

Schedule Number	Series Name and Description	Total Retention Period	Disposition	Notes	Vital	UN Quoted Schedules
ECA.HCC012	Chrono Files Copies of outgoing and incoming correspondence, memos, code cables, faxes, etc., arranged chronologically for quick reference	C+3	D		No	OHRM115
ECA.HCC013	Regular Budget Files Records: annual budgets, budget reports, requests for budget changes, budget authorizations, internal budgetary records, and other related records.	B+4	D		No	
ECA.HCC014	Medical Insurance Plan (MIP) Files Records include: guidelines, and procedures	T+7	D	T= after procedures and rules have expired	No	
ECA.HCC015	Medical Insurance Claims- (PYMI) Recovery schedules, expenses and payments, Requests, Claims and Pending Issues, etc.	T+5	D	T = Claim/case settled	No	
ECA.HCC016	Medical Rules and Regulations	T+6	D	T= after procedures and rules are changed, updated	No	
ECA.HCC017	Training Files Records include: correspondences, programs, reports, training records, handouts, reservation forms, critiques, etc.	C+2	D		No	

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UNECA RECORDS RETENTION SCHEDULES UN HEALTH CARE CENTER (UNHCC)

Schedule Number	Series Name and Description	Total Retention Period	Disposition	Notes	Vital	UN Quoted Schedules
ECA.HCC018	Applications File Records: records for clinical attachment, New staff members appointment list	C+5	D		No	
ECA.HCC019	Official Meetings and Minutes Files Records: Meeting agendas, list of participants, minutes containing resolutions, medical staff meetings etc	P	A		No	
ECA.HCC020	Medical Clearance Files	C+3	D		No	
ECA.HCC021	Clinic RVS Field Office Reports	P	A		No	
ECA.HCC022	Overtime Reports Records: Weekend and Night Duties	C+5	D		No	
ECA.HCC023	Invoices (PYIN) Salaries of the Consultants, Credit Invoices for hospitals and laboratories	T+4	D		No	
ECA.HCC024	Accounts Receivables (RCBI) Receivables from UN Agencies, GMC (Third party insurance administrator for MIP, Insured staff members (general services), Van Breda (VB), etc.	C+5	D		No	

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UNECA RECORDS RETENTION SCHEDULES UN HEALTH CARE CENTER (UNHCC)

Schedule Number	Series Name and Description	Total Retention Period	Disposition	Notes	Vital	UN Quoted Schedules
ECA.HCC025	Accounts Receivables (PCNL) Receivables from vendors, service providers etc.	C+5	D		No	
ECA.HCC026	Pre-encumbrances (PE) Files Records related to commitment of funds	T+2	D	T= after funds have been committed and used	No	
ECA.HCC027	Obligation Files (OBID)	C+4	D		No	
ECA.HCC028	Cash and Cheque Collections (PDCA)	C+5	No		No	
ECA.HCC029	UNHCC Business Plan	P	A		No	
ECA.HCC030	Petty Cash	T+7	D	T= after audit has been carried out	No	
ECA.HCC031	Hardship Request Files	T+3	D	T=After the request has been settled	No	
ECA.HCC032	Clearance on Separation of Staff Files	C+5	D		No	

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UNECA RECORDS RETENTION SCHEDULES

UN HEALTH CARE CENTER (UNHCC)

Schedule Number	Series Name and Description	Total Retention Period	Disposition	Notes	Vital	UN Quoted Schedules
ECA.HCC033	Dental Medical Chart Files Records: dental related records for ECA, UN Agencies staff and their dependants	T+30	D	T = retirement from employment; after termination of the employment	No	
ECA.HCC034	Prescription and Insurance Papers Records: Pharmacy description for ECA, UN Agencies staff and their dependants	T+10	D	T = retirement from employment; after termination of the employment	No	
ECA.HCC035	X-ray Films Records: x-ray films for ECA, UN Agencies staff and their dependants	C+5	D		No	
ECA.HCC036	Deceased Staff Medical Charts Records: Medical charts for deceased including death certificate for ECA, UN Agencies Staff and their dependants	C+5	D		No	
ECA.HCC037	Security and Emergence Plan Files	P	D		No	
ECA.HCC038	Hospital Referral Files Records:	C+1	D		No	
ECA.HCC039	Hospital Bills Records: credit patient bills; memos for request for settlement of medical expenses, etc.	C+4	D		No	

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UNECA RECORDS RETENTION SCHEDULES

UN HEALTH CARE CENTER (UNHCC)

Schedule Number	Series Name and Description	Total Retention Period	Disposition	Notes	Vital	UN Quoted Schedules
ECA.HCC040	Procurement Files	T+5	D	T = Procurement completed, contract expires, services complete. (RCUN123)	No	
Records: Memos of technical evaluations reports, procurement invoices, memos on renewal of contracts etc.						
ECA.HCC041	Evaluation Decision Files	C+5	D		No	
Records: List of evaluation of consultation of contractors; performance evaluation forms, etc						
ECA.HCC042	SSA Files	T+5	D	T= consultant no longer engaged	No	
Records: Contracts, memos for replacement, recruitment, extension of contracts payment requests, etc.						
ECA.HCC043	List of Agency Staff Files	P	D		No	
Records: Files with list of staff with addresses						
ECA.HCC044	Quality Assessment Report Files	P	D		No	
ECA.HCC045	Time and Attendance Files	C+5	D		No	RCN143
ECA.HCC046	Laboratory Tests File	C+3	D		No	

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UNECA RECORDS RETENTION SCHEDULES

UN HEALTH CARE CENTER (UNHCC)

Schedule Number	Series Name and Description	Total Retention Period	Disposition	Notes	Vital	UN Quoted Schedules
ECA.HCC047	Recruitment Files	T+2	D	T= position filled	No	
ECA. HCC048	Requisition Forms	C+2	D		No	
ECA.HCC049	Pre-Capital Contribution Records: Correspondences, and memos	B+4	D		No	
ECA.HCC050	Meeting Files -Departmental/ Interdepartmental/ Administrative/Status Records: Agendas and minutes of regular departmental/ divisional/interndepartmental meetings	C+2	D		No	

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**UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
BUDGET UNIT**

Approval by Unit Chief: **BUDGET**

Name of the Chief : Ms. Mai-Ellen Russ Jarrett

Signature: *M. Russ*

Date: 25 October 2012

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG001	Correspondences Files	C+5	D			<i>Unit's proposal</i>
Records: Incoming & outgoing memos on various matters, Correspondences on monthly payment instruction changes etc.					Yes	
ECA.BUG002	Financial Statements	B	A		No	ACCT125
Records: outstanding headquarters IOV's, reports						
ECA.BUG003	Budget Performance Report	Bx4	D	Retain for 4 biennia.	No	<i>Unit's proposal</i>
Records: ECA IRFA report, post incumbency report, final report, performance reports, program budget implication, Obligation reports for prior years, performance review meeting agenda, instruction for preparation of 2nd performance report						
ECA.BUG004	Job Posts File	P	A		Yes	OHRM137
Records: Renewal of posts, established posts, IOV posts, post monitoring form, GTA posts , movement of posts under head budget, recommendation for posts, extension of appointment, etc.						
ECA.BUG005	Meeting Files	C+2	D		No	<i>Unit's proposal</i>
Records: Records related to meetings, Memorandums, Medical and life insurance coverage for consultants and participants in advisory meetings, staff on mission posts, Ad-hoc expert group meeting, use of regular budget resources, allocation of resources for translation and interpretation						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG006	Integrate Management Information System (IMIS) Implementation files	P	A		No	
Records: EOM payroll voucher to IMIS, IMIS training, information circular, budget information system standard, ECA IMIS conversion information and financial interim procedures, IMIS desk procedures for ECA, IMIS desk travel request procedures for UNECA, maintaining IMIS financial reference tables						
ECA.BUG07	Reimbursement of Expenses (vouchers)	C+4	D		No	ACCT153
Records: Reimbursement of expenses, indent vouchers for office stationery						
ECA.BUG08	Allotment Advices	B x 4	D	Retain for four biennia	No	<i>Unit's proposal</i>
Records: Allotment advice, allotment listing authorization, summary of , allotment codes, budget performance by object codes, financial statement for the 12, expenditure performance report						
ECA.BUG09	Staffing Table	S	D		Yes	PPBD112
Records: Tables which keep track of headcount for each section, unit, function						
ECA.BUG10	Extra budgetary resources	B+4	D		No	
Records: extra budget narrative, Extra budgetary resources by fund & object of expenditure, resource requirement, detailed justification						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG011	Trust Fund Budget Files	T+10	D	T = Trust fund closed out; all contributions and expenditure reconciled and final audit completed.	No	PPBD114
Records: Administrative instruction, Trust Fund Handbook, Concession finance and global partnership, ECA donor profiles, Reports, data, correspondence, etc., concerning budgeting for trust funds, etc.						
ECA.BUG012	Obligation and Allotment Files	C+6	D		No	ACCT141
Records: obligation reports for prior years, conference and general service, alterations and improvements, central support services, table of obligations, general payment voucher, etc.						
ECA.BUG013	Cancellation of Obligations	C+6	D		No	
Records: Emails, tabular reports, etc.						
ECA.BUG014	Budget Preparation Standards and Guidelines	S+2	D		No	PPBD106
Records: Guidelines and instructions for the preparation of budgets which are distributed to each operating unit. etc						
ECA.BUG015	Procurement Files	T+5	D	T= procurement completed, service completed, contract expired	No	RCUN123
Records: Procurement plans, purchase orders, payment of invoices, outstanding balance of purchase orders, purchase order etc.						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG016	Retreat Files	C+5	D		No	RCUN119
Records: Incoming correspondence, Committee seminar on budget topics,. Proposed program of work for biennium, Routing slip, status of allotment for the biennium, retreat project report, management manual and its comments						
ECA.BUG017	Travel Plan Files	T+1	D	T= Trip completed	No	RCUN139
Records: travel plan form, summary expenditure performance report, routing slip, request for approval of travel plan, late submission of travel plan						
ECA.BUG018	Advisory Committee on Administration and Budgetary Questions (ACABQ) Files	B+4	D		No	
Records:						
ECA.BUG019	Budget Submission Packages (Fasicles)	B+4	D	<i>T = Budget approved/final budget published</i>	No	
Records: Final budget packages submitted to deliberating bodies (ACABQ, Fifth Committee, Committee for Programme Coordination) which review and approve budget.						
ECA.BUG020	Unliquidated Obligation	C+4	D		No	
Records: Status of unliquidated obligation, tabular report, table of obligations, general payment voucher, complication of obligation						
ECA.BUG021	Medium term plan	B+4	D		No	
Records: Note by the secretariat, proposals for further changes to ECAs medium term plan						
ECA.BUG022	Travel File	C+2	D		No	TTS005
Records: Travel authorization, Travel request procedures for UNECA, etc						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG023	Reports File Records: summary of meetings, SRDCs monthly administrative report, personnel administrative report, overtime payment monthly reports	C+6	D		No	
ECA.BUG024	Post Adjustment Classification Files Records: Schedule of classification, consolidated post adjustment circular, post adjustment guidelines	P	A		Yes	OHRM137
ECA.BUG025	Classification of General Service Post Records: E-mails and information circulars on classification, request for	C+10	D		Yes	
ECA.BUG026	Salaries and Benefits of General service staff G Records: Problems and prospects	P	D		No	
ECA.BUG027	E-pass Files Records: Pas report, administrative instruction on PAS	T+3	D	T= transfer or separation	No	RCUN132
ECA.BUG028	Travel Authorization Files Records: Init office memo, Request for TA, Request for certification of TA-Amended	C+6	D		No	ACCT170
ECA.BUG029	Stationeries and Equipment Files Records: Issued Requisition for return equipment service and maintenance request form, Office equipment of furniture transfer form	C+3	D		No	

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG030	Information Circular Files Records: On holiday, health insurance, on placement and promotion etc	C+5	D		No	
ECA.BUG031	Training Files Records:	C+5	D		No	RCUN119
ECA.BUG032	Budget and Work plan Files Records: List of queries for which written response has been requested, Follow up action on external auditors (BOA) recommendation, Program support-PPB 2008-2009 sent to HQ	B+4	D		No	RCUN102
ECA.BUG033	Security and Safety Security (SSS) Records: Request for temporary ID card (ground pass), Meeting with security directory from HQ, UN security management system in Ethiopia, DSS mission report 2000	P	D		No	
ECA.BUG034	Time and Attendance Files Records: Leave request form, attendance report, administrative instruction on leave, questions on attendance, uncertified leave report	C+5	D		No	RCUN143
ECA.BUG035	Annual leave balance request Records: Attendance record, leave request form, leave plan form	C+5	D		No	RCUN143
ECA.BUG036	SSA Files Records: SSA contract, outstanding obligation, payment voucher for outside expertise	T+5	D	T= consultant no longer engaged	No	RCUN108

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG037	External Contractual Services Files emails, external printing, release of funds, facsimile, agreements for external printing and binding	C+20	D		No	DGCM003
ECA.BUG038	Audit Files Records: UN office of internal oversight services audit and facsimile transmission, Advance payment document, purchase, special service agreement letter, OIOS final audit report (follow-up on management letters on audit of ECA on audit report)	T+5	D	T = Resolution of issues raised in audit	No	Unit's proposal
ECA.BUG039	Delegation of Authority Records: Assignments of authority for United Nations officials to act on behalf of others, or to carry out specific activities	S	D	S = Superseded, expired or terminated	Yes	RCUN112
ECA.BUG040	Staffing and Recruitment Files Records: Information pertaining to the hiring and recruitment of employees for department including recruitment correspondence, job postings, Temporary Vacancy Announcements (TVA's), etc.	T+1	D	T=after the post is filled	No	RCUN134
ECA.BUG041	CFA (NOF) Records: Memorandums, emails, vouchers, reports, Project manager for the NOF, transfer of funds, Revised allotment request(NOF), cost plan (NOF), creation of temporary posts, allotment advice, supplementary information etc	P	A		Yes	

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG042	Timesheet, Leave & Overtime Files Records: Unit copies of timesheets, leave requests and approvals and other materials and documentation concerning the attendance of UN personnel.	C+1	D		No	OHRM/IMIS
ECA.BUG043	Budget and Program Planning Work Standards Records: Internal work standards to be used by the staff of the Programme Planning and Budget Division.	S	D		No	PPBD102
ECA.BUG044	Pre-Encumbrance (PE) Approval Files Records: Pre Encumbrance forms for various approvals	B	D		No	
ECA.BUG045	Office Equipments and Furniture Files Records: Office equipment & furniture request, Acquisition of furniture and equipment, Letters, memorandums, purchase of digital camera, type of vehicles etc	C+3	D		No	
ECA.BUG046	Budget Files Records: Budget Monitoring, Budget requests, ACABQ report, follow-up action, report on mission, regular budget, proposed resource redeployment on regular budget, object of expenditure codes used in regular budget, Letters, administrative instruction, consultants and participants in advisory meetings, Emails, forms, memorandums, notes	B+4	D		No	RCUN102
ECA.BUG047	Local salary survey File Records: Revised local salary scale	P	D		No	OHRM164

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG048	ACABM (Advisory committee on administrative and budgetary matters)	B+3	D		No	RCUN105
Records: Minutes, international audit observations, recommendations, IAO audit investigation of alleged improprieties by and ECA finance officer, overhead budget performance report, routing slip TOR, report of the committee.						
ECA.BUG049	OBMO file	C+6	D		No	ACCT141
Records: Memorandums, UN field security handbook, system wide security arrangements, inter organizational security arrangements						
ECA.BUG050	BISO file	C+5	D		No	
Records: Memorandums, UN field security handbook, system wide security arrangements, inter organizational security arrangements						
ECA.BUG051	Program review	C+5	D		No	
Records: Emails, memorandums, first quarterly program monitoring review, status of allotment, program performance review, schedule for the program performance review of the biennium						
ECA.BUG052	Statistics Files	C+3	D		No	
Records:						
ECA.BUG053	Redeployment	C+10	D		No	
Records: Memorandums, emails, Sub allotment, status of allotment by object of expenditure						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG054	Acting Arrangement Records: letters of accounting management	C+2	D		No	
ECA.BUG055	SRO Files Records: Servers for SRO-SA purchase, Ad-Hoc expert group meeting schedule, Second performance report: SRO general, CA, NA, SA, WA, Posts, OES, OPM, FSD, GPAD, ISTD, NRID, ACGS, ACS, Additional travel resources, resources requirements, extra budgetary narrative, operating expenses, codes object of expenditure, , security and safety section, construction alteration, improvements and major maintenance, BIS submission, ECA IRFA report. etc.	C+5	D		No	
ECA.BUG056	Conference of ministers Records: Cost estimate and travel information, personnel required, request for resources, extension of contract, cost estimates	C+5	D		No	
ECA.BUG057	Administration and Common services Records: extension of contract, recommendation to review contract, cost sharing, revised allotment travel of staff to meetings, request for transfer of account	C+3	D		No	
ECA.BUG058	Internship Program Records: internship on approvals	C+1	D		No	OHRM136
ECA.BUG059	Expert Meeting Files Records: TA, Booking request, Ad-Hoc expert group meeting, bid document	C+2	D		No	

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG060	African Expert Group Files	P	D		No	
Records:						
ECA.BUG061	Program planning, finance and evaluation division Files	C+10	D		No	
Records: briefing notes on activities, detailed audit program, audit program status of implementation of interval audit recommendation						
ECA.BUG062	Staff Rules and Regulations Files	P	A		No	OHRM129
Records: Application to technical assistant project personnel, publication						
ECA.BUG063	Planning Trade Files	C+5	D		No	
Records: Common sense conference, power point tutorial about wireless innovation						
ECA.BUG064	Official Function Files	C+3	D		No	
Records: Payment authorization, TA						
ECA.BUG065	Ministers of Planning Experts File	C+5	D		No	
Records: List of International goal, event schedule, correspondence						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES

BUDGET UNIT

Schedule Number	Series Name and Description	UN Retention Standard	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.BUG067	Sun Systems Files	C+6	D		No	
Records: Sun account, sun account executive summary, new procedures for recording and liquidating obligation						

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**UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
OFFICE OF THE DIRECTOR OF ADMINISTRATION**

Approved by

Name: FELISTA ONDARI
 Designation: Chief Office of the Director Administration
 Signature: [Signature]
 Date: 7/9/12

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.DOA001	Case Files Files concerning grievance and disciplinary actions with respect to individual UN personnel including Administrative Tribunal Cases.	T	D	T = Case settled and employee separated, retired or transferred	NO	RCUN116
ECA.DOA002	Program review and planning meeting Files Records: Meeting time table, template for reporting on program performance, performance reports, etc.	C+5	D		NO	
ECA.DOA003	Budget and Expenditure Files Records: Proposed budget for biennium program support, memorandums etc.	C+3	D		No	RCUN144
ECA.DOA004	Host Country Agreement Files Records: Routine slips, memorandums, various agreements, negotiations, compendium of minutes of various meetings, etc	P	A		Yes	
ECA.DOA005	Acting Arrangement Files Records: in & out memorandums, etc.	C+2	D		NO	
ECA.DOA006	Announcement File Records: international circulars, memorandum announcements, etc	C+3	D		NO	
ECA.DOA007	Steering Committee for Conference of Ministers Files	B+1	D		NO	RCUN105

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
OFFICE OF THE DIRECTOR OF ADMINISTRATION

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.DOA008	Audit Files (internal & external) Records: Letters, routine slips, audit observations, etc.	B+4	D			
ECA.DOA009	Meeting Files Records: Invitations, memorandums, contracts for supplying services, purchase orders etc.	C+2	D		NO	RCUN118
ECA.DOA010	Budget Advisory Committee on Administrative and Budget Matters (ACABM) Files Records: income and expenditure report, etc.	B+3	D		NO	
ECA.DOA011	Budget Allotment Files Records: regular budgets for biennium, established post listing, program budget, instruction to budget, etc.	B+4	D		No	RCUN102
ECA.DOA012	Budget Performance Reports Records: section performance reports, resource requirements, memorandums, etc.	B+4	D		No	RCUN102
ECA.DOA013	Budget Review Meeting Files Records: Memorandums, Status of allotments, etc.	B+4	D		No	RCUN102
ECA.DOA014	XB Budget Accounts (External Budgetary) Files Records: Letters, XB project implementation, etc.	B+4	D		No	RCUN102
ECA.DOA015	Committee for program and coordination Files Records: various reports, etc.	B+1	D		NO	RCUN105
ECA.DOA016	Committee for Environment Management Group (EMG) Records: Terms of reference for the issue on the sustainable management in Un system	B+1	D		NO	RCUN105

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
OFFICE OF THE DIRECTOR OF ADMINISTRATION

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.DOA017	Chronological Files - Incoming & Outgoing Records: Copies of outgoing and incoming correspondence, memos, code cables, faxes, etc., arranged chronologically for quick reference. The record copy must be placed in the relevant subject file or record series in the office originating or taking action.	C+1	D		NO	RCUN104
ECA.DOA018	Time sheet, leave and overtime Files Records: Leave plans, leave requests, leave balance sheet, etc.	C+1	D		No	RCUN138
ECA.DOA019	Business Continuity Plan Files Records: Documentation detailing plans to protect and contact staff and records, and to resume business activities in the event of a disaster of emergency.	P	A		YES	
ECA.DOA020	Delegation of Authority Files Records: action points, delegation of signing cheques, cancellation of delegation of authority, etc.	S	D	S = Superseded, expired or terminated	YES	RCUN112
ECA.DOA021	Archives and Records Management Files Records: ARMS project proposal, summary of ARMS report, etc.	P	A		YES	RCUN127
ECA.DOA022	Retreat Files Records: retreat activities, announcements, etc.	C+4	D		NO	
ECA.DOA023	Project Files Records: NOF project, Contract, Minute of meetings, Work progress report, request for LCC, master implementation draft schedule, Contracts, payment requests, Purchase order, RIR, supplier performance report, payment certificate, various project records such as information circulars, project implementation, etc.	T+5	A	T= project Completion	NO	RCUN125
ECA.DOA024	Travel Plans Records: Mission clearance forms, routine slips, memos, etc.	C+1	D		No	

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OFFICE OF THE DIRECTOR OF ADMINISTRATION

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.DOA025	Compound Advisory Committee Files	B+1	D		NO	RCUN105
Records: Meeting minutes, understanding ECA premises, ECA floor design etc.						
ECA.DOA026	Office Space Files	T+10	D		No	PDCS-OMPU
Records: requests for office space, request for network printer, ECA new building design, etc.						
ECA.DOA027	Policy, procedures and guidelines developed in ECA	P	A	May be sent to storage when superseded	No	RCUN121
Records: Expansion of car parking facility, parking lot allocation requests, parking lots for disabled persons, etc.						
ECA.DOA028	Policy, procedures and guidelines received from other offices	S	D		No	RCUN122
ECA.DOA029	Daily Subsistence Allowance (DSA) files	T+5	D	T= after audit is carried out	No	
Records: Filled survey questionnaire, annual review, Payment requests, etc.						
ECA.DOA030	Headquarters Committee on Contracts (HCC) Files	B+1	D		NO	RCUN105
al						
ECA.DOA031	Procurement Plan Files	B+ 1	D		No	
Records: Acquisition plan, procurement of various items, medicine procurement plan, etc.						
ECA.DOA032	Survey Files	P	D		No	OHRM164
Records: Survey questionnaire, emails on Local Salary Survey Committee (LSSC), minutes of meetings, salary increase, etc.						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
OFFICE OF THE DIRECTOR OF ADMINISTRATION

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.DOA033	Property Survey Board Files Records: Minutes of meetings, list of unapproved items for disposal, etc.	C+5	D		No	
ECA.DOA034	Travel Agency Files Records: Performance improvement letters for travel agencies, Contracts, etc.	T + 1	D	T = Trip completed	No	RCUN139
ECA.DOA035	Job Classification Files Records: post classification, job evaluation system, notice of classification approval	P	A		No	OHRM137
ECA.DOA036	Recruitment and VAS Files Records: Status of VAS, meeting schedules, etc.	T+5	D	T= Vacancy filled, position withdrawn	No	
ECA.DOA037	Central Review Committee Files Records: Secretary General bulletin (draft), recruitment from UN and under represented countries, etc.	B+4	D			
ECA.DOA038	Training Files Records: List of staff attended various trainings, Certificates of attendance, etc.	C+5	D		NO	RCUN119
ECA.DOA039	Staff Mobility Files Records: mobility project, presentation, meeting agenda, and survey reports	C+3	D		No	OHRM153
ECA.DOA040	Staff Management Committee (SMC) files Records: SMC final report, SMC agreements, etc.	B+1	D		NO	RCUN105
ECA.DOA044	Staff Promotion Files Records: routing slips & interoffice memo, post incumbent information	T+3	D		No	RCUN131

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**UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
OFFICE OF THE DIRECTOR OF ADMINISTRATION**

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.DOA045	Virtual Central Review Board Files	B+1	D		NO	RCUN105
Records: requests for nominated members PHP, letters about creation of VCRB in regional commission						
ECA.DOA046	Permanent Appointment Files	S	D		No	
Records: recommendation, list of staff on non regular budget meeting eligibility criteria						
ECA.DOA047	Strategic Workforce Planning	B+4	D		No	
Records: re-branding carrier, meetings, supply and demand analysis etc.						
ECA.DOA048	ECA Organization Structure Files	P	A		Yes	
Records: revised original structure and post distribution for the biennium, etc.						
ECA.DOA049	Missions File	T + 2	A		No	RCUN137
Records: information for participants, documentation and publications, memorandums, mission reports, etc.						
ECA.DOA050	Integrate Management Information System (IMIS) files	T+2	D	T = Software not longer installed	Yes	RCUN107
Records: memorandums, routing slips, requests for approvals, review of obligations, etc.						
ECA.DOA051	Archives and Records Management Project Files	S	D		YES	RCUN127
Records: requests for re-engagement of SSAs, etc.						
ECA.DOA052	UNHCC Executive Committee Files	B+1	D		NO	RCUN105
Records: reports on funding solutions, work plans and proposals, identification of budgetary requirements, updates with inputs from pandemics influenza etc						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
OFFICE OF THE DIRECTOR OF ADMINISTRATION

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.DOA053	E-pass Performance Records	T+3	D	T= retain as useful for long term trending and analysis		RCUN131
Records: completed PAS for different periods and cycles, routing slip, summary by rating, compliance reports, etc.						
ECA.DOA054	High Level Committee on Management	B+1	D		NO	RCUN105
Records: African development needs, personnel statistics, etc						
ECA.DOA055	Program Performance Committee Files	B+1	D		NO	RCUN105
Records: conference at the highest level, information on the beneficiaries of the EC funded activities, minutes of the meetings, guidelines for managing ECA regional advisory services, etc.						
ECA.DOA056	Management Implementation Plan - Knowledge Management Files	T+2	D		No	
Records: impact of sharing knowledge, Reports, ECA Knowledge Management Strategy, etc.						
ECA.DOA057	Risk Management Files	C+5	D		No	
Records: memorandums. Letters, terms of reference for expert services, etc.						
ECA.DOA058	Official Visit Files	C+1	D		No	RCUN111
Records: Executive secretary announcements, implementation plan, visit reports, etc.						
ECA.DOA059	Reclassification of Duty Station Files	C+10	D			
Records: International civil service commission, classification of duties according to conditions of life and work, etc.						

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OFFICE OF THE DIRECTOR OF ADMINISTRATION**

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.DOA060	Security and Safety Services Files	T + 5	A	Official records of the project are kept by the project/team/task force leaders.	No	RCUN120
Records:						
ECA.DOA061	Information Circulars	C+5	D		No	
Records: memorandums, working hours, implementation of change management measures, flexible working arrangements, etc,						
ECA.DOA062	Official Functions Files	B+1	D		No	
Records: request for official functions, etc.						
ECA.DOA063	Staff Union Files	C+5	D		No	
Records: Letters, nomination circulars, meeting records, vacancy and candidates to fill the vacancies, etc.						
ECA.DOA064	Miscellaneous Files	S	D		No	RCUN128
Records: SRO contact address, Flash, information circulars, various papers, etc.						
ECA.DOA065	Incoming and Outgoing Correspondences	C+1	D		No	RCUN104
Records: application for internship program, regular budget allotment advices. Different requests, etc.						
ECA.DOA066	Acting Arrangement Files	C+2	D		No	
Records: Circulars, memorandums, etc						
ECA.DOA067	Recruitment Files	T+5	D	T= Position filled	No	
Records: vacancy announcements, CVs, report of the recruitment by status, etc						

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UNECA RECORDS RETENTION AND DISPOSAL SCHEDULES
OFFICE OF THE DIRECTOR OF ADMINISTRATION

Schedule Number	Series Name and description	Retention Periods	Disposition	Notes	Vital	UN Quoted Retention Period
ECA.DOA068	Budget Files Records: correspondence, memos; budget submissions and budget; preparation instructions; tracking of allotments and expenditures; performance indicators; medium term planning; accomplishment, activity and workload reports submitted to higher levels.	B+4	D		No	RCUN102
ECA.DOA069	Meeting Files Records: list of participants, meeting agenda, meeting resolutions, etc.	C+2	D		No	RCUN118
ECA.DOA070	Finance Authorization Files Records: Authorization for travel, IOV, changes, agency services, budget estimates salary report etc.	B+4	D		No	
ECA.DOA071	Conference of Ministers Files Records: Letters of invitation, preparations, flight bookings, voucher for reimbursement of expenses, summary of discussions and recommendations, etc.	C+5	D		No	RCUN119
ECA.DOA072	Personnel Files Records:	T+30	D	T= Separation or retirement of staff	No	
ECA.DOA073	Program Performance and Management Review Files Records: Presentations for all sections on performance review, Performance reports, Advisory notes, etc.	T+3	D		No	
ECA.DOA074	Business Process Reengineering (BPR) Files Records: business requirements, proposals, etc.	S	D		YES	RCUN103
ECA.DOA075	G to P Files Records: posts remarked for G to P, vacancy description, etc.	C+1	D		No	

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UNECA RECORDS RETENTION SCHEDULES
PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Approval by Section Chief: *PCMS*

Name of the Chief: *Etienne Kabou*

Signature: *[Signature]*

Date: *24 May 2012*

Document References & Contractual Unit (DRCU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.DRCU001	Seminars and Workshop Files	C+2	D		No	RCUN108
Records: Request of recruitment of interpreters; Arrival forms, Invoices, Agreements, Bills, Correspondences, Inter-office Memos, Travel Authorization, Bank account requests, Booking requests, Travel Plans, Provisional agenda, Draft agenda, Invitation letters, etc.						
ECA.DRCU002	CODA for dialogue on Africa Advisory Board Files	P	D		No	
Records: Personal Bank account, Performa invoices, Interoffice memorandum, Arrival form, Vendor Bank account request, Letter of Appointment, List of Interpreter, and Budgets						
ECA.DRU003	Budget Files	B+4	D		No	RCUN102
Records: Reports status of obligations, Liquidated Obligation, Budget Monitoring, Request for approval of P & Mgt. documents, Expenditure reports, Contract Service, Biannual budget proposals etc.						
ECA.DRU004	Miscellaneous Files	C+2	D		No	
Records: List of interpreter, Information circular, Promotion, Pro form invoice, Budget Monitoring form for projects executed ECA, Workflow, Work plan of the (A,C,E,F,R,B) translation service, Plans work plan, List of conference and Meeting, Acting arrangement etc.						
ECA.DRCU005	Collaborative Organization Files	P	D		No	
Records: UNON-Nairobi, NUNOG-Geneva, ICTR- Arusha, UNHQ-NY						
ECA.DRCU007	Ad Hoc Expert Meeting Files	C+5	D		No	RCUN119
Records related to expert meetings						

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 Business S= Superseded or Obsolete T=Termination, Settlement or Completion
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UNECA RECORDS RETENTION SCHEDULES
PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)
Document References & Contractual Unit (DRCU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.DRC008	Minutes of Meeting Files	P	A		No	
Records: Issue to be raised with HRSS, ECA Repositioning Enhancing Organizational Structures, Process & work culture, Draft report PCMS one year after repositioning; Proposed Annotated agenda, Joint Meeting between HRSS, Finance Section & PCMS on Interpreters/Translators payments delays.						
ECA.DRC009	Document to be Translated Files	T+1	D	T=after documents are translated	No	
Records: Editing & Publication of SRO-CA Economic Report, Editing of a Book which is 850 pages, Draft outcome document of the 7th RCM Translation work, Translation of NEPAD document, Workload, Request to Services						
ECA.DRC010	Translators Files	C+20	D		Yes	DGCM001
Records: Requests for engagement of translators, Requests for certification of TAs, Requests for Certification PEs, Request for closing TVBRQs, Different CVs & personal history form, Request of additional staffetc.						
ECA.DRC011	Collaboration of Organization Files	P	A		No	
Records: UNON-Nairobi, NUNOG-Geneva, ICTR- Arusha, UNHQ-NY						
ECA.DRC012	Allc Association International de Interpreters de Conference Files	C+3	D		No	
Records: Agreement conditions on employment of short term conference interpreters, Revised Rates for short-term conference Interpreters, Agreement between CCAQ & Allc follow-up discussions, Integrated Global Management etc.						
ECA.DRC013	Pending Matter Files	T+1	D	T= after settling the matters		
Records: Office Equipment Transfer Form						
ECA.DRC014	Up coming Meeting SRO/SA Files	C+1	D		No	
Records: Interoffice Memorandum, Voucher for Reimbursement expense, Personnel action notification administrative						

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UNECA RECORDS RETENTION SCHEDULES
PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)
Document References & Contractual Unit (DRCU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.DRC015	Interpretation Training Files	C+3	D		No	
Records: Provisional for the programme, Travel Authorization, Interpreter flight schedule and TA Numbers, Interpretation Assignments, Interoffice memorandum, Attendance period of Temporary Language assistance staff, Arrival form						
ECA.DRC016	Contractual Arrangement Files	C+20	D		No	DGCM001
Records: List of Benefits and entitlements for temporary & fixed term appointments, Clarification on the limitation of appointment of staff, Performance appraisal system, Secretary General's Bulleting draft, Dependency status and dependency benefits, Education grant and special education grant for children with disability, Family visit travel, Letter to staff on the adoption of resources, Draft new staff rules, Explanation of proposed new staff rules,						
ECA.DRC017	Inter Office Memorandum Files	C+3	D		No	
Records: Transfer of funds in connection with interpretation services, Request for a small team rate payment, time & Attendance of interpreters for the African Economic Conference, Travel Time & Attendance, Format for Budget monitoring form, Adjustment of expenditure recovered in connection with translation service, Billing connection with interpretation services, Request for replacement of interpreter.						
ECA.DRC018	Briefing to the Diplomatic Mission	C+3	D		No	
Records: Provisional agenda, Status of the Committee on Governance & Popular Participation, The State of Governance in Africa, Assessment of the Impact & Effectiveness, Travel Time & Attendance Report, Request for Recruitment of expenses,						
ECA.DRC019	Conference of Ministers (COM) Files	C+5	D		No	
Records: Travel authorization, Hotel booking, Flight & passport details, Draft annotated agenda, Out sourcing of document, Request for block booking of rooms, Production of Book, Utilization of budget, contractual Services etc.						

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)
Document References & Contractual Unit (DRCU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.DRC020	General Correspondence Files	C+3	D		No	
Records: Handover notes, Request for extension of temporary translators, Request for temporary use of regular budget posts, Request for identification of Funds, Bookings/ Reservation, International Tele calls, SSA approval, Work days of employment of short term conference interpreters 2002, Request, Request for Purchase Order approval, To raise obligation, Authorizing payment for interpreters, Travel authorization to service etc.						
ECA.DRC021	Inspira / Talent Management Files	T+1	D	T= postion filled	D	RCUN134
Records: Building a job opening functionally, training Sessions for HR practitioners & hiring managers,						
ECA.DRC022	Payment Files	C+20	D		No	DGCM004
Records: Invoices, Travel Time & Attendance report, Letter of offer, Ambassador briefing, Voucher for reimbursement of expenses, Request for daily subsistence allowance, Outstanding payment, F/O claim, Payment of Honorarium, Recruitment of Interpreters, Pending payments, Claims etc.						
ECA.DRC023	Procurement Files	T+5	D	T= procurement completed, service completed, contract expired	No	RCUN123
Records: procurement plans, Inter Office Memo, Pre encumbrance per approval, Purchase Order, Commercial proposal, Technical Evaluation of RFQ, Urgent request for procurement, Receiving & Inspection Report, Pro forma Invoice, Technical Evaluations, Request for Tent rent, Revised procurement plan, etc.						
ECA.DRC024	Certification of PES Files	T+3	D	T= trasfer or separation	No	RCUN131
Records: Interoffice Memorandum, request for certification of PEs & TA						

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**UNECA RECORDS RETENTION SCHEDULES
PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)**

Document References & Contractual Unit (DRCU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.DRC025	Contractual Service and External Printing Files	C+20	D		No	DGCM003
Records: Engagement of an individual contractor for Desk top publishing & web design, Extension of long term system contract with Dscde for typesetting & graphic design service, Status of contractual services & external printing. un liquidated obligation, Summary expenditure performance report, Receiving & Inspection report, Request for payment, Contract B/N UN and DSCOPE Plc., Financial proposal, Financial analysis ect.						
ECA.DRC026	Green House Project Files	P	D		No	
Records: Financial proposal for the supply, Delivery of Green House catering and restaurant services, Request for proposal , List of Items under Staff Union, Source Selection Plan, Purchase order, Detailed specifications & estimated cost of basic utensils and kitchen items needed to run the Green House etc.						
ECA.DRC027	Institutional Digital Memory Project Files	C+1	D		No	
Records: Payment voucher, Request for certification, Contract for Individual contractor, Request for contractors, Purchase Order						
ECA.DRC028	Official Functions Files	C+3	D		No	
Records: Request for payment, Settlement of Bills for official function, Interoffice Memorandum, Request form for official functions						
ECA.DRC029	PCMS System Contract Files	C+20	D			DGCM003
Records: Interoffice Memorandum, Contract between UNECA and hotels in Addis, Payment request for the use of UNCC-AA Restaurants & Cafeterias, Request for proposal, Source selection plan for the provision of Restaurant, Cafeteria and Bar Service at the UNCC.						
ECA.DRC030	Funds Transfer Files	B+3	D		No	
Records: inter office memo, Adjustment of expenditure recovered, Translation of documents, Billing UNON, Reversal of funds credited in regards to translation services, Budget monitoring form etc.						

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Document References & Contractual Unit (DRCU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.DRC031	Secretary General Bulletin, Records: General Assembly, Economic & Social Council, Directory of ECA Sponsored Institutions, Report of the Committee on Conferences. Notification of Classification of General Service Posts, Introduction to Project Management, Conference Room Charges, Revision of the Personnel Manual etc.	P	A		No	
ECA.DRC032	Administrative Instruction Files	P	A		No	OHRM161
ECA.DRC033	Information Circular Records: Substantive Training Requirements, Useful Communications from Head Quarters, Wire Transfer request, Composition of the Clinic Advisory Committee, Residential Security Measures, Draft Report, Termination of Save of Alcohol Beverages in ECA Bar, Travel Advances-Medical Evaluation, Commencement of Operations-Express Travel Group, Pre-employment Examination, Local Staff Salary, Special measures to improve the status of women in the Secretariat, Medical Insurance Plan, etc.	C+3	D		No	
ECA.DRC034	Follow Up Files Records: Various files with follow up issues	C+1	D		No	
ECA.DRC035	Trade & Development Finance Division (TDFD) Files Records: Inter office Memorandum, Ad-hoc Expert Group Meeting on the Establishment of African Regional Trade Information, Estimated Budget, Administrative Plan, Workshop on Export Marketing Import Management & Procurement	C+3	D		No	
ECA.DRC036	Government, UN Agency & NGOs Files Records: Inter Office Memorandum, Provision of Conference Facilities, Meeting records, workshops, etc	P	D		No	

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)
Office of the Chief

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.OC100	Conference of Minister's Files	C+3	D		No	
Records: Agenda for COM, Document for COM, Correspondence Participants information, Minutes, Confirmation, Logistics, etc.						
ECA.OC101	International Congress & Convention Association (ICCA) Files	C+2	D		No	
Records: EIBTM C and Different magazines						
ECA.OC102	DOA (Division of Administration) Files	C+3	D		No	
Record types: Inter office memorandum , Regular budget allotment advice allotment, Information circular, Purchase order meeting rooms rental, Review of existing obligation & establishment of new obligations, Organization structure HR services section, Agreement between the UN & Eth concerning additional and for ECA in A.A						
ECA.OC103	African Development Forum (ADF) Files	C+4	D		No	
Records: Request for extension of contract, Post event evaluation reports, Inter office memorandum, Minutes of meetings, Proposed organization structure for ADF, Logistics sub-committee, Contract agreements, Minutes, memo, Work schedule plan, daily program list & event schedule, Participant information list, emails						
ECA.OC104	African Union (AU) Summit Files	C+3	D		No	
Records: Meeting, Draft strategic Plan, Routing slip, Submission of mission report, Provisional agenda, etc.						
ECA.OC105	Advisory Committee on Administration and Budgetary Questions (ACABQ) Files	P	D		No	
Records:						

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Office of the Chief

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.OC114	Information & Communication Services (ICS) Files Records: Meetings	P	D		No	
ECA.OC115	Committee on Development Information Science & Technology (CODIST-I) Records: Inter office memo, Request for recruitment of interpreters, etc.	C+3	D		No	
ECA.OC116	Department of General Assembly & Conference Management Section (DGACM) Records: Filling of English reviser & editor post of ECA, Meeting, Inter office memo, Harmonizing conference management, General assembly	P	D		No	
ECA.OC118	Publications & Knowledge Management Committee (PKMC) Files Records: UN logo, Draft agendas	P	D		No	
ECA.OC121	General Service Section (GSS) Files Records: Interoffice memo, Routing slip, GSS budget submission, Technical evaluation for printing of African station year book Performa invoice, Procurement plan for 2008, Purchase of data processing equipment	C+1	D		No	
ECA.OC122	PCMS Meeting Files Records: Minutes of the meetings, Agendas , resolutions, etc.	C+2	D		No	RCUN118
ECA.OC123	Joint Inspection Unit (JIU) Files Records: Interoffice memo	C+5	D		No	

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Office of the Chief

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.OC124	Office of Strategic Planning & Planning Management (OPM) Files	P	D		No	
Records: Request for waiver, Routing slip, Interoffice memo, Enhancing organizational structures processes and work culture, Additional travel plan etc.						
ECA.OC125	UN Health Care Center Files	C+1	D		No	
Records: Action against influenza H1, N1, 2009, Routing slip, Interoffice memo, Routing slip, Information circular, Draft manual for conference of ministers, Transfer of funds used for printing services						
ECA.OC126	Office of the Executive Secretary (OES) Files	C+1	D		No	
Records: Routing slip, Interoffice memo, Meeting, Mission report						
ECA.OC127	Conference & Events Management Committee (CEMC) Files	C+3	D		No	
Records: Minutes, Meeting invitation, List of conferences, meetings & workshops, UNCC-AA charge						
ECA.OC128	Incoming and Outgoing Correspondences Files	C+3	D		No	
Records: Interoffice Memorandums						
ECA.OC129	Travel Authorization and Travel Plan Files	T+1	D	T= Trip accomplished		RCUN139
Records: Init office memo, Request for TA, Request for certification of TA-Amended						
ECA.OC130	Retreat Files	C+1	D		No	
Records: Budget authorization for PCMS staff annual retreat, Retreat for all PCMS staff etc.						

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Office of the Chief

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.OC131	Payment Request Files Records: Payment request, Handing over of cash collected from the business counter, Pro-forma invoice, Final invoices	B+3	D		No	RCUN115
ECA.OC132	Information Circular Files Records: Security arrangements for admission to the UNECA complex during the fourteenth summit of heads of state and government of the AU,	C+3	D		No	
ECA.OC133	Staff Union Files Records: Holiday wish celebration of Eid-Al Fitre and Ethiopian new year, Ethiopian good Friday and Passover, Staff regulations, Benevolent fund	C+5	D		No	
ECA.OC134	UN Staff Savings and Credit Association (UNSSCA) Files Records: Monthly payroll deduction for ECA staff union membership fees, Request to post the enclosed vacancy announcement, Announcement of	C+2	D		No	

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Office of the Chief

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ECA.OC135	E-pass Files Records: Signatures and completed pas for various periods and cycles.	T+3	D	T= tranfer or separation	No	RCUN132
ECA.OC136	Receiving and Inspection Report (RIR) Records: Overtime payment request, Minutes of meeting, Monthly events schedule, Request for	C+3	D		No	
ECA.OC139	MOU(memorandum of Understanding) and Terms of Reference Files Records: Memorandum of understanding between UNECA and Commission of the African Union,	C+2	D		No	
ECA.OC140	Procurement Plan Files Records: Performa invoice, Interoffice memorandum	T+5	D	T = Procurement completed,contract expires, services complete.	No	RCUN123
ECA.OC141	Budget and Work plan Files Records: List of queries for which written response has been requested, Follow up action on external	B+4	D		No	RCUN102
ECA.OC142	Budget Allotment Files Records: Regular budget allotment advise revised allotment for biennium, Second performance report	B+4	D		No	RCUN102

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UNECA RECORDS RETENTION SCHEDULES
PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Office of the Chief

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.OC143	Security and Safety Security (SSS) Records: Request for temporary ID card (ground pass), Meeting with security directory from HQ, UN	P	D		No	
ECA.OC144	Time and Attendance Files Records: Administrative guidance for implementation of flexible working	C+5	D		No	RCUN143
ECA.OC145	Translator Files Records: Terms of reference of the Arabic translator, Translators cost estimate, Agreement concerning	C+20	D		Yes	DGCM001
ECA.OC146	SSA Files Records: SSA contract for online translators	T+5	D	T= consultant no longer engaged	No	RCUN108
ECA.OC147	External Contractual Services Files Records: Contractual status, Contractor performance report, Request for services,	C+20	D		No	DGCM003
ECA.OC148	Training Files Records: Program evaluation concepts & methods	C+3	D		No	RCUN131
ECA.OC149	Marketing Files Records: Evaluation on the product policy and charge rates of the UN conference center at Addis	C+5	D		No	

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Office of the Chief

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ECA.OC150	Audit Files Records: Interoffice memorandum, Implementation of OIOS recommendations,	T+2	D	T = Resolution of issues raised in audit	No	RCUN101
ECA.OC151	Travel Agency Matters Files Records: Outstanding amounts owed by UN agencies, Interoffice memorandum,, Memorandum of	T+10	D		No	TTS006
ECA.OC152	Miscellaneous Files Records: Customer opinion pulling, Interoffice memorandum,	C+2	D		No	
ECA.OC153	Travel Claim Files Records: Travel authorization, Voucher for reimbursement of expenses, Security advise for UN	T+1	D	T= trip completed	No	RCUN139
ECA.OC154	Government & Diplomatic List Files Records: Government and Diplomatic list for various embassies	C+2	D		No	
ECA.OC155	Host Country Files Records: Joint committee meetings, Various meetings, Various country agreements, Routing slips, Inter office	P	A		No	
ECA.OC156	Acting Arrangement Files Records: Interoffice memorandum	S	D		Yes	RCUN112

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Office of the Chief

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.OC157	Office Space Allocation Files	T+10				PDCS-OMPU
Records:						
ECA.OC158	Procurement Manuals	C+1	D		No	
Records: Interoffice memorandum						
ECA.OC159	Program Performance	C+3	D		No	RCUN131
Records: Facsimile transmittal, Secretarial support from all chiefs of division, Performance evaluation,						
ECA.OC160	Staff Listing and Staff Members Files	P	D		No	
Records: Staff name, address, nationality section and division, etc.						
ECA.OC161	Office Equipment & Furniture	C+1	D		No	OC133
Records: Total list of office furniture and equipment, Office equipment and furniture request form, Request for						
ECA.OC162	Recruitment Files	T+1	D	T=after the post is filled	No	RCUN134
Records: Memorandum, Request for temporary recruitment of translators, Release of staff members for mission						

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)**

Office of the Chief

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.OC163	Insurance File Records: Interoffice memorandum, Renewal endorsement, Information circular	C+20	A		No	OHRM102
ECA.OC164	African Development Forum Files Records: Defining priorities for regional integration, Draft Pre-ADF symposium on the African union, Minutes of the meetings, Budget, Rehiring of freelances translators, etc.	C+5	D		No	
ECA.OC165	Mission Files Records: Travel Authorization forms, Mission reports, Award forms	C+10	D		No	
ECA.OC166	Property Survey Board Files Records: Old material for disposal, Property survey board, Memorandum of computers & accessories, Summary of	C+4	D		No	
ECA.OC167	Local Committee on Contracts (LCC) Records: Membership of the ECA local committee on contract, Request for approvals of the recommendation arising	C+5	D		No	
ECA.OC168	Interoffice Memorandum Files Records: Request from UNOG, Building evacuation plan & procedures, Payment voucher for outside expertise &	C+3	D		No	
ECA.OC169	Leave Files Records: Leave request form, Leave plan, Sick leave, Medical claim	C+1	D		No	RCUN138

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UNECA RECORDS RETENTION SCHEDULES
PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Document Processing Unit (DPU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.DPU200	Procurement Files	T+5	D	T= procurement completed, service completed, contract expired	No	RCUN123
Records: Procurement requests for the purchase, Purchase orders, repair and maintenance of various DPU machines and equipments, Technical proposals, Specifications, Technical evaluation reports, Receiving Inspection Reports (RIR), bid documents, etc.						
ECA.DPU201	Manuals, Rules and Regulation Files	P	D		No	
Records: Financial Resources Management Training program in UN Human & Procurement Module, Using Pas, Procedural & Operational						
ECA.DPU202	Pre-Encumbrance (PE) Files	C+2	D		No	
Records: Pre Encumbrance forms for various approvals						
ECA.DPU203	Office Equipments and Furniture Files	C+1	D		No	
Records: Office equipment & furniture request, etc						
ECA.DPU204	Staff Matters Files	C+1	D		No	
Records: Extension of appointment , Staff Redeployment, Executive direction & Management,						
ECA.DPU205	Budget Files	B+4	D		No	RCUN102
Records: Budget Monitoring, Budget requests,						
ECA.DPU206	Information Circular Files	C+3	D		No	
Records: Request change for the name orders, Information Circular on Payments,						

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Document Processing Unit (DPU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.DPU207	Time and Attendance Files Record type: Information Circular, Memorandums	C+5	D		No	RCUN143
ECA.DPU208	Leave Request Forms Records : Forms with details for leave requests and approvals	C+5	D		No	RCUN143
ECA.DPU209	Gate Pass Files Records: Get pass requests	C+1	D		No	
ECA.DPU210	Payment Files Records: Invoices, Travel Time & Attendance report, Letter of offer, Ambassador briefing, Voucher for reimbursement of expenses, Request for	C+20	D		No	DGCM004
ECA.DPU211	Technical Evaluation Report Files Records: Technical evaluation reports for various systems contracts, TE report for	B+1	D		No	
ECA.DPU212	Correspondence Files Records: Incoming & outgoing memos on various matters	C+3	D		No	OHRM115
ECA.DPU213	Staff Training Files Records: Substantive & technical skills training needs assessments , Centrally coordinated training program,	T+3	D	T= after separation or transfer	No	RCUN131

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)

Document Processing Unit (DPU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.DPU214	Minutes of Meeting Files Records: Minutes of various section meetings	P	A		No	
ECA.DPU215	DPU Work Flow Files Records: Work load statistics indicators , Document publishing & distribution	B+1	D		No	
ECA.DPU216	ECA Meeting Material Files Records: , Goods delivery forms, printing, bags for various meetings, etc.	C+3	D		No	
ECA.DPU217	Document Distribution Files Records: Changes to mailing list, Packing slip, document distribution reports	C+2	D		No	

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UNECA RECORDS RETENTION SCHEDULES
PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)
PCMS - United Nations Conference Center (CCU)

Schedule Number	Series Name and Description	Total Retention	Disposition	Notes	Vital	Cited UN Retention Schedules
ECA.CC300	Invoice Files	B+3	D		No	RCUN115
Records: Different invoices for meetings and seminars, Final invoice for deferent events, Correspondence Performance, , Performa invoice						
ECA.CC301	Receipt Files	B+5	D		No	
Records: Field office receipts, Field office receipt memorandum, Conference request, Payment Receipts, Cash collection form						
ECA.CC302	Statistics Files	C+3	D		No	
Records: Monthly events schedule, invoice, accounting, & business center acts						
ECA.CC304	African Development Forum (ADF) Files	C+10	D		No	
Records: Registration form of participant, Participant list (Head of participants),						
ECA.CC305	Official Functions Files	C+5	D		No	
Records: AU symposium, media briefing, economic & Co-operate						
ECA.CC306	Event Files	C+5	D		No	
Records: Interoffice memorandum settlement of bills request form for cafeteria etc.						
ECA.CC307	Travel Authorization Files	T+1	D	T= after trip is is completed	No	RCUN139
Records: Correspondence, calendar of meeting event schedule, list of government, check list						

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PUBLICATION AND CONFERENCE MANAGEMENT SECTION (PCMS)
PCMS - United Nations Conference Center (CCU)

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ECA.CC308	ICPD(Inter Continental on Population & Development Files	C+5	D		No	
Records: List of participant (Workshop of African Union & new strategy for development, joint						
ECA.CC309	MES (Monthly Events Schedule) Files	C+3	D		No	
Records: Correspondence, manpower & equipment support office, Participants list, Participant						
ECA.CC310	Correspondence Files (incoming and Outgoing)	C+2	D		No	
Records: Africa statistical development meeting, regional meeting on capacity building, Email						
ECA.CC311	Meeting Files	C+2	D		No	RCUN118
Records: Correspondences, participants list, travel authorizations, Interoffice memorandum, Payment						
ECA.CC312	NGO's REC's Experts Files	C+5	D		No	
Records: Information participant, correspondence, etc.						
ECA.CC313	Governor of Central Bank & Accompany Governor Files	C+5	D		No	
Records: Travel authorization & correspondence						

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ECA.CC314	Administration Files Records: Specific staff members at UNCC, Staff Matters, Honorarium, claims TA, Group fax,	P	D		No	
ECA.CC315	ICCA Files Records: International meeting market, membership directory, global directory	C+5	D		No	
ECA.CC316	Payments Files Records: Correspondence claims, TA, Payment of honorarium, contract for	B+3	D		No	RCUN115
ECA.CC317	THRO Files Records: List of participant for Pan Africa implementation conference	C+5	D		No	
ECA.CC318	Expert Meeting Files Records: TA, Booking request, Ad-Hoc expert group meeting, bid document	C+5	D		No	
ECA.CC319	Conference of Ministers Files Records: TA, Correspondence	C+5	D		No	

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ECA.CC320	Assessment of workshop Green African Revolution Files Records: Correspondences	C+5	D		No	
ECA.CC321	Program Operation Meeting Files Records: Correspondence & follow up letters	C+3	D		No	
ECA.CC322	African Expert Group Files Records: Overtime and attendance forms	P	D		No	
ECA.CC323	Workshop and Seminars Files Records: Correspondence, Interoffice memorandum, Audit recommendation implementation form,	C+2	D		No	RCUN108
ECA.CC324	ECA 40th Anniversary Commemoration Files Records: UNCC of group memo	P	D		No	
ECA.CC325	Hotel Files Records: Hotels information	C+2	D		No	
ECA.CC326	Time & Attendance Files Records: Overtime & Attendance	C+1	D		No	RCUN138

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ECA.CC327	CHRON Letters Files Records: Circular, Incoming fax, Booking forms, TA, Correspondence, fax, letters	C+3	D		No	
ECA.CC328	Incoming and Outgoing Files Records: Interoffice memorandum, Correspondence letter, Participant list, symposium, request for	C+3	3		No	
ECA.CC329	Budget Files Records: Project note, staffing, issue problems, report note	B+4	D		No	RCUN102
ECA.CC340	Roots Development Files Records: Budget lines, exchange rate, correspondence, business center	C+3	D		No	
ECA.CC341	Efficiency Projects Related Issues Records: Correspondence	C+5	D		No	
ECA.CC342	ADF/UNCC (African Development Forum) Files Records: Program, space allocation, list of participant, weekly meeting, GSS logistics, background information ADF	C+5	D		No	
ECA.CC343	6th Africa Region Women Conference files Records: Correspondence , & fax letters	C+5	D		No	
ECA.CC344	AKNF(African Knowledge Network Forum) Files Records: Travel Authorization	C+5	D		No	

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ECA.CC345	Voucher Files Records: Payments of honorarium	C+20	D		No	DGCM004
ECA.CC346	ISS Files Records: Request for conference meeting	C+3	D		No	
ECA.CC347	Staff Rules and Regulations Files Records: Overtime report	P	A		No	OHRM129
ECA.CC348	EIBTM 2000 Files Records: Computer utilization, mission	C+1	D		No	
ECA.CC349	Box Selection, Performance Related Training Files Records: Computation, publications, Magazine & general marketing Find invoice for different events,	C+3	D		No	
ECA.CC350	Towards African Digital Information Commons File Records: Correspondence, fax form, TA, conformation letter	P	D		No	
ECA.CC351	BC1 RECP #A Files Records: TA & payment authorization, Participant list information,	C+5	D		No	

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ECA.CC352	RECP BC Files Records: Geneva tourism, list of hotels	C+3	D		No	
ECA.CC353	Payments DSA Files Records: Boaic sample broacher, Participant information list	C+4	D		No	
ECA.CC354	Planning Trade Files Records: Common sense conference, power point tutorial about wireless innovation	C+5	D		No	
ECA.CC355	Official Function Files Records: Payment authorization, TA	C+3	D		No	
ECA.CC356	IMF & World Bank Files Records: List of notes	P	D		No	
ECA.CC357	COMESA(Common Market for Eastern & Southern Africa) Files Records: Correspondence, interoffice memorandum, request form for official	C+2	D		No	
ECA.CC358	Committee Women Development (CWD) Files Records: Participant cluster & correspondence, Field office receipt, list of	C+3	D		No	

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ECA.CC359	ESPD FASDEV Files Records: Travel authorization	C+2	D		No	
ECA.CC360	Contract & Service Providers Files Records: Participant information list, correspondence, TA	C+20	D			DGCM003
ECA.CC361	Governor of Central Bank Files Records: Ambassador Franco poll list information	C+4	D		No	
ECA.CC362	ABSA & FASDEV(Advisory Board on Statistics in Africa & forum on Statistics African form) Files Records: Interoffice memorandum	C+3	D		No	
ECA.CC363	African Ministers Correspondence Files Records: List of representative, statistics correspondence, TA	C+5	D		No	
ECA.CC364	African Development Forum (ADF) III Work Schedule Files	C+5	D		No	
ECA.CC365	CODI 3 Files Records: Site forms & registry form, Overtime report	C+3	D		No	
ECA.CC366	List of Participant Files Records: Participant cluster	C+5	D		No	

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ECA.CC367	Correspondence Files Records: Draft work program, draft narrative program	C+2	D		No	
ECA.CC368	Procurement Files Records: Information note, draft letter indication, rooms & equipment allocation	T+5	D	T= procurement completed, service completed, contract expired	No	RCUN123
ECA.CC369	CHINA African Forum Files Records: Correspondence, Performa invoice, overtime report	C+5	D		No	
ECA.CC370	Regional Development Bank & Private Sector Files Records: List of participant, correspondence, travel time & attendance report	C+5	D		No	
ECA.CC371	Conference Ministers Files Records: Final invoice, participant list, Heads of UN agencies, correspondence, participant information, Participant	C+5	D		No	
ECA.CC372	Experts of Ministers of Finance Files Records: Participant information, fax correspondence, List of participant & information	C+5	D		No	

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ECA.CC373	ECA/UN Events Files	C+5	D		No	
Records: Banqueting invoice, correspondence progressive list of member state, Nomination & confirmation, translation, general correspondence, Participant cluster						
ECA.CC374	Hotels Files	C+3	D		No	
Records: Hotel reservation list, fax correspondence						
ECA.CC375	Bank REC-UN Regional COM – IMF, WB – UNHQ Files	C+5	D		No	
Records: Conference request memorandum, draft list of conference						
ECA.CC376	Finance Planning Files	B+4	D		No	RCUN102
Records: List of participant & their information						
ECA.CC377	Ministers of Planning Experts File	C+5	D		No	
Records: List of International goal, event schedule, correspondence						
ECA.CC378	RCID Files	C+5	D		No	
Records: Payments, confirmed participant summary, sponsor participant list						
ECA.CC379	Receiving & Inspection Report (RIR) Files	C+3	D		No	
Records: Correspondence						
ECA.CC380	PRE –Launch Workshop on Governance Files	C+2	D		No	
Records: Letter of appointment, interoffice memorandum						

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ECA.CC381	SDD Files	C+3	D		No	
Records: Vat pricing, memo contract						
ECA.CC382	Staff Matters File	P	A		No	
Records: Stakeholders database, participant list by cluster						
ECA.CC383	Calendar of Conference & Meetings File	C+1	D		No	
Records: Calendar of conference, revised calendar, list of meeting						
ECA.CC38	Human Rights Day Files	C+2	D		No	
Records: Request for conference						

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