

WHO Records Retention Schedules

These records retention schedules apply to all WHO records in any format, whether maintained by Records and Archives at HQ, by Registry units in regional offices, or by other units. They also apply to WHO partner organizations. The existing schedules were developed in consultation with the business owners of the records, and, when required, in consultation with Legal. They were then approved and signed off at the appropriate levels, and are part of the WHO Manual.

Business owners wishing to discuss revisions to any of the retention schedules should please contact records@who.int.

WHO Records Retention Schedules by Category

GENERAL

- 001 Transitory Records Administration
- 012 Meetings Administration
- 028 General Administration

FINANCIAL

- 031 Accounting
- 032 Budgeting
- 033 Claims Administration
- 034 Insurance
- 035 Payroll Administration
- 036 Pension Administration
- 037 Treasury Administration
- 038 Comptroller

HUMAN RESOURCES

- 007 Recruitment
- 008 Classification
- 010 Appeals Administration
- 015 Education
- 016 Staff Member Files Administration
- 026 HR Liaison Services
- 027 Medical Services

KNOWLEDGE AND INFORMATION

- 006 Publications and Documents Production
- 009 Records and Archives Administration
- 011 Publications and Documents Administration
- 020 Library Administration
- 024 Information Technology (*this schedule is currently in development*)
- 030 Audiovisual Materials

FACILITIES AND ASSETS

- 002 Procurement
- 005 Building and Construction Management
- 013 Building and Premises Administration
- 018 Inventory, Assets and Office Supplies Management
- 019 Catering and Concessions Management
- 029 Security Administration
- 040 Mailing

MEDICAL AND SCIENTIFIC

- 022 Surveillance and Response
- 039 Research

TRAVEL

- 003 Travel Authorization and Arrangement
- 004 Visa Administration
- 021 Travel Reporting

GOVERNANCE AND LEGAL

- 014 Policy Formulation
- 017 Contracts Administration
- 023 External Relations, Advocacy and Collaboration
- 025 Governance, Oversight and Legal Administration

001. Transitory Records Administration Records Retention Schedule

Effective date: May 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>TRANSITORY RECORDS ADMINISTRATION</p> <p>Transitory records include copies of official records, records used for reference, drafts of records produced in creating official records, records needed for the completion of routine actions, and other records whose value is clearly temporary and non-substantive.</p> <p>This schedule applies to records in either paper or electronic format.</p>	<p>1. External Publications</p> <ul style="list-style-type: none"> Articles, marketing materials, annual reports, newspaper clippings, brochures, newsletters, books, manuals (originating in other organizations and used as reference by WHO) 	Retain while of administrative or reference use	Destroy, except external books and manuals; forward these to the WHO Library for evaluation	These are not WHO records and do not need to be kept by WHO. External books and manuals, however, may be considered worth retaining by the WHO Library, and should be evaluated by the Library on a case by case basis.
	<p>2. Duplicate Internal Publications</p> <ul style="list-style-type: none"> Books, periodicals, brochures, press releases, technical and policy documents, catalogues, internal information notes, manuals, annual reports, telephone directories (includes surplus stock copies of internal publications) 	Retain while of administrative or reference use	Destroy	<p>WHO publications of long-term value are retained permanently by the WHO Library. Surplus copies should be disposed of when no longer of administrative or reference use.</p> <p>Some publications fall into a 'grey area' between records and publications, and might not be retained by the Library. These include most brochures and many reports and manuals. In cases where it is not clear whether or not the Library retains certain items, these items should be sent to Archives for evaluation.</p> <p>See also # 011 <i>Publications and Documents Administration Records Retention Schedule</i></p>
	<p>3. Duplicate Internal Documents</p> <ul style="list-style-type: none"> Minutes, studies, surveys, databases, circulars and directives, reports, press releases, meeting packages, correspondence and memos (circulated or distributed for reference, comment or general information) 	Retain while of administrative or reference use	Destroy (if confidential, shred rather than recycle)	The originals or official copies of these documents may be of long-term value (and are addressed in other records retention schedules) but duplicates should be disposed of when no longer of use. Significant annotation on a duplicate record may necessitate retention of it according to the retention schedule that applies to the original. It is essential to identify the office of record for these records, so that the original or the official copy is retained appropriately.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>001 TRANSITORY RECORDS ADMINISTRATION</p> <p>Transitory records include copies of official records, records used for reference, drafts of records produced in creating official records, records needed for the completion of routine actions, and other records whose value is clearly temporary and non-substantive.</p> <p>This schedule applies to records in either paper or electronic format.</p>	<p>4. Draft Documents and Working Materials</p> <ul style="list-style-type: none"> Drafts of documents such as reports, minutes, correspondence and policies, as well as working materials gathered for the preparation of these documents 	<p>Retain until completion of document, or longer if necessary (see note)</p>	<p>Destroy (if confidential, shred rather than recycle)</p>	<p>In some cases drafts which have been made widely available or circulated for comment, which provide evidence of approval, or which differ significantly and possibly controversially from the final document and therefore provide evidence of its evolution, need to be retained for a longer period.</p>
	<p>5. Routine and Unsolicited Records</p> <ul style="list-style-type: none"> Routine phone messages, e-mails, routing slips and cover sheets, unsolicited "nuisance" mail, notes (post-it notes, personal notes or routine administrative notes) Routine meeting notices, memos, schedules, requests, appointment diaries 	<p>Retain for immediate administrative use only</p> <p>Retain 1 year</p>	<p>Destroy (these are seldom confidential, but if they are, shred rather than recycle)</p>	<p>These records are peripheral to significant WHO decisions and activities, which are documented fully and officially elsewhere.</p> <p>A request is <i>not</i> considered routine if it contains substantive information that is not available elsewhere or that was first made available in the request. Official requisitions are also not considered routine requests.</p> <p>Schedules, calendars and appointment diaries of certain staff may be considered substantive enough to warrant long-term retention.</p>
	<p>6. Non-Records</p> <ul style="list-style-type: none"> Blank forms or discs, samples of supplies or finishings 	<p>Retain only as long as needed</p>	<p>Destroy (not confidential)</p>	<p>These have no value as records and should be destroyed if no longer useful.</p>
	<p>7. Chronological or Day Files</p> <ul style="list-style-type: none"> Copies of incoming and outgoing correspondence and attachments filed in chronological order, including internal correspondence such as memos 	<p>Retain while of administrative or reference use (usually 1 or 2 years)</p>	<p>Destroy (shred if confidential)</p>	<p>These records are copies and have short-term reference value. The originals should be available elsewhere if needed. If these records are needed on an ongoing basis for reference and/or there is doubt as to whether the originals were retained or are accessible, then the chronological files should be kept. If there is original correspondence in these files, it should be filed appropriately elsewhere rather than in chronological files.</p>

002. Procurement Records Retention Schedule

Effective date: May 2004, revised May 2011, July 2020

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>PROCUREMENT</p> <p>Records regarding requisitioning and purchasing goods (including equipment for HQ and field offices) or services for which a counter-signed contract is <u>not</u> required.</p> <p>This schedule applies to records in either paper or electronic format in GSM and in Enterprise Content Management (ECM) systems.</p> <p>Note: ECM system is the official repository for records supporting GSM transactions.</p>	1. Goods procurement records for which a counter-signed contract is <u>not</u> required (shipping authorizations, delivery schedules and documentation, correspondence, customs documentation, and supporting documentation for successful bids, quotes and tenders).	Retain 5 years in electronic format in ECM after records become inactive	Destroy	Short to medium-term administrative and financial value Note: In cases where there is any ongoing legal or other issue, records remain active and are retained in electronic format in ECM until 5 years after the issue is resolved.)
	2. Services procurement records for services for which a counter-signed contract is <u>not</u> required (e.g. Internal Services, Imprest, General External Services, Fellowships) including supporting documents such as self-declaration form when applicable, offer, quotation, and adjudication report when required.	Retain 5 years in electronic format in ECM after records become inactive.	Destroy	Short to medium-term administrative and financial value Notes: - Imprest POs generating high volume transactions and that cannot be scanned have to be retain on paper. - In cases where there is any ongoing legal or other issue, records remain active and are retained in electronic format in ECM until 5 years after the issue is resolved.)
	3. Services and Goods procurement records for which a counter-signed contract is required			See Contracts Administration schedule
	4. Supporting documentation re: unsuccessful bids , quotes and tenders, including cancellations	Retain 5 years in paper or electronic format by units after bidder chosen or RFP cancelled	Destroy	Short-term administrative value See also Contracts Administration schedule
	5. Contracts Review Committee records regarding procurement (CRC memos and recommendations)			See Contracts Administration schedule

003. Travel Authorization and Arrangement Records Retention Schedule

Effective date: May 2004, revised August 2011 and October 2020

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>TRAVEL AUTHORIZATION AND ARRANGEMENT</p> <p>Records relating to requesting and receiving authorization for duty travel and statutory travel of WHO staff, and the administrative arrangements related to this travel.</p> <p>This schedule applies to records in either paper or electronic format in GSM and in in the Enterprise Content Management (ECM) systems.</p> <p>Note: ECM system is the official repository for records supporting GSM transactions.</p>	1. Duty travel authorization supporting documents	Retain 3 years after travel completed	Destroy	Short-term administrative value Note: Since the implementation of GSM, travel authorizations are not created as records, but as data in GSM)
	2. Statutory travel supporting documents <ul style="list-style-type: none"> • Home leave, education, recruitment, and other statutory travel, not including repatriation travel • Repatriation travel 	Retain permanently in electronic format in ECM after travel completed.	Archives	Long-term administrative value. See also Staff Member Files Administration schedule. Statutory travel requests and authorizations are created in GSM. Supporting documents are not often required. When required, they are uploaded manually as non-transactional document in ECM and retained as indicated.
	3. Special case files regarding travel (correspondence, etc.)	Retain 5 years after travel is completed or issue resolved.	Destroy	Short-term administrative value
	4. Travel Claims supporting documents			See Claims Administration schedule
	5. Travel Reports			See Travel Reporting schedule

004. Visa Administration Records Retention Schedule

Effective date: May 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>VISA ADMINISTRATION</p> <p>Records related to the process of visa application by WHO staff.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Visa application documentation (correspondence, electronic memos)	Retain until visa issued	Destroy	Immediate administrative value only. Visa applications themselves are sent to relevant mission or consulate, and are not retained by WHO or travel agent.
	2. Background information re: visa requirements	Retain until superseded	Destroy	Immediate administrative value only
	3. Special case files (correspondence regarding visa applications)	Retain until case resolved	Destroy	Short-term administrative value

005. Building and Construction Management Records Retention Schedule

Effective date: May 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>BUILDING AND CONSTRUCTION MANAGEMENT</p> <p>Records related to constructing, altering, expanding, maintaining and operating WHO buildings, grounds and facilities, both owned and rented.</p> <p>This schedule applies to records in either paper or electronic format.</p>	1. Plans, proposals and negotiations for building or leasing premises for WHO	Retain in office 5 years after decision made, then evaluate for selective permanent retention in Archives	Archives	Possible long-term value. These records should be appraised by Records and Archives (or comparable units in regional offices) together with the originating unit.
	2. Project files for specific buildings, areas or facilities (instructions, submissions, studies, contractor meeting records, permits, updates, reports, drawings, correspondence, checks and controls, remittance statements)	Retain in office as long as administratively and technically required, then in Archives permanently (selective retention)	Archives	Many building-related records must be retained for exceptionally long periods (the life of the building in many cases). These records form the memory of WHO in terms of physical structures. Selection should be done in consultation with Records and Archives staff (or comparable units in regional offices).
	3. Maintenance and operations records for electricity, electronics, ventilation, heating and plumbing (work plans and schedules, inventories, surveys, statistics)	Retain 10 years after superseded or obsolete	Destroy	Medium-term administrative and legal value
	4. Maintenance and operations records for gardening, building upkeep and cleaning (statistics, work plans and schedules, surveys, inventories)	Retain 3 years	Destroy	Short-term administrative value
	5. Architectural drawings (original and amended)	Retain in office as long as administratively and technically required, then in Archives permanently	Archives	Long-term administrative and historical value. Recent architectural drawings are on CD-ROM. Older drawings should be digitised where possible, and the digitised copies provided for administrative and reference use.
	6. Calls for bids, invitations to tender, unsuccessful bids	Retain 5 years after successful bidder chosen	Destroy	Short-term administrative and legal value Bids are required for projects valued at more than \$70,000 (these are submitted to the Contracts Review Committee)

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>005 BUILDING AND CONSTRUCTION MANAGEMENT</p> <p>Records related to constructing, altering, expanding, maintaining and operating WHO buildings, grounds and facilities, both owned and rented.</p> <p>This schedule applies to records in either paper or electronic format.</p>	<p>7. Contracts Review Committee records (competition and adjudication records regarding building and construction management) including CRC memos and recommendations</p>	<p>Originals: Retain permanently</p>	<p>Archives</p>	<p>Possible long-term administrative, legal or historical value. See also Contracts Administration schedule.</p>
	<p>8. Successful bids and descriptions of work by contractors</p>	<p>Maintain with relevant project file</p>	<p>Archives</p>	<p>Long-term administrative, legal and historical value</p>
	<p>9. Purchase Orders for supply and installation</p>	<p>Retain 5 years</p>	<p>Destroy</p>	<p>Short-term administrative value</p>

006. Publications and Documents Production Records Retention Schedule

Effective date: November 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>PUBLICATIONS AND DOCUMENTS PRODUCTION</p> <p>This schedule deals with records related to the creation of WHO publications, governing body and technical documents and miscellaneous other WHO publications intended for either internal or external distribution, as well as records related to internal printing, contracting for external printing, duplicating and binding, graphics design, and distribution and storage of documents and publications.</p> <p>This schedule applies to records in either paper or electronic format.</p>	1. Contracts for external printing			See Procurement schedule
	2. Contracts related to publishing process			See Contracts Administration schedule
	3. Contract Review Committee records			See Contracts Administration schedule
	4. Rental contracts for major equipment			See Contracts Administration schedule
	5. Records regarding purchase of major equipment			See Inventory, Assets and Office Supplies Management schedule, Procurement schedule, and Contracts Administration schedule
	6. Internal print shop purchase authorizations	Retain 2 years	Destroy	Short-term administrative value
	7. Authorizations for documents production and distribution	Retain 5 years	Destroy	Medium-term administrative value. Retain longer if part of print shop active/backup files (Item 18).
	8. Rights and use permissions obtained or granted for publications			
	<ul style="list-style-type: none"> • Copyright and translation agreements • Background documentation concerning copyright and translation • Internal approvals granted to allow external publication of WHO material 	Retain permanently	Archives	Long-term legal and administrative value
	Retain 10 years	Destroy	Medium-term legal and administrative value	
	Retain 10 years	Destroy	Medium-term legal and administrative value	
9. Correspondence and other supporting material regarding the publication process , including editing, translation, production and distribution	Retain while of administrative use	Destroy	Immediate and short-term administrative value	

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>006 PUBLICATIONS AND DOCUMENTS PRODUCTION</p> <p>This schedule deals with records related to the creation of WHO publications, governing body and technical documents and miscellaneous other WHO publications intended for either internal or external distribution, as well as records related to internal printing, contracting for external printing, duplicating and binding, graphics design, and distribution and storage of documents and publications.</p> <p>This schedule applies to records in either paper or electronic format.</p>	10. Correspondence with external printers	Retain 1 year	Destroy	Immediate administrative use only (copy is also available in backup file)
	11. Graphics presentation requisitions	Retain 2 years	Destroy	Short term administrative value
	12. Graphics (designs, drawings, graphs, maps, charts, electronic files of WHO publications)	Retain 10 years	Destroy	Older graphics materials have long-term value and are retained by the Archives, but graphics are now created and retained in electronic format only. These electronic files may be needed for reprints or adaptations for several years, as long as the software in which they are housed has not become obsolete or inaccessible.
	13. Early drafts and versions , provisional summaries and verbatim records			See Transitory Records schedule.
	14. Final edited manuscript and last set of proofs	Retain 2 years after publication	Destroy	Short-term administrative value. Retain longer if part of print shop project file (Item 17).
	15. Production records of word processing centres	Retain 2 years	Destroy	Short-term administrative value. The official publications and documents produced are retained by the Library in either electronic or paper form.
	16. Print shop files / project files related to internal publications (requests, correspondence, specifications, text)	Retain 4 years after files no longer needed for reissue / revision	Destroy	Medium-term administrative value
	17. Active files and backup files documenting external printing activities (quotes, bids, print requests, estimates, artwork, correspondence, approvals, printing contracts/purchase orders, delivery notes)	Retain 10 years after printing completed, or 5 years in total for correspondence where no further action regarding printing is taken	Destroy	Files are active until invoiced. These records are needed for audit purposes and for possible reprint adaptation. They provide a more complete record than the overview provided in the database.
	18. Invoices for external printing (copies)			See 031 Accounting schedule

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>006 PUBLICATIONS AND DOCUMENTS PRODUCTION</p> <p>This schedule deals with records related to the creation of WHO publications, governing body and technical documents and miscellaneous other WHO publications intended for either internal or external distribution, as well as records related to internal printing, contracting for external printing, duplicating and binding, graphics design, and distribution and storage of documents and publications.</p> <p>This schedule applies to records in either paper or electronic format.</p>	<p>19. Costing files (printing quotations) for internal printing</p>	Retain 3 years after information updated	Destroy	Short-term administrative value
	<p>20. Samples / examples of externally printed items</p>	Retain 1 year after printing completed	Destroy	Retained for reference and as samples to show clients. These publications are also retained in the Library.
	<p>21. Samples of internally printed materials</p>	Retain limited samples as needed	Destroy	Short-term administrative value
	<p>22. Statistical data and reports regarding internal printing</p>	Retain 10 years	Destroy	Medium-term administrative value
	<p>23. Database (summary information about publications, pdf files) regarding external printing</p>	Retain permanently	In office	This database provides a searchable overview of several decades of externally printed WHO publications.
	<p>24. Information regarding distribution of free publications and of governing bodies documents (requests, instructions, correspondence)</p>	Retain a minimum 5 years, then as long as of administrative use. Retain requests for small amounts of publications 1 year	Destroy	Distribution of publications is a key WHO function, and some records regarding this may be of at least medium-term administrative use.
	<p>25. Information, including correspondence, regarding distribution and sale of priced publications</p>	Retain a minimum 5 years, then as long as of administrative use	Destroy	Distribution of publications is a key WHO function, and some records regarding it may be of relatively long-term administrative use.
<p>26. Information regarding distribution of free publications and of priced publications which are distributed free (requests, distribution instructions and details, correspondence), and information regarding distribution of governing bodies documents</p>	Retain a minimum 5 years, then as long as of administrative use. Retain requests for small amounts of publications for 1 year.	Destroy	Distribution of publications is a key WHO function, and some records regarding this may be of at least medium-term administrative use.	

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>006 PUBLICATIONS AND DOCUMENTS PRODUCTION</p> <p>This schedule deals with records related to the creation of WHO publications, governing body and technical documents and miscellaneous other WHO publications intended for either internal or external distribution, as well as records related to internal printing, contracting for external printing, duplicating and binding, graphics design, and distribution and storage of documents and publications.</p> <p>This schedule applies to records in either paper or electronic format.</p>	<p>27. Information regarding distribution and sale of priced publications</p> <ul style="list-style-type: none"> • Receipts, pro forma invoices, lists of cheques • Correspondence with sales agents, including opening of accounts • Invoices (MDI copies of invoices with orders, internal orders and invoices), files for deposit accounts (sales agents, Regional Offices) 	<p>Retain 5 years</p> <p>Retain a minimum 5 years, then as long as of administrative use</p> <p>Retain 8 years</p>	<p>Destroy</p> <p>Destroy</p> <p>Destroy</p>	<p>Distribution of publications is a key WHO function, and some records regarding it may be of relatively long-term administrative use.</p> <p><u>Note:</u> Electronic versions are also maintained 8 years in GSM records management system.</p>
	<p>28. Records regarding maintenance of distribution mailing lists and history of addresses</p>	<p>Retain a minimum of 5 years, then as long as of administrative use.</p>	<p>Destroy</p>	<p>Medium-term administrative value. Distribution of publications is a key WHO function.</p>
	<p>29. Documents and publications storage information</p>	<p>Retain as updated</p>	<p>Destroy</p>	<p>Immediate administrative value only</p>
	<p>30. Surplus documents and publications (i.e. surplus to copies required by Library)</p>	<p>Retain surplus copies WHA and EB documents and technical documents 5 years, surplus restricted documents 2 years. Retain surplus copies of other documents and publications according to administrative need.</p>	<p>Destroy after consultation with originating unit</p>	<p>The WHO Library is responsible for retaining and providing access to WHO publications and documents. See also Publications and Documents Administration schedule.</p>

007. Recruitment Records Retention Schedule

Effective date: May 2004, Revision October 2020

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>Records relating to internal and external posting of positions; accepting solicited resumes; interviewing and selecting candidates.</p> <p>This schedule applies to records either in paper or either electronic format in GSM, in the Enterprise Content Management (ECM) and in Stellis systems.</p> <p>Notes: ECM system is the official repository for records supporting GSM transactions.</p> <p>Since 2017, Stellis is the official repository for records supporting the recruitment and onboarding processes.</p> <p>ECM and Stellis are integrated and selected records are automatically transferred to ECM.</p> <p>See also Staff Member Files Administration schedule and Classification schedule.</p>	<p>1. Master Files for short term vacancies:</p> <p>Vacancy announcements, terms of reference, applications, screening documents, selection reports, notes, correspondence</p>	<p>Retain permanently in electronic format in Stellis</p> <p>Notes:</p> <ul style="list-style-type: none"> Terms of reference is applicable for 60 days or less contract. They are automatically transferred to ECM for successful candidates For records <u>prior to Stellis (2017)</u>, the previous retention policy will continue to be applied: 3 years after vacancy is filled 	<p>Retain permanently in electronic format</p>	<p>Long-term administrative and legal value</p> <p>Note: post description and classification are not created as records but only as GSM transaction</p>
	<p>2. Master File for each fixed term vacancies:</p> <p>Vacancy announcements, applications, screening documents, panel records, interview forms, notes, written tests, selection reports, correspondence</p>	<p>Retain permanently in electronic format in Stellis</p> <p>Notes:</p> <ul style="list-style-type: none"> Records related to successful candidates are automatically transferred in ECM. For records <u>prior to Stellis (2017)</u>, the previous retention policy will continue to be applied: 5 years after vacancy is filled 	<p>Retain permanently in electronic format</p>	<p>Long-term administrative and legal value</p> <p>Note: post description and classification are not created as records but only as GSM transaction.</p>

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
	3. Letters of application and CVs not submitted in Stellis (unsolicited)	Retain while of administrative use	Destroy	Short-term administrative value
	4. General Services personnel roster (tested, passed and available to work)	Retain permanently in electronic format in Stellis Note: <ul style="list-style-type: none"> For records <u>prior to Stellis (2017)</u> the previous retention policy will continue to be applied: until superseded 	Retain permanently in electronic format	Long-term administrative and legal value
	5. Intern files	Retain permanently in electronic format in Stellis Note: <ul style="list-style-type: none"> For records <u>prior to Stellis (2017)</u>, the previous retention policy will continue to be applied: 3 years after end of assignment 	Retain permanently in electronic format	Long-term administrative value.

008. Classification Records Retention Schedule

Effective date: May 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>CLASSIFICATION</p> <p>Records related to assigning appropriate classification to positions according to compensation levels, and reviewing position classifications.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>1. Terms of reference for positions (including programme objectives, language and experience requirements, post responsibilities, copy of post description, signatures)</p>	3 years	Destroy	Short-term administrative value
	<p>2. Post descriptions and updates</p>	<p>Official: Retain permanently</p> <p>Copies: Retain for immediate administrative use only</p>	<p>Archives</p> <p>Destroy</p>	<p>Permanent administrative, historical and legal value. For Regional Offices, post descriptions and updates for Professional staff are retained at HQ, and those for General staff are retained in the Regional Offices.</p> <p>Immediate administrative value only</p>
	<p>3. Requests for classification or revision</p>	3 years	Destroy	Short-term administrative value
	<p>4. Classifications and revisions for each post description, approvals of classifications and revisions</p>	<p>Official: Retain permanently</p> <p>Copies: Retain for immediate administrative use only</p>	<p>Archives</p> <p>Destroy</p>	<p>Permanent administrative, historical and legal value. For Regional Offices, classifications and revisions (with approvals) for Professional posts are retained at HQ, and those for General posts are retained in the Regional Offices.</p> <p>Short-term administrative value</p>

009. Records and Archives Administration Records Retention Schedule

Effective date: May 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>RECORDS AND ARCHIVES ADMINISTRATION</p> <p>Records related to archives and records management services and activities, including documentation of records appraisal and retention practices, records of the transfer, classification, storage, description, retrieval and destruction of records, and the tracking of reference and access requests.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Appraisal, selection and retention records (authorized records retention schedules, special-case authorizations regarding records disposition, archival appraisal and selection documentation, accession records, donor agreements)	Retain permanently	Archives	Schedules and appraisals are policy documents and have lasting value. Accession records and donor agreements have long-term historical and legal value.
	2. Documentation of records transfers including incoming transfer of records of both temporary and permanent value (transfer forms and lists, correspondence)	Enter in database; retain originals 5 years after transfer	Destroy	Transfer records do not need to be retained long-term, as long as the schedules authorizing the transactions are retained and the information is entered in the database.
	3. Documentation of records destruction (records destruction approval forms, lists, correspondence)	Retain permanently	Archives	Long-term administrative value.
	4. Classification records (pre-routing and classifying guidelines, classification scheme)	Retain permanently	Archives	Records of policies or procedures have long-term administrative and historical value.
	5. Descriptions and inventories of records (LLRS database, archival finding aids)	Retain permanently	Archives	Long-term administrative and historical value
	6. Records storage documentation (location lists and databases, tracking information, security documentation, offsite storage documentation, temperature and relative humidity readings)	Retain location information until obsolete or superseded; retain other storage documentation 2 years	Destroy	Immediate and short-term administrative value

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>009 RECORDS AND ARCHIVES ADMINISTRATION</p> <p>Records related to archives and records management services and activities, including documentation of records appraisal and retention practices, records of the transfer, classification, storage, description, retrieval and destruction of records, and the tracking of reference and access requests.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>7. Internal reference requests (documentation of requests and retrieval, tracking and follow-up, statistics, correspondence, check-out cards for RAS records)</p>	<p>Retain 2 years after research completed</p>	<p>Destroy</p>	<p>Short-term administrative value</p>
	<p>8. External reference requests Correspondence, documentation of retrieval, tracking and follow-up, statistics</p> <p>Signed and approved research applications, descriptions of research projects, agreements establishing terms and conditions of access and use</p>	<p>Retain 5 years after research completed</p> <p>Retain 10 years after research completed</p>	<p>Destroy</p> <p>Destroy</p>	<p>Medium-term administrative value</p>
	<p>9. Special project files (records-related audit and inspection reports, archives acquisition and processing projects, emergency preparedness and disaster recovery plans, training packages and presentations, reports on the creation of guidelines and manuals, reports and recommendations regarding activities and procedures)</p>	<p>Retain permanently (selective retention)</p>	<p>Archives</p>	<p>These records document key activities in Records and Archives and have long-term administrative and historical value. Retain terms of reference, policy documents and final reports and recommendations, and destroy transitory records and routine administrative records covered by general retention schedules.</p>

010. Appeals Administration Records Retention Schedule

Effective date: May 2004, revised May 2011

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>APPEALS ADMINISTRATION</p> <p>Records related to receiving and responding to appeals contesting administrative decisions affecting the employment status of WHO staff members.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. HBA case files (appeals, correspondence, supporting documentation), Board reports (summaries/ recommendations) and Director General's decisions	Retain permanently	Retain in office 2 years after completion, then transfer to Archives	Long-term legal and historical value. Correspondence in these files is not duplicated in the appeals case files held by Human Resources.
	2. Human Resources case files (copies of appeals, defence documentation, correspondence, responses)	Retain permanently	Retain in Human Resources while needed for administrative purposes, then transfer to Archives	Long-term legal and historical value. Correspondence in these files is not duplicated in the appeals case files held by the Headquarters Board of Appeals.

011. Publications and Documents Administration Records Retention Schedule

Effective date: May 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>PUBLICATIONS AND DOCUMENTS ADMINISTRATION</p> <p>This schedule outlines the required retention periods and locations for official WHO publications, governing body and technical documents, and miscellaneous other WHO publications, intended for either internal or external distribution.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>1. Official WHO numbered policy and technical (non-restricted) documents, including:</p> <ul style="list-style-type: none"> • WHA and EB official documents and other governing body records • Regional Committee reports • Annual Reports of Director-General and Regional Directors • Proposed Programme Budget and Financial Report • Non-restricted technical documents 	Retain at least one copy permanently in Library . Retain other copies only while of administrative use.	Library	<p>These publications and documents concern core WHO activities and have long-term historical and administrative value.</p> <p>The WHO Library retains:</p> <ul style="list-style-type: none"> • Two copies of each WHO publication in each official language published • Two copies of each governing body document in each official language • Two copies of other policy documents and each technical document in all languages published in paper format. Many numbered policy and technical documents are available only electronically, and are retained in electronic form. • Both paper and electronic copies of fact sheets, press releases and notes for the press <p>See also Meetings Administration schedule</p>
	2. Official WHO publications of HQ, regional offices and country representatives (including Technical Reports series)			
	3. IARC and CIOMS publications			
	4. WHO periodicals and established newsletters			
	5. Official WHO videos (available to the public)			
	6. Official WHO information for the press , including: <ul style="list-style-type: none"> • fact sheets and updates • press releases • notes for the press • features • statements and backgrounders • other materials provided to the press 			
	7. Press kits (information and advocacy kits, including posters)	Retain permanently	Archives	Long-term historical and administrative value

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>011 PUBLICATIONS AND DOCUMENTS ADMINISTRATION</p> <p>This schedule outlines the required retention periods and locations for official WHO publications, governing body and technical documents, and miscellaneous other WHO publications, intended for either internal or external distribution.</p> <p>This schedule applies to records in either electronic or paper format.</p>	8. Articles written by WHO staff for publication in external journals	Retain at least one copy permanently. Retain other copies only while of administrative use.	Library	Staff and/or unit responsible should ensure that the Library is made aware of these publications. The Library creates bibliographic records of these publications if it has a copy in print or electronic form. If staff and/or unit is unable to provide the Library with a copy, the Library may decide to obtain one when informed of its existence.
	9. Publications created by WHO staff and published by external publisher , or written jointly by WHO staff and others and published by the other participant(s)			
	10. WHO publications available only in electronic form	Retain permanently	Library	Publications available only in electronic form currently do not have document numbers or other means of identification and location.
	11. Official communications including: <ul style="list-style-type: none"> • Information Notes • Circular Letters (CL and L) • DG Notes • DG E-mails 	Retain at least one copy permanently. Retain other copies only while of administrative use.	Archives	<p>These communications concern core WHO activities and decisions, and have long-term historical and administrative value. They may be in electronic or paper format, or both.</p> <p>Information Notes (previously Cluster Notes and Information Circulars), DG Notes and DG emails are also available electronically through the WHO Policy System on the Intranet.</p>
	12. Official WHO numbered documents (restricted)			
	13. WHO telephone directories			
	14. WHO Posters			
15. WHO handbooks, brochures and other administrative publications	Retain permanently	Archives	Long-term historical value.	

012. Meetings Administration Records Retention Schedule

Effective date: May 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>MEETINGS ADMINISTRATION</p> <p>Records related to co-ordinating and carrying out meetings of assemblies, boards, conferences, committees and sub-committees, study groups and scientific groups.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>1. Official publications and numbered documents resulting from meetings</p>	Retain permanently	Library	See Publications and Documents Administration schedule
	<p>2. Records generated by Governing Body meetings (WHA, EB, Regional Committees), Ministerial Conferences and meetings with Member States and international organizations:</p> <ul style="list-style-type: none"> • Agenda, minutes, summaries, resolutions, decisions • Invitations, lists of participants • Rules of procedure • Reports, recommendations, presentations • Confidentiality agreements • Declarations of interest • Nominations of regional directors • Substantive correspondence and supporting documentation 	Retain permanently	Archives	Permanent legal, administrative and historical value. These records document core WHO activities and decisions.
	<p>3. Records generated by technical meetings of WHO expert and joint expert advisory panels and committees, and other substantive WHO meetings including donor meetings, network meetings, staff retreats:</p> <ul style="list-style-type: none"> • Agenda, minutes, summaries, resolutions, decisions • Invitations, lists of participants • Rules of procedure • Reports, recommendations, presentations • Confidentiality agreements • Declarations of interest • Substantive correspondence and supporting documentation • Contacts with national administrations, invitations to serve on panels, transfers, acceptances, appointments, resignations, terminations 	Retain permanently	Archives	Permanent administrative and historical value. These records document significant WHO activities and decisions.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>012 MEETINGS ADMINISTRATION</p> <p>Records related to co-ordinating and carrying out meetings of assemblies, boards, conferences, committees and sub-committees, study groups and scientific groups.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>4. Records generated by technical meetings of WHO expert and joint expert advisory panels and committees, and other substantive WHO meetings including donor meetings, network meetings, staff retreats:</p> <ul style="list-style-type: none"> • Agenda, minutes, summaries, resolutions, decisions • Invitations, lists of participants • Rules of procedure • Reports, recommendations, presentations • Confidentiality agreements • Declarations related to conflicts of interest • Substantive correspondence and supporting documentation • Contacts with national administrations, invitations to serve on panels, transfers, acceptances, appointments, resignations, terminations • Staff retreat output/action plans 	Retain permanently	Archives	Permanent administrative and historical value. These records document significant WHO activities and decisions.
	<p>5. Records generated by joint WHO meetings and WHO co-sponsored meetings, including:</p> <ul style="list-style-type: none"> • Agenda, minutes, summaries, resolutions, decisions • Reports, recommendations, presentations • Confidentiality agreements • Declarations of interest • Substantive correspondence and supporting documentation 	Retain permanently	Archives	Permanent historical value. These records document significant WHO activities.
	<p>6. Non-WHO meetings</p> <ul style="list-style-type: none"> • Records of significant non-WHO meetings at which there is official WHO representation (invitations, agenda, minutes, summaries, WHO attendance and meeting reports, WHO representative designation) • Records of routine non-WHO meetings at which there is official WHO representation 	Retain permanently	Archives	Permanent historical value
	<p>7. Invitations to non-WHO meetings which are declined</p>	Retain 5 years	Destroy	Short-term administrative value
<p>7. Invitations to non-WHO meetings which are declined</p>	Retain 2 years	Destroy	Short-term administrative value	

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>012 MEETINGS ADMINISTRATION</p> <p>Records related to co-ordinating and carrying out meetings of assemblies, boards, conferences, committees and sub-committees, study groups and scientific groups.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>8. Routine records generated by substantive meetings including:</p> <ul style="list-style-type: none"> • calls for data • clearances • approval memos • attachments re: data • document plans • credential letters 	Retain 5 years after meeting held	Destroy	Short-term administrative value
	<p>9. Records generated by routine, informal or non-substantive meetings</p>	Retain 5 years after meeting held	Destroy	Short-term administrative value
	<p>10. Raw data (information from external agencies) for information and study in preparation for meetings</p>	Dispose of according to terms of agreement with data provider or according to predicted future need for data	Return or destroy	External agencies providing data (often unpublished and confidential) may specify that after the meeting the data be returned or destroyed, either at once or after a certain time.
	<p>11. Reference files regarding meetings</p> <ul style="list-style-type: none"> • Background material compiled prior to meetings (drafts, publications, copies, working materials such as preparatory correspondence and other non-substantive correspondence) • Copies of meeting packages 	Retain while of administrative use	Destroy	Short-term administrative value. See Transitory Records schedule
	<p>12. Meetings co-ordination files: records of conference staffing (including translation services), registration, attendance, and payment</p>	Retain while of administrative use	Destroy	Immediate administrative value only. These co-ordination files contain copies of records which originate and are retained elsewhere.
	<p>13. Room reservations</p>	Retain 2 years	Destroy	Short-term administrative value
	<p>14. General arrangements for meetings (room and equipment bookings, moving arrangements for large meetings held at Palais or CICG)</p>	Retain originals 4 years after meeting and destroy copies after meeting	Destroy	Short-term administrative value. See Travel Authorization and Arrangement, Buildings and Premises Administration, and Catering and Concessions Administration schedules.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>012 MEETINGS ADMINISTRATION</p> <p>Records related to co-ordinating and carrying out meetings of assemblies, boards, conferences, committees and sub-committees, study groups and scientific groups.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>15. Events organization records (for World AIDS Day, World Tobacco Day, World Health Day and others)</p>	<p>Retain 4 years</p>	<p>Destroy</p>	<p>Short-term administrative value</p>
	<p>16. Statistics regarding meetings and events</p>	<p>Retain 10 years</p>	<p>Destroy</p>	<p>Medium-term administrative value</p>

013. Building and Premises Administration Records Retention Schedule

Effective date: August 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>BUILDING AND PREMISES ADMINISTRATION</p> <p>Records related to requests for and allocation of office space (including coordination of office moves), rental of WHO premises to outside agencies, updating and reissuing the telephone directory and allocation of parking spaces.</p> <p>This schedule applies to records in either electronic or paper format.</p>	2. Records documenting liaison and co-ordination with other units regarding office accommodation and office moves (telephone installation/transfer, furniture, partitions, computers, maintenance)	Retain 2 years	Destroy	Short-term administrative value.
	3. Office allocation records (requests, rationale for grouping, lists of names and offices, statistics)	Retain 5 years	Destroy	Medium-term administrative value.
	4. Work orders for moves	Retain 2 years	Destroy	Short-term administrative value (destruction subject to statistics having been compiled).
	5. Arrangements for space allocated to independent organizations occupying space provided by WHO or elsewhere under WHO coverage (fees, correspondence, etc.)	Retain 5 years, or until these entities no longer occupy space, whichever is longer	Destroy	Medium-term administrative value. See also Contracts Administration schedule.
	6. Space allocation records regarding EB, WHA and other temporary office allocation	Retain 5 years	Destroy	Medium-term administrative value
	7. Rental agreements for space			See Contracts Administration schedule
	8. Space allocation statistics	Retain until no longer needed for production of studies or budget justification	Destroy	Medium-term administrative value, usually of between 10 and 15 years.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>013 BUILDING AND PREMISES ADMINISTRATION</p> <p>Records related to requests for and allocation of office space (including coordination of office moves), rental of WHO premises to outside agencies, updating and reissuing the telephone directory and allocation of parking spaces.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>9. Telephone directory production records</p> <ul style="list-style-type: none"> Database of assigned telephone numbers, update requests Plans of office distribution (drawings updated weekly) 	<p>Retain as updated</p> <p>Retain as updated</p>	<p>Destroy</p> <p>Destroy</p>	<p>Immediate administrative value.</p>
	<p>10. Garage management records</p> <ul style="list-style-type: none"> Active files (applications, offers of attribution, acceptances, payment details, correspondence) Active files (chronological proof of payment reports from ACT, payment ledgers, manual entries to payroll) Terminated files (transferred from active files) Waiting lists, cancellations of garage bays, attributed bays (monthly records) Statistics, total monthly rentals collected 	<p>Retain as updated</p> <p>Retain as updated</p> <p>Retain 3 years</p> <p>Retain 3 years</p> <p>Retain 5 years</p>	<p>Destroy</p> <p>Destroy</p> <p>Destroy</p> <p>Destroy</p> <p>Destroy</p>	<p>Short-term administrative value</p> <p><u>Note:</u> When a parking space is relinquished, the individual's file is removed from the active files, placed with the terminated files and retained for two years.</p>

014. Policy Formulation Records Retention Schedule

Effective date: May 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>POLICY FORMULATION</p> <p>Records related to the formulation of WHO policies, both for the Organization as a whole and for specific clusters, departments and units.</p> <p>This schedule applies to records in either paper or electronic format.</p>	1. Needs analyses, correspondence	Retain 5 years after policy formulated	Destroy	Medium-term administrative value
	2. Policy approvals	Retain permanently	Archives	Long-term legal and historical value
	3. Policy committee records	Retain permanently	Archives	Long-term legal and historical value
	4. Policies and procedures	<p>Policies: Retain permanently</p> <p>Significant procedures: Retain permanently</p> <p>Routine procedures: Retain 1 year after obsolete or superseded</p> <p>Copies in Units: Retain until superseded</p>	<p>Archives</p> <p>Archives</p> <p>Destroy</p> <p>Destroy</p>	<p>Policies are core WHO documents with long-term legal and historical value.</p> <p><u>Note:</u> With the introduction of the WHO e-manual, all WHO policy is to be included online. In order to capture changes, Archives will take annual 'snapshots' of the e-Manual.</p>
	5. Notes, correspondence and other supporting records regarding policy needs, development, and review	<p>Supporting records for policies with long-term implications: retain permanently</p> <p>Supporting records for routine policies: retain 5 years in office</p>	<p>Archives</p> <p>Destroy</p>	Supporting records for policies with long-term implications have long-term legal and historical value, while supporting records for routine policies have only medium-term administrative value.

015. Education Records Retention Schedule

Effective date: May 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale	
<p>EDUCATION, STAFF DEVELOPMENT AND LEARNING</p> <p>Records related to both the technical and administrative training and development of WHO staff.</p> <p>This schedule applies to records of formal training carried out by technical and administrative units as well as by the official educational unit at WHO.</p> <p>This schedule applies to records in either electronic or paper format.</p> <p>For each individual employee's related information, see Staff Member Files Administration schedule.</p> <p>For records regarding training offered by WHO in the field, see RESEARCH schedule, SURVEILLANCE AND RESPONSE schedule and EXTERNAL RELATIONS, ADVOCACY AND COLLABORATION schedule.</p>	1. Training standards , recommended requirements and information about standards for recognition of degrees	10 years	Destroy	Medium-term administrative value. See also Recruitment schedule.	
	2. Project files for major educational undertakings and the contracting out of training courses	Retain 5 years	Destroy	See also Contracts Administration schedule	
	<ul style="list-style-type: none"> Needs assessments, plans, research, details of awarding of APWs, outcome monitoring, evaluations 			Short-term administrative value	
	3. WHO and joint WHO course, seminar and workshop records (both administrative and technical)	<ul style="list-style-type: none"> Major reports and studies 	Retain permanently	Archives	Long-term historical value
		<ul style="list-style-type: none"> Development records, evaluation materials 	Retain 5 years	Destroy	Short-term administrative value
	4. Staff Briefing and Orientation Records	<ul style="list-style-type: none"> Course descriptions, training manuals 	Retain permanently in Archives (1 copy)	Archives	Long-term historical value
		<ul style="list-style-type: none"> Formal briefings and formal orientation presentations 	Retain permanently	Archives	Long-term historical value
	<ul style="list-style-type: none"> Notes, outlines and informal presentations 	Retain 5 years	Destroy	Short-term administrative value	

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>015 EDUCATION, STAFF DEVELOPMENT AND LEARNING</p> <p>Records related to both the technical and administrative training and development of WHO staff.</p> <p>This schedule applies to records in either electronic or paper format.</p> <p>For each individual employee's related information, see Staff Member Files Administration schedule.</p> <p>For records regarding training offered by WHO in the field, see RESEARCH schedule, SURVEILLANCE AND RESPONSE schedule and EXTERNAL RELATIONS, ADVOCACY AND COLLABORATION schedule.</p>	5. Electronic training management system (calendars, schedules, records of application and registration, statistics, confirmations of attendance, assessment, completion and certification)	Retain in system until obsolete or superseded	Destroy	Short-term administrative value. If requested, confirmation of attendance may be entered into staff member's personnel file. If marks or a certificate are awarded, they may be requested from training provider and placed in staff member's personnel file.
	6. Coordination of language proficiency examinations administered by the UN and UNESCO	Retain 5 years	Destroy	Success in these examinations has an impact on employment status and pay rates. A copy of the diploma is placed in the staff member's personnel file and a list of those who have passed the examinations is sent to Payroll.
	7. Arrangements with other organizations for the training of WHO staff	5 years	Destroy	Short-term administrative value. Confirmation of attendance or certification may be requested and placed in staff member file. If training is funded by WHO, details may be in training management system.
	8. Records of non-WHO training courses , seminars, symposia and workshops at which WHO staff speak or teach	Retain 5 years	Destroy	Short-term administrative value. Confirmation of participation may be placed in the staff member file.
	Non-WHO training manuals	Retain while of administrative use	Destroy	
9. Research training grants and exchange of research workers grants			See Research schedule and Contracts Administration schedule.	

016. Staff Member Files Administration Records Retention Schedule

Effective date: May 2004, revised August 2011 and October 2020

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>STAFF MEMBER FILES ADMINISTRATION</p> <p>For files of individual staff members. These contain records about employment and employment-related administrative actions associated with each individual General Services and Professional staff member, whether temporary, fixed-term, or continuing.</p> <p>This schedule does not include Payroll, Pension, or Staff Health Insurance records, which are addressed in other retention schedules.</p>	<p>1. Pre-GSM HR files: HR files for temporary, fixed-term and continuing staff who left the Organization prior to 1 July 2008</p> <ul style="list-style-type: none"> • Work-related records: Personnel requisitions, position descriptions, vacancy announcements, letters of recruitment, contracts, diplomas, CVs, letters of termination, correspondence • Personal information: Benefits, leave, dependants, education, statutory travel for staff member and family members, language allowances, medical clearances, education grants, special grants, copies of WHO-certified identification papers, insurance, correspondence, entitlements-related records • Confidential information: References, performance appraisals • Rental subsidies records 	<p>Retain 4 years after staff member leaves or after any outstanding issues are resolved, whichever is longer, then microfilm selectively for permanent retention (see Annex to Records Retention Schedule #016).</p>	<p>Microfilm selected records for permanent retention. Maintain microfiche copies in Human Resources and microfilm copies in Archives and destroy originals.</p>	<p>Long-term administrative and historical value</p> <p>The records of a temporary staff member who becomes fixed-term are incorporated into the fixed-term staff member file.</p> <p>At the time of microfilming, relevant related records from Payroll, Pension and Travel are microfilmed along with the selected parts of the staff member file (see Annex to Records Retention Schedule #016). After this the originals are destroyed.</p>

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>This schedule applies to records in either electronic or paper format.</p> <p>With the implementation of GSM, official HR records are retained in electronic form in the GSM records management system. GSM transactions which do not generate records are not retained in the records management system.</p>	<p>2. Post-GSM HR files: HR files for temporary, fixed-term and continuing staff who leave the Organization on or after 1 July 2008, including work-related information, personal information, and confidential information.</p>	<p>Retain permanently in electronic format in ECM</p>	<p>Retain permanently in electronic format</p>	<p>Long-term administrative and historical value</p> <p>At the time of transfer, relevant related records from Payroll, Pension, and Travel are also transferred to be permanently retained with the staff member records (see Annex to Records Retention Schedule #016).</p> <p>Note:</p> <ul style="list-style-type: none"> Records related to assisting staff, consultants and interns with installation and departure formalities, UN travel documents, removal of household goods, customs and diplomatic privileges are subject to the Records Retention Schedule #026 HR LIAISON SERVICES.

Annex to Records Retention Schedule # 016 Staff Member Files Administration

Effective date May 2004, revised August 2011 and October 2020

Staff member files of staff who left the Organization prior to 1 July 2008

The records of these staff members are selectively microfilmed for permanent retention, and the originals are destroyed. Microfiche copies of the selected records are maintained by Human Resources, and microfilm copies by Records and Archives. At the time of microfilming, relevant related records from Payroll, Pension and Travel are microfilmed along with the selected parts of the staff member file. After this, no records are retained in the originating offices regarding the staff member.

Category	Records selected for permanent retention for staff member files of staff who left the Organization prior to July 2008	
Payroll	<ul style="list-style-type: none"> • Clearance certificate • Last leave record card (<i>no related records created since start of GSM</i>) 	<ul style="list-style-type: none"> • Separation payments (<i>no related records created since start of GSM</i>)
Travel	<ul style="list-style-type: none"> • Repatriation travel authorization(s) (<i>no related records created since start of GSM</i>) • Repatriation removal authorization (<i>no related records created since start of GSM</i>) 	<ul style="list-style-type: none"> • Invoice(s) for final removal
Pension	<ul style="list-style-type: none"> • Final calculation of benefit entitlements • Annual statement • Status report 	<ul style="list-style-type: none"> • Designation of beneficiaries • Declaration for dependant's recognition
Human Resources	<ul style="list-style-type: none"> • Summary statement on reasons for termination • Appraisal reports – last two to five years • Certificates of service • References given to potential employers • Personal history form plus updated curriculum vitae • Designation of beneficiary • Personnel actions and related forms (<i>no related records created since start of GSM</i>) 	<ul style="list-style-type: none"> • Verified birth and marriage dates • Any statements from any previous UN employer • Forwarding address • Service certificate (if issued) • Resignation letter (if applicable) • Any document of special interest

Staff member files of staff who left the Organization on or after 1 July 2008

- All records of these staff members are retained permanently in ECM, the official repository for records supporting GSM transactions.
- *Certain records previously (pre-GSM) created in paper or electronic form are no longer created as records, but only as GSM transactions (stored in GSM itself, not in ECM e.g. post description).*

017. Contracts Administration Records Retention Schedules

Effective date: August 2004, revised August 2011, July 2018 and October 2020

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>CONTRACTS ADMINISTRATION</p> <p>Records regarding the negotiation, awarding and administration of contracts and agreements of various natures between WHO and external parties.</p> <p>These records are normally on paper due to signature requirements, but where electronic signatures or electronic versions are accepted, this schedule applies to records in either paper or electronic format in GSM and the Enterprise Content Management (ECM) systems.</p> <p>Note: ECM system is the official repository for records supporting GSM transactions.</p>	1. Technical Service Agreements (TSAs) and supporting documents	Retain permanently in electronic format in ECM.	Archives	Long-term administrative, legal and historical value.
	<p>2. Contracts for the procurement of services and goods requiring counter-signature by external parties and uploaded in GSM:</p> <ul style="list-style-type: none"> • Consultant contracts and contractual document • Agreements for Performance of Work (APWs) signed by both parties and contractual documents • Long-Term Agreements or Tailor-Made Agreements signed off-line by both parties including those implemented through Letters of Agreement Non-Grant in GSM. 	Retain permanently in electronic format in ECM.	Archives	Long-term administrative, legal and historical value.
		Retain electronically in ECM 10 years after end of agreement	Destroy	<p>Medium-term administrative, legal and financial value.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> • Contracts in support of LOAs for services are created outside GSM; only the obligating document "Letter of Agreement Non-Grant" itself (which does not require counter-signature) is created in GSM. • Records related to unsuccessful bidders are retained 5 years in paper or electronic format by units
	<ul style="list-style-type: none"> • Purchase orders for Goods requiring counter-signature (acknowledgement document) 	Retain electronically in ECM 5 years after end of purchase order (Goods)	Destroy	Medium-term administrative, legal and financial value.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
	<p>3. Contracts for grants from WHO requiring counter-signature by external parties (outside of GSM):</p> <ul style="list-style-type: none"> • Grant letters of agreement (GLOAs) • Direct Financial Contribution contracts (DFCs) 	Retain 10 years after end of agreement	Destroy	Medium-term administrative, legal and financial value.
	4. International conventions and regulations concluded under WHO's auspices, including notifications of acceptance, rejection or reservation, official communications and other supporting documentation	Retain permanently	Archives	These records document significant rights and obligations undertaken by WHO.
	5. Land ownership and use records (deeds, leases, registers, agreements including rentals)	Retain permanently	Archives	Long-term administrative, legal and historical value. The electronic versions of signed paper leases from the Regional Offices are also retained at HQ.
	6. Contract Review Committee records documenting the awarding of contracts (CRC memos and recommendations) and uploaded in GSM.	Retain in electronic format in ECM 5 years after end of affected contracts	Destroy	Short to medium-term administrative and legal value. Note: If CRC records form part of a file that is retained longer than 5 years, then the CRC records are retained as long as the rest of the file is retained.
	7. Confidentiality agreements	Retain 10 years after end of confidentiality obligation (e.g. after completion of research or meeting, or end of participants' involvement)	Destroy (see exception in Note)	Medium-term legal and administrative value. Note: Agreements where confidentiality obligation is indefinite should be transferred to Archives and retained permanently.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
	<p>8. Other contracts and agreements of various natures, requiring counter-signature by external parties, including but not limited to:</p> <ul style="list-style-type: none"> • Rentals • Concessions and services • Collaborative research and development • Building management and improvement • Licensing • Collaborative activities (MOUs with NGOs, Universities and other non-State actors) 	Retain permanently originals or in electronic format in Records and Archives at HQ or in appropriate units in regional offices	Archives	<p>Long-term administrative, legal and historical value</p> <p>Note: agreements, MOUs signed by DG to be retained in paper format if available.</p>
	<p>9. Resource Mobilization and fund-raising records</p> <ul style="list-style-type: none"> • Core contribution agreements and substantive supporting documents • Voluntary contribution agreements and substantive supporting documents, e.g. proposals, amendments, financial and technical reports, no-cost extensions 	Retain permanently in electronic format in ECM	Archives	Long-term administrative, legal and historical value
	<ul style="list-style-type: none"> • Routine Resource Mobilization records (background material, notifications, routine correspondence) 	Retain 5 years	Destroy	Short-term administrative value

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
	<p>10. Agreements (MOUs, Basic agreements, Framework agreements, Secondment agreements...) requiring counter-signature by external parties, including but not limited to collaborative activities with:</p> <ul style="list-style-type: none"> • governments • international organizations and institutions • inter-governmental organizations • other UN system organizations 	<p>Retain permanently originals in Records and Archives at HQ or in appropriate units in regional offices</p>	<p>Archives</p>	<p>Long-term administrative, legal and historical value. The electronic versions of signed agreements from the Regional Offices are also retained at HQ.</p>

018. Inventory, Assets and Office Supplies Management Records Retention Schedule

Effective date: September 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>INVENTORY, ASSETS AND OFFICE SUPPLIES MANAGEMENT</p> <p>Records related to creating and maintaining inventories of supplies and equipment, to tracking capital assets such as land, buildings and significant equipment, and to the acquisition and distribution of stationery and office machines.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Inventories of non-expendable assets (furniture and equipment)	Retain until 5 years after inventory superseded	Destroy	Short-term administrative value
	2. Equipment warranties	Retain 1 year after expiration	Destroy	Short-term administrative value
	3. Capital assets documentation regarding significant equipment, land, buildings, furnishings and other assets <ul style="list-style-type: none"> • Substantive correspondence, reports and other documentation • Statistics • Routine records, including background materials and routine correspondence • Copies 	Retain permanently Retain until no longer needed for the production of studies or for budget justification. Retain for 10 years after ownership or existence of asset ends Retain only while of administrative use	Archives Destroy Destroy Destroy	Permanent historical and administrative value Medium-term administrative value, usually of 10-15 years Medium-term historical and administrative value Immediate administrative value only
	4. Storage documentation regarding supplies, equipment and furniture	Retain until documentation superseded or obsolete	Destroy	Immediate administrative value only
	5. Purchase authorizations, invoices, receipt advices	Retain originals (and/or electronic versions in GSM records management system) 5 years. Retain copies while of administrative use	Destroy	Short-term administrative value. See also Procurement schedule.
	6. Furniture and equipment acquisition and distribution records (including loans)	Retain 5 years past expected life of furniture or equipment	Destroy	Medium-term administrative value

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>018 INVENTORY, ASSETS AND OFFICE SUPPLIES MANAGEMENT</p> <p>Records related to creating and maintaining inventories of supplies and equipment, to tracking capital assets such as land, buildings and significant equipment, and to the acquisition and distribution of stationery and office machines.</p> <p>This schedule applies to records in either electronic or paper format.</p>	7. Inventory and assets tracking systems	Update as required. When system obsolete and superseded, retain old data 2 years after last entry.	Destroy	Short-term administrative value
	8. Disposal files (requests, authorizations, acknowledgements, documentation)	Retain 10 years after disposal occurs	Destroy	Long-term administrative value
	9. Forms management records (development records, forms)	Retain until forms superseded	Destroy	Immediate administrative value
	10. Stationery and supplies (requisitions and distribution)	Retain 5 years	Destroy	Short-term administrative value

019. Catering and Concessions Management Records Retention Schedule

Effective date: July 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>CATERING AND CONCESSIONS MANAGEMENT</p> <p>Records related to the provision of catering services for receptions and other events, and records relating to concessions belonging to outside agencies, including the WHO cafeteria.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Catering requests , lists of participants at catered events, catering billing	Retain 3 years	Destroy	Short-term administrative value
	2. Catering, ventes bienfaisance and concessions records <ul style="list-style-type: none"> Checklists, weekly summaries, outlines, correspondence, general supporting documentation Statistics 	Retain 4 years Retain until no longer needed for the production of studies or for budget justification	Destroy Destroy	Short-term administrative value Medium-term administrative value, usually of between 10 and 15 years.
	3. Cafeteria bills (external invoices re: repairs, supplies, maintenance, equipment)	Retain 10 years	Destroy	Medium-term administrative value
	4. Concessions: Calls for tender, records of Restaurant Advisory Committee, subsection of Contract Review Committee	Retain until next call for tender and new contract	Destroy	Medium-term administrative value. This committee makes routine decisions without long-lasting implications.
	5. Concessions contracts with outside agencies on WHO premises (UBS, Wagonlit, cafeteria, coffee shop, Naville, photo and printing machines, vending machines, post office)	Retain originals in Records and Archives (or comparable unit in regional offices) 10 years after end of contracts or agreements, then transfer to Archives for selective retention	Archives (selective retention)	Medium or long-term administrative, legal and historical value. Evaluation for selective retention should be done by Records and Archives (or comparable unit in regional offices) in consultation with the creating unit, and approved by both. See Contracts Administration schedule.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>019 CATERING AND CONCESSIONS MANAGEMENT</p> <p>Records related to the provision of catering services for receptions and other events, and records relating to concessions belonging to outside agencies, including the WHO cafeteria.</p> <p>This schedule applies to records in either electronic or paper format.</p>	6. Concessions - dividend payment information (copies acquired from Accounting)	Retain 5 years	Destroy	Although the originals are retained with other accounting records, these copies have short-term administrative value.
	7. Purchase authorizations	Retain 5 years	Destroy	Short-term administrative value
	8. Project files <ul style="list-style-type: none"> • Correspondence, reports • Statistics 	Retain 5 years in office Retain until no longer needed for the production of studies or for budget justification	Archives (selective retention)	Medium-term administrative value. Statistics may need to be retained between 10 and 15 years. Some project files have possible long-term historical value.
	9. Surveillance group records , meetings with staff association representatives	Retain 10 years	Destroy	Medium-term administrative value. These are routine records without long-lasting implications.

020. Library Administration Records Retention Schedule

Effective date: August 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>LIBRARY ADMINISTRATION</p> <p>Records related to Library services and activities, including acquisitions, storage, circulation, collections management, classification and reference.</p> <p>For retention requirements for WHO publications, see Publications and Documents Administration schedule.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Acquisition and de-accessioning records	Retain permanently	In unit or in Archives	Long-term historical and administrative value
	2. Acquisition, reference and collections management policies, classification guidelines	Retain in office until obsolete or superseded	Archives	Records of policies or procedures have long-term administrative and historical value.
	3. Collections management records (descriptions and inventories, databases of holdings)	Retain as updated	Destroy	Long-term administrative value
	4. Storage documentation (location lists, tracking information, offsite storage documentation, security documentation)	Retain location information until obsolete or superseded, and other storage documentation 2 years	Destroy	Immediate and short-term administrative value
	5. Circulation records	Retain 2 years	Destroy	Short-term administrative value
	6. Reference documentation (correspondence, request and retrieval tracking and follow-up, statistics)	Retain 2 years after research completed	Destroy	Short-term administrative value
	7. Special projects files (terms of reference, procedures, training materials, presentations, reports and recommendations)	Retain permanently	Archives	These records document key Library activities and have long-term administrative and historical value.

021. Travel Reporting Records Retention Schedule

Effective date: May 2004, Revision February 2020

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>TRAVEL REPORTING</p> <p>Records related to reporting on duty travel or field visits of HQ and regional staff.</p> <p>This schedule applies to records in either electronic or paper format.</p> <p>Note: since 2007, the travel reports are generated in e-work and automatically transferred to Universal Records Management (URM), the official repository for WHO technical records.</p>	<p>1. Duty Travel Reports</p>	<p>Permanent in electronic format in URM</p>	<p>Archives</p>	<p>Administrative and historical value</p>

022. Surveillance and Response Records Retention Schedule

Effective date: March 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>SURVEILLANCE AND RESPONSE</p> <p>Records related to health and disease-related surveillance and monitoring activities, risk assessment, quality assurance and associated activities, and records related to outbreak preparedness and response.</p> <p>This schedule applies to records in either paper or electronic format.</p> <p>See also the following schedules: Meetings Administration, Publications and Documents Production, Publications and Documents Administration, External Relations, Advocacy and Collaboration, and Contracts Administration. Aspects of other schedules are relevant to the various technical units, and should also be consulted.</p>	<p>1. Original raw or compiled data regarding surveillance (including monitoring, verification, risk assessment and tracking) as well as quality assurance and evaluation records related to surveillance</p>	<p>Retain 5 years, or longer if still in use, then evaluate for selective retention and transfer records of long-term value to Archives.</p>	<p>Archives</p>	<p>Possible long-term technical and historical value. Evaluation for selective retention of surveillance data should be done initially by the originating unit, with subsequent confirmation of retention decisions by Records and Archives (or comparable unit in regional offices).</p>
	<p>2. Substantive project and programme records related to surveillance, outbreak preparedness, capacity building, and outbreak response, including reports and substantive correspondence and statistics</p>	<p>Retain permanently</p>	<p>Archives</p>	<p>Long-term technical and historical value.</p> <p><u>Note:</u> Substantive records, document, significant activities, discoveries or decisions</p>
	<p>3. Routine background and administrative records generated by surveillance and response projects and programmes, including routine schedules and routine correspondence</p>	<p>Retain 5 years</p>	<p>Destroy</p>	<p>Short-term technical and administrative value</p>
	<p>4. Cartographic records, including public health mapping</p> <ul style="list-style-type: none"> • Preparatory and background records • Maps 	<p>Retain while of administrative use</p> <p>Retain permanently</p>	<p>Destroy</p> <p>Archives</p>	<p>Short-term administrative value</p> <p>Long-term technical and historical value</p>

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>022 SURVEILLANCE AND RESPONSE</p> <p>Records related to health and disease-related surveillance and monitoring activities, risk assessment, quality assurance and associated activities, and records related to outbreak preparedness and response.</p> <p>This schedule applies to records in either paper or electronic format.</p> <p>See also the following schedules: Meetings Administration, Publications and Documents Production, Publications and Documents Administration, External Relations, Advocacy and Collaboration, and Contracts Administration. Aspects of other schedules are relevant to the various technical units, and should also be consulted.</p>	<p>5. Surveillance and response training offered by WHO in the field</p> <ul style="list-style-type: none"> Administrative records, notes and background material Course content records, manuals, reports 	<p>Retain 5 years</p> <p>Retain permanently</p>	<p>Destroy</p> <p>Archives</p>	<p>Short-term administrative value</p> <p>Long-term technical and historical value</p>
	<p>6. Profiles of technical institutions</p>	<p>Retain 5 years or longer if still of administrative use</p>	<p>Destroy</p>	<p>Short-term administrative value</p>
	<p>7. Official forms of information dissemination, including alerts</p>	<p>Retain permanently</p>	<p>Archives</p>	<p>Long-term historical value</p>
	<p>8. International Health Regulations</p> <ul style="list-style-type: none"> Substantive development and revision records Routine development and revision records Publications 	<p>Retain permanently</p> <p>Retain 5 years</p> <p>Retain permanently</p>	<p>Archives</p> <p>Destroy</p> <p>Library</p>	<p>Long-term historical value</p> <p>Short-term administrative value</p> <p>Long-term historical value. See Publications and Documents Administration schedule</p>

023. External Relations, Advocacy and Collaboration Records Retention Schedule

Effective date: April 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>EXTERNAL RELATIONS, ADVOCACY AND COLLABORATION</p> <p>Records related to establishing and maintaining official relations with external bodies such as governments, NGOs and other institutions and foundations, including records related to ongoing collaboration with other agencies, and records related to advocacy on behalf of WHO programmes, projects and activities, including disease prevention and health promotion programmes.</p> <p>This schedule applies to records in either electronic or paper format.</p> <p>See also Meetings Administration schedule, Publications and Documents Administration schedule and Contracts Administration schedule</p>	<p>1. Records related to establishing, defining and maintaining relations with other international organizations, governments and intergovernmental organizations, including membership documentation, agreements and substantive correspondence</p>	Retain permanently	Archives	<p>Long-term legal, administrative and historical value. These records document key WHO relationships and activities.</p> <p><u>Note:</u> Substantive records document significant activities, discoveries or decisions.</p>
	<p>2. Collaboration documentation regarding WHO partnerships (WHO Centres, Collaborating and National Centres including international, regional, and national reference centres and collaborating laboratories and institutions, NGOs, WHO Expert Advisory Panels)</p> <ul style="list-style-type: none"> • Letters of official designation and redesignation, recognition, acceptance or termination of relationship • Legal and financial approvals and confirmations • Annual and other activity reports • Substantive correspondence • Other substantive records, including records of significant non-official relationships with NGOs and other organizations 	Retain 2 years in office, then permanently in Archives	Archives	<p>Long-term legal, administrative and historical value. These records document key WHO relationships and activities.</p>
	<p>3. Application data submitted by NGOs</p> <ul style="list-style-type: none"> • Data submitted by unsuccessful applicants • Data submitted by successful applicants 	<p>Retain 5 years</p> <p>Retain permanently</p>	<p>Destroy</p> <p>Archives</p>	<p>Medium-term administrative value</p> <p>Long-term administrative and historical value</p>

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>023 EXTERNAL RELATIONS, ADVOCACY AND COLLABORATION</p> <p>Records related to establishing and maintaining official relations with external bodies such as governments, NGOs and other institutions and foundations, including records related to ongoing collaboration with other agencies, and records related to advocacy on behalf of WHO programmes, projects and activities, including disease prevention and health promotion programmes.</p> <p>This schedule applies to records in either electronic or paper format.</p> <p>See also Meetings Administration schedule, Publications and Documents Administration schedule and Contracts Administration schedule</p>	4. Resource mobilisation and fund-raising records			See CONTRACTS ADMINISTRATION schedule.
	5. Substantive project and programme records, including reports, papers, speeches, presentations and significant project-related correspondence and statistics	Retain permanently	Archives	Long-term historical value
	6. Routine background and administrative records generated through advocacy, collaboration and external relations programmes and projects, including background checks and routine correspondence; also includes internal collaboration	Retain 5 years	Destroy	Short-term administrative value
	7. Press kits (information and advocacy kits), media advisories and promotional materials, including exhibit materials (texts, images, artefacts)	Retain one example of each permanently	Archives	Long-term historical value. See also Publications and Documents Administration schedule

024. Information Technology Records Retention Schedule

Effective date:

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>INFORMATION TECHNOLOGY</p> <p>Records related to establishing and maintaining WHO information technology and telecommunications systems, and records requiring special retention consideration due to their technological nature.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<i>This schedule is currently in development.</i>			

25. Governance, Oversight and Legal Administration Records Retention Schedule

Effective date: July 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>GOVERNANCE, OVERSIGHT AND LEGAL ADMINISTRATION</p> <p>Records related to governance, oversight and legal issues of WHO.</p> <p>This schedule applies to records in either electronic or paper format.</p> <p>Many related records are addressed by other schedules. See also Meetings Administration, Policy Formulation, Contracts Administration, Appeals Administration, and Publications and Documents Administration schedules.</p>	1. Director-General's Office correspondence	<p>Retain substantive correspondence permanently</p> <p>Retain routine correspondence while administratively useful</p>	<p>Archives</p> <p>Destroy</p>	<p>Long-term legal, administrative and historical value. These are core WHO records.</p> <p>Short to medium-term administrative value</p> <p><u>Note:</u> Substantive records document significant activities, discoveries or decisions.</p>
	2. Constitutional records (WHO Constitution and amendments)	Retain permanently	Archives	Long-term legal, administrative and historical value. These are core WHO records.
	3. Membership in WHO (original documentation from Member States) and documentation related to WHO regulations under Article 21 of the Constitution	Retain permanently	Archives	Long-term legal, administrative and historical value. These are core WHO records. See also External Relations, Advocacy and Collaboration schedule.
	4. Basic agreements (originals in HQ) and host agreements (originals in Regions)	Retain permanently	Archives	Long-term legal, administrative and historical value. These are core WHO records.
	5. Documentation on privileges and immunities, host agreements, and conference and meeting agreements , including related correspondence	Retain permanently	Archives	Long-term legal, administrative and historical value.
	6. Substantive governing body records , including EB and WHA records not covered by the Meetings Administration schedule	Retain permanently	Archives	Long-term legal, administrative and historical value. See also Meetings Administration and Publications and Documents Administration schedules.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>025 GOVERNANCE, OVERSIGHT AND LEGAL ADMINISTRATION</p> <p>Records related to governance, oversight and legal issues of WHO.</p> <p>This schedule applies to records in either electronic or paper format.</p> <p>Many related records are addressed by other schedules. See also Meetings Administration, Policy Formulation, Contracts Administration, Appeals Administration, and Publications and Documents Administration schedules.</p>	7. Routine, non-substantive governing body records , including routine correspondence and administrative arrangements	Retain 5 years	Destroy	Short-term administrative value. See also Meetings Administration schedule.
	8. Records of changes in organizational structure , including: <ul style="list-style-type: none"> Changes and additions to unit names and relationships Updates of acronyms Updates of List of Essential Services in English and French Organigrammes Records documenting the evaluation and development of organizational change 	Retain in originating offices until updated, and retain permanently in Archives	Archives	Long-term administrative and historical value.
	9. Internal audit and oversight records <ul style="list-style-type: none"> Working files regarding internal audit and evaluation Investigation files Internal audit reports 	Retain 6 years (current biennium and 2 previous bienniums) Retain 10 years Retain permanently	Destroy Destroy Archives	Short-term legal and administrative value Medium-term legal and administrative value Long-term legal, administrative and historical value. These are core WHO records.
	10. Records of legal advice, court case files and ILO AT files	Retain a minimum 10 years, then transfer to Archives	Archives	These records may have long-term legal, administrative and historical value, and should be kept permanently.
	11. Technical and Staff Ombudsman records <ul style="list-style-type: none"> Case files Annual reports 	Retain current case files in OMB offices until resolution Retain permanently	Destroy Archives	Immediate administrative value only. Case files are confidentially shredded once cases are resolved. Long-term administrative and historical value

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>025 GOVERNANCE, OVERSIGHT AND LEGAL ADMINISTRATION</p> <p>Records related to governance, oversight and legal issues of WHO.</p> <p>This schedule applies to records in either electronic or paper format.</p> <p>Many related records are addressed by other schedules. See also Meetings Administration, Policy Formulation, Contracts Administration, Appeals Administration, and Publications and Documents Administration schedules.</p>	<p>12. Grievance Panel reports</p> <ul style="list-style-type: none"> • Case files (grievances, correspondence) • Summaries and records of decisions 	<p>Retain 10 years</p> <p>Retain permanently</p>	<p>Destroy</p> <p>Archives</p>	<p>Medium-term legal and administrative value</p> <p>Long-term legal, administrative and historical value. These records will normally be subject to ongoing confidentiality requirements.</p>

026. HR Liaison Services Records Retention Schedule

Effective date: October 2020

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>HR LIAISON SERVICES</p> <p>Records related to assisting staff, consultant and interns with installation and departure formalities, UN travel documents, removal of household goods, customs and diplomatic privileges.</p> <p>This schedule applies to records in either paper format or electronic format in GSM, in the WHO UN travel document portal, in the WHO Carte de légitimation online request portal, in HRS drive and in the Enterprise Content Management (ECM) systems.</p> <p>Notes:</p> <ul style="list-style-type: none"> ECM system is the official repository for records supporting GSM transactions. As of July 2020, WHO UN travel document portal is the WHO official repository for records related to provision of UNLPs, UNFCUs and UN documents. As of February 2018, WHO Carte de légitimation online request portal is the WHO official repository for records related to the application and issuance of <i>cartes de légitimation</i> 	1. Records related to dealing with customs formalities, diplomatic privileges, and insurances	Retain permanently in electronic format in HRS drive	Archives	Long-term administrative, legal and historical value
	2. Records related to provision of UNLPs, UNFCs and UN Documents	Retain permanently in electronic format in the WHO UN travel document portal.	Archives	Long-term administrative, legal and historical value
	3. Cartes de Légitimation (supporting documents)	Retain permanently in electronic format in the WHO Carte de légitimation online request portal	Archives	Long-term administrative, legal and historical value
	4. Attestations for staff, consultants and interns	Retain permanently in electronic format in HRS drive	Archives	Long-term administrative, legal and historical value
	5. Removal records related to staff departure or reassignment	Retain permanently in electronic format in GSM/ECM	Archives	Long-term administrative, legal and historical value
	6. Notes verbales to government ministries concerning staff, consultants and interns	Retain permanently in electronic format in HRS drive	Archives	Long-term administrative, legal and historical value

027. Medical Services Records Retention Schedule

Effective date: March 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>MEDICAL SERVICES</p> <p>Records related to provision of staff medical services, including examinations, laboratory tests, x-rays, immunizations and counselling, as well as records related to the purchase of medical supplies and equipment.</p> <p>Records containing personal medical information must be maintained confidentially. If records containing personal medical information are destroyed, they must be destroyed confidentially (e.g. by means of shredding).</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Individual staff member medical files (including profiles, laboratory test and examinations results, immunization records)	Retain 10 years after last contact. (Note: See item 4 for medical files of retired staff members who are drawing a UNJSPF pension, or who will do so in the future.)	Destroy	Medium-term medical, administrative and legal value Note: Immunization records are also retained electronically, in which case only the latest versions (i.e. vaccination schedules) are kept.
	2. X-rays of staff members	Retain 10 years; when there are multiple x-rays in a staff member's files, retain only the two most recent	Destroy	Medium-term medical and administrative value
	3. Staff counselling records	Retain 10 years after last contact	Destroy	Medium-term medical and administrative value
	4. Medical files of retired staff members drawing (or expected to draw) UNJSPF pensions	Retain until death of former staff member, or indefinitely if date of death not known	Destroy	Long-term but not permanent legal and administrative value
	5. Medical files of retirees with disabled dependent children	Retain until death of dependent child, or indefinitely if date not known	Destroy	Long-term but not permanent legal and administrative value
	6. Substantive records regarding provision of staff health services, including significant statistical and other reports and significant correspondence generated by coordination of inter-agency and other projects	Retain permanently	Archives	Long-term administrative and historical value Note: Substantive records document significant activities, discoveries or decisions.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>027 MEDICAL SERVICES</p> <p>Records related to provision of staff medical services, including examinations, laboratory tests, x-rays, immunizations and counselling, as well as records related to the purchase of medical supplies and equipment.</p> <p>Records containing personal medical information must be maintained confidentially. If records containing personal medical information are destroyed, they must be destroyed confidentially (e.g. by means of shredding).</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>7. Routine administrative records regarding provision of staff health services, including background materials and routine correspondence generated by coordination of inter-agency and other projects</p>	<p>Retain 2 years</p>	<p>Destroy</p>	<p>Short-term administrative value</p>
	<p>8. Dispensary files (correspondence, orders, catalogues)</p>	<p>Retain 4 years</p>	<p>Destroy</p>	<p>Short-term administrative value</p>
	<p>9. Records of purchase of medical supplies, and purchase and maintenance of medical equipment, including correspondence with suppliers</p>	<p>Retain 6 years</p>	<p>Destroy</p>	<p>Short-term administrative value</p>

028. General Administration Records Retention Schedule

Effective date: November 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>GENERAL ADMINISTRATION</p> <p>This schedule is for general administrative records which are not specifically covered by other records retention schedules. These include records related to establishing and maintaining project and programme operations and records related to routine office administration.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>1. Substantive project records, reports, correspondence and other records not specifically covered by other records retention schedules</p>	<p>Retain in office while of administrative use, then transfer to Archives for permanent retention</p>	<p>Archives</p>	<p>Long-term historical value</p> <p><u>Note:</u> Substantive records document significant activities, discoveries or decisions.</p>
	<p>2. Routine office administration, programme and project records, including but not limited to:</p> <ul style="list-style-type: none"> • Planning records (<i>not specifically covered by other records retention schedules</i>) such as budget plans which may be required for audit • Statistics and work plans (<i>not specifically covered by other records retention schedules</i>) • Other general administrative records (<i>not specifically covered by other records retention schedules</i>) including interim and routine reports, mailing and routing records, schedules, routine internal communications and information documents, and routine external documents 	<p>Retain 4 years</p> <p>Retain 5 years, or until no longer needed for budget justification or reports production, whichever is longer</p> <p>Retain 2 years</p>	<p>Destroy</p> <p>Destroy</p> <p>Destroy</p>	<p>Short-term administrative value. The budget plans referred to in this schedule are not the official budget records addressed by the Budgeting schedule but may nonetheless be subject to audit.</p>

029. Security Administration Records Retention Schedule

Effective date: May 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>SECURITY ADMINISTRATION</p> <p>Records related to the provision and maintenance of physical security and safety of WHO staff in the field, and to the security of WHO facilities and premises.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Security clearance requests	Retain 2 years	Destroy	Short-term administrative value.
	2. Official security assessments and official responses to security situations	Retain permanently	Archives	Long-term administrative, legal and/or historical value
	3. Substantive security project and programme records, including reports and significant correspondence	Retain permanently	Archives	Long-term historical value. <u>Note:</u> Substantive records document significant activities, discoveries or decisions
	4. Routine programme and project records, including background material and routine correspondence	Retain 4 years	Destroy	Short-term administrative value
	5. Security updates, alerts, advisories and travel information	Retain 4 years	Destroy	Short-term administrative value
	6. Security policies and procedures	Retain significant policies and procedures permanently. Retain routine procedures 1 year after obsolete or superseded	Archives Destroy	Substantive policies have long-term legal and historical value. See Policy Formulation schedule
	7. Security training and course records, including field security, security awareness, fire safety <ul style="list-style-type: none"> • Development records, evaluation materials • Course descriptions, training manuals 	Retain 5 years Retain permanently (one copy in Archives)	Destroy Archives	See Education schedule Short-term administrative value Long-term historical value.

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>029 SECURITY ADMINISTRATION</p> <p>Records related to the provision and maintenance of physical security and safety of WHO staff in the field, and to the security of WHO facilities and premises.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>8. Incident records</p> <ul style="list-style-type: none"> • Incident and accident reports and logs • Investigations regarding injuries, medical interventions, thefts and threats • Hazard identification inspections and inventories 	Retain 10 years after resolution of incident	Destroy	Medium-term administrative and legal value
	<p>9. Records related to badge issuance, magnetic card access and other aspects of access control</p>	Retain 3 years	Destroy	Short-term administrative value
	<p>10. Conference and VIP access and security provision</p>	Retain 3 years	Destroy	Short-term administrative value
	<p>11. Fire safety records</p> <ul style="list-style-type: none"> • Drill records • Assessments, prevention procedures 	<p>Retain 1 year</p> <p>Retain 5 years after superseded</p>	Destroy	Short-term administrative value
	<p>12. Evacuation plan</p>	Retain in office until superseded, then permanently in Archives	Archives	Long-term historical value
	<p>13. Fire safety equipment installation and maintenance</p>	Retain 10 years after superseded or obsolete	Destroy	Medium-term legal and administrative value. See also Building and Construction Management schedule.
	<p>14. Site patrol records</p>	Retain 1 year	Destroy	Short-term administrative value

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>029 SECURITY ADMINISTRATION</p> <p>Records related to the provision and maintenance of physical security and safety of WHO staff in the field, and to the security of WHO facilities and premises.</p> <p>This schedule applies to records in either electronic or paper format.</p>	<p>15. Parking records</p> <ul style="list-style-type: none"> Records regarding issuance of parking stickers, administration of visitor and Enterprise parking logbook, enforcement of parking regulations, traffic control Staff parking allocation (garage management) records 	Retain 2 years	Destroy	Short-term administrative value. See Building and Premises Administration schedule.
	16. Records regarding liaison with other security services and police	Retain 1 year	Destroy	Short-term administrative value
	17. Lost and Found database and monthly list	Retain as updated	Destroy	Short-term administrative value

030. Audiovisual Materials Records Retention Schedule

Effective date: June 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>AUDIOVISUAL MATERIALS</p> <p>Records related to creating and obtaining audiovisual materials, including photographs, moving images and sound recordings, for use in WHO publications and for research use.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Photographs, moving images and sound recordings created or obtained for use in WHO publications or to document WHO activities	Originals: Retain permanently (selective retention)	Archives (or in the case of digital photographs, the WHO Photolibrary database)	Long-term historical value
	2. Official WHO videos or other audiovisual productions (available to the public)	<p>Library copies: Retain permanently</p> <p>Other copies: Retain while of administrative use</p>	<p>Library</p> <p>Destroy</p>	<p>Long-term historical value. See Publications and Documents Administration schedule</p> <p>Immediate administrative value</p>
	3. Rights and use permissions obtained for externally-acquired audiovisual materials	Retain permanently	Archives	Long-term legal and historical value. See also Publications and Documents Production schedule.

031. Accounting Records Retention Schedule

Effective date: March 2005, revised August 2011 and July 2020

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>ACCOUNTING Records regarding financial accounts of money received or paid by WHO.</p> <p>This schedule applies to records in either paper format or electronic format in GSM and the Enterprise Content Management (ECM) systems.</p> <p>Note: ECM system is the official repository for records supporting GSM transactions.</p>	1. Certified accounts and External Auditors' reports	Retain permanently	Archives	Long-term administrative, legal and historical value
	2. Annual accounts records, including regional (headquarters and regional offices)	Retain permanently	Archives	Long-term administrative, legal and historical value <u>Note:</u> Since the implementation of GSM, annual accounts are not created as records, but as data in GSM
	3. Journals	Retain 10 years	Destroy	Medium-term administrative and legal value
	4. Vouchers	Retain 8 years	Destroy	Medium-term administrative and legal value
	5. Supplier invoices	Retain electronically 5 years in Accounts Payable folders in ECM	Destroy	Short-term administrative and legal value <u>Notes:</u> - invoices and credit notes processed through APIA are stored electronically in ECM - documents processed through iSupplier are also electronically stored in ECM
	6. Estate Account files	Retain 25 years after death	Destroy	Long-term but not permanent administrative value
	7. Voluntary contributions records, including but not limited to financial statements			See Contracts Administration schedule

032. Budgeting Records Retention Schedule

Effective date: March 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>BUDGETING</p> <p>Records related to the process of allotment and allocation control, and to approving the establishment, extension and abolishment of WHO posts.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Allotment notifications	Retain 5 years	Destroy	Short-term administrative value
	2. Transfers of appropriations	Retain 5 years	Destroy	Short-term administrative value
	3. Signed approvals of post establishment or extension	Retain while posts are active, and then retain for a further 5 years after post abolishment	Destroy	Administrative and legal value while posts are active and continued short-term legal value once posts are abolished.
	Signed approvals of post abolishment	Retain five years after post abolishment	Destroy	
	4. Budget planning and implementation records	Retain 6 years	Destroy	Medium-term administrative value <u>Note:</u> Budget planning is done in one biennium, updating and implementation in the next biennium, and reporting in the next biennium. As it may be necessary to refer to the planning stage when at the reporting stage, budget planning records must be kept three bienniums (six years).
5. Preliminary budget planning records	Retain 4 years	Destroy	Short-term administrative value	

033. Claims Administration Records Retention Schedule

Effective date: September 2004, revised August 2011 and October 2020

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>CLAIMS ADMINISTRATION</p> <p>Records which document claims and reimbursement of claims for duty and statutory travel of WHO staff and for WHO meetings.</p> <p>This schedule applies to records in paper format or either electronic format in GSM and the Enterprise Content Management (ECM) systems.</p> <p>Note: ECM system is the official repository for records supporting GSM transactions.</p>	1. Supporting documents for staff and non-staff travel requests and claims, including but not limited to boarding passes and hotel receipts	Retain in electronic format 3 years in ECM (see exception under Notes)	Destroy	<p>Short-term administrative value</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> Supporting documents in paper format, scanned and attached to the GSM transaction can be discarded 3 months after the claim is approved. In cases where there is a problem with a claim, the related records are considered active until the problem is resolved and are retained 3 years after the resolution of the problem.
	2. Supporting documents for staff statutory travel requests and claims, including but not limited to boarding passes and proof of payment for tickets purchased	Retain permanently in electronic format in ECM	Destroy	<p>Long-term administrative, legal and historical value</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> Supporting documents in paper format, scanned and attached to the GSM transaction can be discarded 3 months after the claim is approved.
	3. Correspondence and other supporting documentation	Retain 3 years	Destroy	Short-term administrative value
	4. Payment instructions to banks, HQ Treasury, Regional Offices and WHO Representatives	Retain 8 years	Destroy	Medium-term administrative value
	5. Per Diem listings	Retain 8 years	Destroy	Medium-term administrative value

034. Insurance Records Retention Schedule

Effective date: June 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>INSURANCE</p> <p>Records regarding the administration of staff insurance and insurance claims.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Insurance Claims and related correspondence: Staff Health Insurance, Northern Insurance (sick leave under insurance coverage) and other insurance	Retain 5 years after claim settled, or longer if local law requires	Destroy	Medium-term legal and administrative value
	2. Staff Compensation Claims and Staff Personal Property Claims	Retain 5 years in office, then permanently in Archives	Archives	Long-term legal, administrative and historical value
	3. Building Insurance files	Routine files: Retain 5 years	Destroy	Medium-term legal and administrative value
		Claims files: Retain 10 years after claim settled, or longer if local law requires	Destroy	Medium-term legal and administrative value
	4. Fraud files	Retain 10 years after file closed	Destroy	Medium-term legal and administrative value. Legal, Inventory, Insurance and Comptroller will all have versions of these files (see also Comptroller records retention schedule).
	5. Policy and coverage information and documentation	Retain as long as policies and coverage are valid or as long as claims involving policies are active, whichever is longer	Destroy	Medium-term legal and administrative value
	6. Group Life Insurance (GLI) records	• Correspondence and related records	Retain 5 years	Destroy
• Death claims files		Retain permanently	Archives	Long-term legal and administrative value
• Terminations from GLI		Retain permanently	Destroy	Medium-term administrative value
7. Headquarters Surveillance Committee records	Retain permanently	Archives	Long-term legal and administrative value	

035. Payroll Administration Records Retention Schedule

Effective date: November 2004

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>PAYROLL ADMINISTRATION</p> <p>Records related to documenting salary payments to WHO staff, including records related to attendance and leave monitoring. See also Staff Member File Administration schedule.</p> <p>This schedule applies to records in either electronic or paper format. Note: With the introduction of GSM, all payroll records are electronic.</p>	1. Payroll run files and other working files (documenting monetary compensation of staff, including deductions)	Retain 5 years	Destroy	Short-term administrative value.
	2. Annual statements of earnings	Retain permanently	Archives	Long-term legal and administrative value. These records may be kept permanently in electronic form.
	3. Payroll files of terminated staff (clearance certificates, last leave records and separation payments)	Retain permanently in electronic staff member file	Archives	Long-term legal and administrative value
	4. Leave records	Retain 5 years	Destroy	Short-term administrative value
	5. Pay slips and tax files	Retain 10 years	Destroy	Medium-term administrative value

036. Pension Administration Records Retention Schedule

Effective date: February 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>PENSION ADMINISTRATION</p> <p>Records related to registration of WHO staff in the UN Joint Staff Pension Fund, contributions made to the Fund by participants, and calculations of pension entitlements.</p> <p>This schedule applies to records in electronic, microfilm, or paper formats.</p> <p><u>Note:</u> Records such as Pension Fund Vouchers (records of cheque payments drawn against the Pension Fund account, including copies of cheques and monthly pension payments) and Pension Fund Journal Vouchers (authorizations to charge payments to the Pension Fund account) are maintained by UNJSPF, according to an existing UN Accounting records schedule. Participants' separation, termination and withdrawal files are also administered by UNJSPF.</p>	<p>1. Records of WHO participants in UN Joint Staff Pension Fund (UNJSPF) including but not limited to:</p> <ul style="list-style-type: none"> • Registration of new participants • Changes in their participants' status • Calculation and collection of amounts due for periods to be validated or restored • Calculation of pension estimates for participants approaching retirement age • Records of participants' pension contributions 	<p>Retain 4 years after staff member leaves, then retain certain records permanently. The pension records to be retained permanently include:</p> <ul style="list-style-type: none"> ▪ calculation of pension entitlements for participants separating from service who have elected a benefit ▪ annual statements ▪ status reports ▪ designations of beneficiaries ▪ declarations for dependants' recognition 	<p>Archives (selective retention as outlined)</p>	<p>Some pension records have long-term administrative and historical value. See Staff Member Files Administration schedule.</p>
	<p>2. Records of transfer of WHO participant contributions to UNJSPF</p>	<p>Retain 10 years</p>	<p>Destroy</p>	<p>Medium-term financial and administrative value</p>
	<p>3. Routine records including but not limited to background information regarding the UNJSPF, and routine correspondence (apart from correspondence regarding individuals, included in item 1 above)</p>	<p>Retain 5 years or until superseded, whichever is longer</p>	<p>Destroy</p>	<p>Short-term administrative value</p>
	<p>4. Schedule Year End records</p>	<p>Retain permanently</p>	<p>Archives</p>	<p>Long-term administrative and legal value</p>

037. Treasury Administration Records Retention Schedule

Effective date: February 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>TREASURY ADMINISTRATION</p> <p>Records related to contributions, investments, payments and associated financial transactions.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Banking records (bank statements, bank reconciliations, returned cheques)	Retain 5 years	Destroy	Short-term administrative value
	2. Payment instructions	Retain 5 years	Destroy	Short-term administrative value
	3. Cash books	Retain 10 years	Destroy	Medium-term administrative value
	4. Investment records	Retain legal agreements permanently	Archives	Long-term legal, administrative and historical value
		Retain accounting records (i.e.: cash books in item 3) 10 years	Destroy	Medium-term legal and administrative value
		Retain deposit records 5 years	Destroy	Short-term administrative value
5. Records regarding scales of assessment and contributions Voluntary contributions records (agreements and supporting documents)	Retain 5 years	Destroy	Short-term administrative value See Contracts Administration schedule	
6. Correspondence, administrative records and other supporting documentation	Retain 5 years	Destroy	Short-term administrative value	

038. Comptroller Records Retention Schedule

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>COMPTROLLER RECORDS</p> <p>Records generated or administered by the Office of the Comptroller, including records regarding external audit, financial delegation of authority, fraud, and approvals for exceptions to financial rules.</p> <p>This schedule applies to records in either electronic or paper format in GSM and the Enterprise Content Management (ECM) systems.</p> <p>Note: ECM system is the official repository for records supporting GSM transactions.</p>	1. Election of external auditor files	Retain permanently	Archives	Long-term legal, administrative and historical value
	2. Financial delegation of authority records, including those for the Regional Offices	Retain permanently	Archives	Long-term legal, administrative and historical value. Note: Delegation is to function, not individual. Treasury and Comptroller have copies; delegate has original.
	3. Losses and suspected fraud files	Retain 10 years after file closed	Destroy	Medium-term legal and administrative value. Legal, Inventory, Insurance and Comptroller all have versions of these files.
	4. Working papers for high-level briefings and presentations to missions and Regional Offices (summaries, correspondence)	Retain 4 years (2 biennium's)	Destroy	Short-term administrative value
	5. Approvals for exceptions to financial rules , including exceptional approvals for payment	Retain 6 years	Destroy	Short-term legal and administrative value
	6. External audit correspondence and other background material	Retain 6 years	Destroy	Medium-term legal and administrative value. Comptroller is focal point for external audit process.
	7. Agreements files (for agreements to which Comptroller is signatory)	Retain permanently	Archives	See Contracts Administration schedule
	8. Financial policy development files	Retain substantive policy development records permanently	Archives	See Policy Formulation schedule
	9. CRC Secretariat files	Retain in electronic format in ECM 5 years after end of affected contracts.	Destroy	See Contracts Administration schedule Note: If CRC records form part of a file that is retained longer than 5 years, then the CRC records are retained as long as the rest of the file is retained.

039. Research Records Retention Schedule

Effective date: March 2005

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>RESEARCH</p> <p>Records related to technical field and laboratory research including drug and vaccine development, literature research, and quality assurance and associated activities.</p> <p>This schedule applies to records in either paper or electronic format.</p> <p>See also the following schedules: Meetings Administration, Publications and Documents Production, Contracts Administration, Publications and Documents Administration and External Relations, Advocacy and Collaboration. Aspects of other schedules are relevant to technical units, and should also be consulted.</p>	<p>1. Raw research data from external agencies, forwarded to WHO or WHO contractors for information and study in preparation for meetings, or for production of research papers</p>	<p>Dispose of according to terms of agreement with data provider or according to predicted future need for data</p>	<p>Return or destroy</p>	<p>External agencies providing data (often unpublished and confidential) may specify that after use the data will be returned or confidentially destroyed, either at once or after a certain length of time. See also Meetings Administration schedule.</p>
	<p>2. Assessments of National Regulatory Authorities by WHO</p> <ul style="list-style-type: none"> • Background information and legislation • Assessment Reports and Country Plans of Action 	<p>Retain while administratively useful</p> <p>Retain permanently</p>	<p>Destroy</p> <p>Archives</p>	<p>Immediate administrative value</p> <p>Long-term technical and historical value</p>
	<p>3. Assessments of vaccine and medicine manufacturers by WHO</p> <ul style="list-style-type: none"> • Information and data regarding vaccine and medicine prequalification, submitted to WHO by external agencies • Prequalification reports 	<p>Retain 10 years after prequalification process complete, or until superseded</p> <p>Retain permanently</p>	<p>Destroy</p> <p>Archives</p>	<p>Medium-term technical and administrative value. These records must be confidentially destroyed at end of retention period.</p> <p>Long-term technical and historical value</p>
	<p>4. Laboratory accreditation checklists (reports)</p>	<p>Retain permanently</p>	<p>Archives</p>	<p>Long-term technical and historical value</p>
	<p>5. Confidentiality agreements and declarations of interest signed by external participants in research initiatives or in initiatives such as the vaccine prequalification process</p>	<p>Retain 10 years after research or prequalification process complete, or 10 years after participants' involvement in process has formally ended</p>	<p>Destroy</p>	<p>Medium-term legal and administrative value. These records must be confidentially destroyed when no longer needed.</p>

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>039 RESEARCH</p> <p>Records related to technical field and laboratory research including drug and vaccine development, literature research, and quality assurance and associated activities.</p> <p>This schedule applies to records in either paper or electronic format.</p> <p>See also the following schedules: Meetings Administration, Publications and Documents Production, Contracts Administration, Publications and Documents Administration and External Relations, Advocacy and Collaboration. Aspects of other schedules are relevant to technical units, and should also be consulted.</p>	<p>6. Original raw or compiled field and laboratory research data, laboratory and field test results, summaries, compiled notes, reports and quality assurance and evaluation records related to research data</p> <ul style="list-style-type: none"> Case report forms (data collection forms) from clinical research studies involving human subjects, and related study support files 	<p>Retain 5 years, or longer if still in use, then evaluate for selective permanent retention.</p> <p>Retain 10 years after completion of study (normally publication of results). For studies involving drugs approved by national regulatory authorities, retain 10 years after approval of application.</p>	<p>Archives (selective retention)</p> <p>Destroy</p>	<p>Possible long-term technical and historical value. Evaluation for selective retention is done first by originating units, and confirmed by Records and Archives (or comparable unit in regional offices). In general, summaries and reports are retained permanently.</p> <p>Based on ethical considerations and internationally accepted good clinical practice.</p>
	<p>7. Standard specifications, recommended requirements and control of drugs and other substances, regarding research carried out by WHO under relevant international treaties</p>	<p>Retain permanently</p>	<p>Archives</p>	<p>Long-term technical and historical value</p>
	<p>8. Substantive research project and programme records, including reports or papers resulting from study of research data or study of secondary sources, and substantive correspondence and statistics</p>	<p>Retain permanently</p>	<p>Archives</p>	<p>Long-term technical and historical value.</p> <p><u>Note</u>: Substantive records document significant activities, discoveries or decisions.</p>
	<p>9. Research funding proposals to WHO or to WHO collaborative partners</p> <ul style="list-style-type: none"> Calls for proposals and successful research funding proposals Rejected research funding proposals 	<p>Retain permanently</p> <p>Retain 1 year</p>	<p>Archives</p> <p>Destroy</p>	<p><u>Note</u>: Successful research funding proposals may be part of project file.</p> <p>Long-term technical and administrative value</p> <p>Short-term administrative value</p> <p>See also Contracts Administration schedule for guidelines on retention of TSAs.</p>

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>039 RESEARCH</p> <p>Records related to technical field and laboratory research including drug and vaccine development, literature research, and quality assurance and associated activities.</p> <p>This schedule applies to records in either paper or electronic format.</p> <p>See also the following schedules: Meetings Administration, Publications and Documents Production, Contracts Administration, Publications and Documents Administration and External Relations, Advocacy and Collaboration. Aspects of other schedules are relevant to technical units, and should also be consulted.</p>	10. Fellowship records	Retain 5 years after completion of fellowship	Destroy	Short-term administrative value. Fellowship records may be retained in electronic form rather than in paper form provided the electronic records are complete and access to them can be guaranteed for 5 years.
	11. Routine background and administrative records generated by research projects and programmes, including routine correspondence	Retain 5 years	Destroy	Short-term technical and administrative value
	12. Policy research	Retain permanently	Archives	See also Policy Formulation schedule Long-term legal and historical value
	<ul style="list-style-type: none"> • Research performed in order to develop policies with broad or long-term implications • Research performed in order to develop routine policies 	Retain 5 years in office	Destroy	Short-term administrative value
13. Research training offered by WHO in the field	<ul style="list-style-type: none"> • Administrative records, notes and background material • Student tests, papers and evaluations • Course content records, manuals and reports 	Retain 4 years	Destroy	Short-term administrative value
		Retain 4 years	Destroy	Short-term administrative value
		Retain permanently	Archives	Long-term technical and historical value

040. Mailing Records Records Retention Schedule

Effective date: September 2006

Function and Scope Note	Related Records	Retention Period	Disposition	Notes / Rationale
<p>MAILING RECORDS</p> <p>Records which document sending and receiving official WHO mail.</p> <p>This schedule applies to records in either electronic or paper format.</p>	1. Accounting slips (DST, La Poste, charges postales, refunds) for Mailing and Diplomatic Pouch	Retain 8 years	Destroy	Medium-term administrative value
	2. Application dispatch forms (Mailing and Diplomatic Pouch)	Retain 5 years	Destroy	Short-term administrative value
	3. Lists and slips for sending and receiving Diplomatic Pouch	Retain 4 years	Destroy	Short-term administrative value
	4. Delivery lists (courier, registered, LSI)	Retain 4 years	Destroy	Short-term administrative value
	5. Shipping slips for Mailing (Colis Suisse, express, registered, LSI) and shipping and billing slips for UN Agencies (Diplomatic Pouch)	Retain 4 years	Destroy	Short-term administrative value
	6. Copies of invoices (DHL, TNT, UPS, FEDEX, La Poste), copies of billings, and copies of courier service records	Retain copies 3 years for administrative use	Destroy	Copies are transitory records, to be retained only while of administrative use.