



United Nations Fund for International Partnership

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
UNFIP001	Policy and Oversight Files	Correspondence, memos, cables, faxes, e-mail, reports and research. Records deal with UNFIP's mandate, strategic plans, financial operations, the UNFIP Advisory Board, the UN Foundation Board of Directors, and policies and guidelines for projects and programmes. Includes outreach and public information materials.	P	A	No		
UNFIP002	Programme Management Files	Correspondence, memos, cables, faxes, e-mail and reports. Records deal with UNFIP programme management and include: programme frameworks (approve text); portfolio reviews; programme framework meetings; UNFIP implementation reports (quarterly and board issues); and ad hoc reports.	P	A	No		
UNFIP03	Budget, Financial & Statistical Files	Correspondence, memos, cables, faxes, e-mail & reports. Records deal with planning the subs & admin. Activities of an office; proposing budgetary resources; budget preparation instructions; tracking allotments & expenditures; performance indicators; medium-term planning; accomplishment, activity & workload reports submitted to higher levels, including the ACABQ. The records are created & retained by UNFIP as its record of requests for action submitted through its Executive Office to OPPFB.	B + 6	D	No	OPPFB	
UNFIP004	Tracking Records	Logs, registers, etc., in paper or electronic form, used to trace action status of projects, including finance, or the status of projects, including finance, or the status or whereabouts of correspondence, memos, reports and other records.	C + 2	D	No		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
UNFIP005	Requisition Files	Copies of requisitions, purchase orders, invoices, correspondence, memos, faxes, e-mail and report. Records deal with requests for supplies and services. The records are created and retained by UNFIP as they record requests for action submitted through the Executive Office to other offices such as Facilities Management, Procurement and OICT, etc.	C + 3	D	No		
UNFIP006	Premises Files	Copies of correspondence, memos, cables, faxes, e-mail, reports, leases, floor plans, etc. Records deal with requests for, allocation and maintenance of, space and facilities and security measures.	C + 4	D	No		
UNFIP007	Human Resources Administrative Files	Copies of correspondence, memos, faxes, e-mails and reports in paper form. The records deal with staff administration including recruitment, assignment, training, job description, post classification, performance appraisal, promotion, travel plans and requests, leave and attendance, separation, etc. Records are created and retained by an UNFIP as its record of requests for action submitted through its Executive Office to OHR.	T + 3	D	No	OHR	T= Separation of the staff member
UNFIP008	Unofficial Personnel Files	Copies of correspondence, memos & other records dealing with the different aspect of a staff member's employment. The files are maintained by UNFIP for convenience of reference to selected information about staff members under its supervision. The files should not include material as precluded in ST/IC/8277/Rev.1 (11 January 1983) and ST/IC/88/19 (4 April 1988) which recognize the official status files in Personnel Records Unit, OHR as the sole official files.	T + 1	D	No		
UNFIP009	Information Technology Records	Records relating to UNFIP and United Nations information application, policy, working group, etc.	T + 3	D	No	OICT	
UNFIP010	Chronological File	Copies of outgoing correspondence, memos, cables, faxes, etc., arranged chronologically for quick	C + 1	D	No		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
UNFIP011	Internal Relations - United Nations Offices	Records relating to UNFIP involvement with Secretariat offices on matters which do not fall under any other category in the record plan, including the EOSG, the DSG, the SG's reform agenda, DPO's support account, Capital Master Plan, etc.	C + 3	D	No		
UNFIP012	Audit Files - Internal	Correspondence, memos, cables, faxes, e-mail and reports in paper form. The records deal with examinations of the UNFIP's operations and its response to auditors recommendations.	T + 15	D	No		
UNFIP013	Audit Files - External	Correspondence, memos, cables, faxes, e-mail and reports in paper forms. The records deal with examinations of the UNFIP's operations and its response to auditors recommendations	T + 15	D	No		
UNFIP014	UN Foundation Liaison Records		P	A	No		
UNFIP015	UNFIP Donor Records	Correspondence with actual and potential donors from foundation, funds and corporations.	P	A	Yes		
UNFIP016	Project Implementing Partners - UN	Records relating to the relationship between UNFIP and UN funds and programmes that implement projects. Includes: Memoranda of Understanding/BIAS; focal point designation, portfolio reviews, mission reports, consolidation financial reports and partners.	T + 6	D	No		
UNFIP017	Project Implementing Partners - UN	Records relating to relationship between UNFIP and non-UN partners implementing projects, including foundations, corporations, government agencies, and non-governmental organizations. Includes: memoranda of understanding, relationship agreements, memoranda of procedures, and partner information.	T + 6	D	No		
UNFIP018	Project Planning Files	Subject-based files used to plan projects, including fundraising strategy, etc. Retain in office for duration of project (if funded) Destroy in office when project is complete.	P	D	No		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
UNFIP019	Project Case Files	Case files comprise: project document; signed cover sheet; progress reports; programme review sheets; mission reports; request for extension; project budgets; quarterly utilization reports; financial statements; and financial data tracking documents, including: requests to UNF, UNF/CDAs, request to PPBD, IMIS/BADs, IMIS/FDs, Chase statements, PPBD allotments, UNFIP notifications	P	A	No		
UNFIP020	Project Administration records	Minutes of meetings, policy letters, instructions, handbooks, manuals, forms and templates relating to UNFIP project administration. Retain until superseded. Retain in office until UNFIP mandate expires then transfer to ARMS	T + 6	No			
Retention codes:	C=Current Year; T=Termination or completion of programme or project; P=While needed to conduct UN business; S=Superseded						
Disposition codes:	A=Review for Archival (permanent); D=Destroy						