# Chapter 13: United Nations

General

B-13-001-01 Officer Working Files

**Description:** Files maintained by or for individual officers consisting of extra or information copies

of telegrams, memos, organization and conference documents, preliminary or rough

drafts of communications, reports and other documentation.

**Disposition:** TEMPORARY: Destroy when no longer needed for current work assignment or

project.

DispAuthNo: Non-Record Date Edited: 4/1/1999

B-13-001-02 Reference Files

**Description:** Printed and processed publications received from the Department, other Federal

agencies, national and international organizations, etc.

**Disposition:** TEMPORARY: Destroy when obsolete or of no further reference value.

DispAuthNo: Non-Record Date Edited: 4/1/1999

#### Chapter 13: United Nations

## B-13-001-03 Administrative Records Maintained in any Agency Office

#### **Description:**

Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- · internal office activity and workload reports
- · studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

**Disposition:** Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 1)

DispAuthNo: DAA-GRS-2016-0016-0001 (G Date Edited: 9/21/2017

#### B-13-001-04 Public Inquiries and Requests for Information

**Description:** Includes crank and begging letters, requests for information and replies thereto,

popular comment correspondence, requests for publications, etc. Included are such records as: routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special

compilation or research for reply.

**Disposition:** Temporary. Destroy when 90 days old, but longer retention is authorized if

required for business use. (Supersedes GRS 23, item 7)

DispAuthNo: GRS 4.2, Item 010 Date Edited: 3/9/2017

## Chapter 13: United Nations

B-13-001-05 Chronological Files

**Description:** Extra copies of incoming and outgoing communications arranged by date.

**Disposition:** TEMPORARY: Destroy when 1 year old.

**DispAuthNo:** NN-173-126, item 3 **Date Edited:** 4/1/1999

B-13-001-06 Protocol Section Files - 1950-1965

**Description:** Correspondence, guest lists, invitations, menus, and memorandums related to the

arrangements for receptions, parties, dinners, movie screenings, art exhibit

openings, and other social events sponsored by the USUN.

**Disposition:** TEMPORARY: Destroy immediately.

**DispAuthNo:** N1-084-99-03, item 4 **Date Edited:** 4/1/1999

B-13-001-07 Public Affairs Section Speech Drafts, 1965-1968

**Description:** Notes, drafts, and copies of speeches given by Arthur J. Goldberg, Ambassador to

the United Nations, 1965-1968, and speeches written by his staff for President Johnson regarding UN matters. Topics covered include the Vietnam War, Chinese representation in the UN, Rhodesia, the Outer Space Treaty, and other subjects.

**Disposition:** PERMANENT: Transfer to the National Archives and Records Administration

immediately.

**DispAuthNo:** N1-084-99-03, item 2 **Date Edited:** 4/1/1999

## Chapter 13: United Nations

#### Research Unit

B-13-002-01a **Central Subject Files** 

Description:

Official copies of records that document the substantive functions of the Mission, including all records which establish, discuss or define foreign policy. These records are divided into three classes: a) UN Section b) Country Files and c)

Subject Files.

a. Paper recordkeeping copy.

**Disposition:** PERMANENT: Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-084-90-05, item 1a **Date Edited:** 4/1/1999

B-13-002-01b **Central Subject Files** 

**Description:** Official copies of records that document the substantive functions of the Mission,

including all records which establish, discuss or define foreign policy. These records are divided into three classes: a) UN Section b) Country Files and c)

Subject Files.

b. Extra copies.

**Disposition:** TEMPORARY: Destroy when no longer needed for reference purposes.

**DispAuthNo:** N1-084-90-05, item 1b **Date Edited:** 4/1/1999

B-13-002-02 Reserved for future use

**Description:** 

Disposition:

DispAuthNo: Reserved Date Edited: 4/1/1999

B-13-002-

**UN Letter File (1964-Present)** 

03a

**Description:** a. Notifications from UN of accessions to and ratification to treaties.

**Disposition:** TEMPORARY: Destroy when 2 years old.

DispAuthNo: NN-173-126, item 6a Date Edited: 4/1/1999

## Chapter 13: United Nations

B-13-002-

**UN Letter File (1964-Present)** 

03b

**Description:** b. Notifications from U.S. registering international agreements with the UN.

**Disposition:** TEMPORARY: Destroy when 2 years old.

DispAuthNo: NN-173-126, item 6b

**Date Edited:** 4/1/1999

B-13-002-03c **UN Letter File (1964-Present)** 

**Description:** c. Correspondence relating to UNDP projects, project summaries, U.S. Government

comments, etc.

**Disposition:** TEMPORARY: Destroy when 2 years old. Supersedes NC-84-76-1, item 3a

**DispAuthNo:** N1-084-90-05, item 3 **Date Edited:** 5/18/2012

B-13-002-03d UN Letter File (1964-Present)

**Description:** d. All other routine correspondence with UN.

**Disposition:** TEMPORARY: Destroy when 2 years old.

DispAuthNo: NN-173-126, item 6e Date Edited: 4/1/1999

B-13-002-

04a

Telegram Files dated 1964-Present

**Description:** a. Telegrams sent to USUN for information, arranged by post.

**Disposition:** TEMPORARY: Destroy when 1 year old, if no longer needed.

DispAuthNo: NN-173-126, item 8b Date Edited: 4/1/1999

B-13-002-

04b

**Telegram Files dated 1964-Present** 

**Description:** b. Telegrams sent ACTION USUN (incoming).

**Disposition:** PERMANENT: Transfer to WNRC when 10 years old. Transfer to the National

Archives when 30 years old. (Note: 1974-1978 telegrams were destroyed previously under then existing schedules) Supersedes NC-173-126, item 8c

**DispAuthNo:** N1-084-90-05, item 4b **Date Edited:** 5/18/2012

#### Chapter 13: United Nations

B-13-002-**Telegrams dated 1964-Present** 

04c

**Description:** c. Telegrams from USUN to Department of State arranged sequentially.

Disposition: PERMANENT: Transfer to the National Archives when 30 years old

DispAuthNo: N1-084-90-05, item 4c(1) Date Edited: 8/19/2014

B-13-002-05 **Background and Position Books** 

**Description:** Includes files of legislative histories.

Disposition: PERMANENT: Transfer to WNRC when 5 years old. Transfer to the National

Archives when 30 years old.

DispAuthNo: NC-084-76-01, item 1 **Date Edited:** 4/1/1999

06a

B-13-002-

Index Cards to USUN Central Documents and Subject Files

a. Card Records, 1954-Present. **Description:** 

Disposition: PERMANENT: Transfer to WNRC after microfilming and ascertaining that the

> film is an adequate substitute for the paper. Transfer to the National Archives along with related block of Central Subject Files. Supersedes NC1-84-78-4, item

1a

DispAuthNo: N1-084-90-05, item 6a Date Edited: 5/18/2012

B-13-002-Index Cards to USUN Central Documents and Subject Files

06b

**Description:** b. Microfilm Copies.

Disposition: TEMPORARY: Destroy when no longer needed for reference purposes.

DispAuthNo: NC1-084-78-04, item 1b 4/1/1999 Date Edited:

B-13-002-**Public and Congressional Correspondence Files** 

07a

**Description:** a. Public Correspondence.

Disposition: TEMPORARY: Destroy when 6 months old.

DispAuthNo: NN-173-126, item 11a Date Edited: 4/1/1999

## Chapter 13: United Nations

B-13-002- Public and Congressional Correspondence Files

07b

**Description:** b. Congressional Correspondence.

**Disposition:** PERMANENT: Transfer to WNRC when 5 years old. Transfer to the National

Archives when 30 years old. Supersedes NN-173-126, item 11

**DispAuthNo:** N1-084-90-05, item 7b **Date Edited:** 5/18/2012

B-13-002-08 Departmental Publications, Releases, Circular Issuance, Publications of other

**Government Agencies; Legislative Publications and Documents** 

**Description:** 

**Disposition:** TEMPORARY: Destroy when superseded or no longer needed in current

operations.

**DispAuthNo:** NN-173-126, item 12 **Date Edited:** 4/1/1999

B-13-002-09 Acknowledgments by other UN Missions to the U.S. requests for support on

**UN candidates** 

**Description:** 

**Disposition:** TEMPORARY: Destroy after election has taken place.

**DispAuthNo:** NN-173-126, item 13 **Date Edited:** 4/1/1999

B-13-002-10 Acknowledgments by other UN Missions of receipt of U.S. Government

publications

**Description:** 

Disposition: TEMPORARY: Destroy after 60 days. Supersedes NN-173-126, item 14

**DispAuthNo:** N1-084-90-05, item 8 **Date Edited:** 5/18/2012

B-13-002-11 Briefing Books

**Description:** Briefing Books for U.S. Representatives to UN on specific questions or as

background for consultants, where material is duplicated elsewhere.

**Disposition:** TEMPORARY: Destroy after purpose has been served.

**DispAuthNo:** NN-173-126, item 15 **Date Edited:** 4/1/1999

#### Chapter 13: United Nations

B-13-002-

**USUN Press Releases** 

12a

**Description:** 

Master file of press releases issued by the U.S. Mission to the United Nations.

a. Paper Records.

Disposition:

PERMANENT: Transfer to the National Archives when 30 years old. Supersedes

NC1-84-79-6, item 1a

DispAuthNo:

N1-084-90-05, item 9a

Date Edited:

5/18/2012

B-13-002-

12b

**USUN Press Releases** 

**Description:** Master file of press releases issued by the U.S. Mission to the United Nations.

b. Microfilm Copies.

**Disposition:** 

TEMPORARY: Destroy when no longer needed for reference purposes.

DispAuthNo:

NC1-084-79-06, items 1b

**Date Edited:** 4/1/1999

B-13-002-13

**UN Documents** 

**Description:** 

Selected documents (including UN classified) of UN Main Councils, i.e. the General Assembly, Security Council, Trusteeship Council and the Economic and Social Council. The General Assembly and Security Council series are complete. The Economic and Social Council series is complete from E/3295 on. The other series

are not complete.

Disposition:

PERMANENT: Transfer to WNRC when no longer needed for reference. Transfer records dating through 1963 to the National Archives in 1997. Transfer other records along with related block of Central Subject Files (i.e. when 30 years old).

(Supersedes N1-84-90-5, item 13).

DispAuthNo:

N1-084-93-05, item 1

Date Edited:

12/5/2008

# Chapter 13: United Nations

B-13-002-14 Research Memorandums

**Description:** File contains memos the Research Unit has prepared in response to requests over

the years. Covers period from 1949 to present.

a. Master Set. File contains research memorandums and other materials used to research and produce answers to specific requests from other USUN offices. Files are arranged chronologically by calendar year. Recordkeeping medium is paper.

**Disposition:** PERMANENT. Cut off at the end of the calendar year. Hold in file area for 10

years and then retire to an approved record storage facility. Transfer to the

National Archives in 5 year blocks when 25 years old.

**DispAuthNo:** N1-084-09-01, item 1 **Date Edited:** 5/29/2012

B-13-002-15 Acknowledgments by UN Missions

**Description:** File contains acknowledgments by UN Missions to U.S. requests for support on UN

candidates. Also includes other types of correspondence related to requests for

support from other countries, U.S. replies to such requests, etc.

**Disposition:** TEMPORARY. Screen files at the end of calendar year for substantive records

related to elections and incorporate into the Central Subject File. Destroy the remaining documents determined to be not worthy of preservation when no longer

needed. (Supersedes NN-173-126, item 13)

**DispAuthNo:** N1-084-09-01, item 2 **Date Edited:** 5/29/2012

B-13-002-16 Ambassadorial Schedules

**Description:** File contains a copy of the daily schedules of the Permanent Representative, or the

acting Permanent Representative in his/her absence. In addition, up to five (5) additional ambassadors, all Presidential appointees confirmed by the Senate, each

with their own daily activity schedules maintained by their staffs.

Disposition: PERMANENT. Cut off at the end of incumbent tenure at UN. Retire to WNRC at

the end of the calendar year after the tenure ends. Transfer to the National

Archives when 25 years old.

**DispAuthNo:** N1-084-09-01, item 4 **Date Edited:** 5/29/2012

#### Chapter 13: United Nations

## **UN Management and Reform**

B-13-003-01 UN Applicants Files

**Description:** Correspondence and forms regarding employment at UN Headquarters.

**Disposition:** TEMPORARY: Destroy 2 years after case becomes inactive.

**DispAuthNo:** NC1-084-78-02, item 2 **Date Edited:** 12/5/2008

B-13-003-02 General Inquiry Files

**Description:** Correspondence from persons requesting general information regarding

employment with international organizations, including requests for information on location of specific organizations, field office, job opportunities, pay scales of employees, privileges and immunities, fringe benefits, allowances, types of positions, etc. Arranged in alphabetical order by name of individual inquirer.

**Disposition:** TEMPORARY: Destroy when 2 years old or soon if no longer needed.

**DispAuthNo:** NC1-084-78-02, item 1 **Date Edited:** 4/1/1999

B-13-003-03 International Organizations Section Files on UN Finances, 1964-1965

**Description:** Copies of telegrams, reports, speeches, press releases, background material, and

memorandums related to the financial crisis facing the United Nations during the early 1960s due to a deficit resulting from many nations not paying their dues for

peacekeeping operations.

**Disposition:** PERMANENT: Transfer to the National Archives and Records Administration

immediately.

**DispAuthNo:** N1-084-99-03, item 5 **Date Edited:** 4/1/1999

## Chapter 13: United Nations

## **Host Country Affairs**

B-13-004-01 Host Country Affairs General Files

**Description:** Consists of correspondence, reports and other documentation concerning

operations and procedures affecting personnel of UN and related organizations, host country problems and visa regulations and instructions. Records containing substantive information are forwarded to Research Unit to be included in the

permanent USUN central files.

**Disposition:** TEMPORARY: Destroy when 5 years old or when no longer needed.

**DispAuthNo:** N1-084-90-05, item 16 **Date Edited:** 4/1/1999

B-13-004-02 Host Country Files

**Description:** Consist of documentation on all aspects of problems affecting the UN Secretariat

and Foreign Missions to the UN other than traffic and tax problems. Arranged by country/mission. Records containing substantive information are forwarded to the Reference and Research Section to be included in the permanent USUN central

files.

**Disposition:** TEMPORARY: Destroy when 5 years old or when no longer needed.

Supersedes NC-84-76-1, item 8

**DispAuthNo:** N1-084-90-05, item 14 **Date Edited:** 5/18/2012

B-13-004-03 Host Country Administrative Files

**Description:** Subject file pertaining to USUN host country administrative and management

issues, including goals and objectives, inspections, status reports, etc.

**Disposition:** TEMPORARY: Block files by year. Destroy when 3 years old.

**DispAuthNo:** N1-084-90-05, item 18 **Date Edited:** 4/1/1999

B-13-004- Accreditation Files 04a

**Description:** a. Card files containing name and photograph of personnel for all foreign missions

to the UN. This file complements the OFMIS files.

**Disposition:** TEMPORARY: Destroy when purpose has been served.

**DispAuthNo:** NN-173-126, item 35 **Date Edited:** 4/1/1999

#### Chapter 13: United Nations

B-13-004-04b **Accreditation Files** 

Description:

b. OFMIS - Computerized Information System - A multi-file-on-line system providing information support to M/OFM, Office of Protocol, the Interagency Liaison Group as well as to the USUN. The modules include biographic information and level of diplomatic privilege and immunity for all personnel listed in the carded file. Included is information on other activities of the Mission, including Consular, UN diplomatic staff, their dependents and household staffs, tax, diplomatic motor vehicle and

customs functions, etc.

**Disposition:** TEMPORARY: Delete information when no longer needed for operational

purposes.

**DispAuthNo:** N1-059-87-09, item 4

**Date Edited:** 4/1/1999

B-13-004-04c **Accreditation Files** 

**Description:** c. New appointments and new resignations file. Consists of listing of new

appointments and resignations received from United National Protocol. Listings are filed in chronological order and date from 1954 to the present. Listings contain information for the Secretariat of the United Nations as well as other personnel.

**Disposition:** TEMPORARY: Destroy when 20 years old.

**DispAuthNo:** NN-173-126, item 24a **Date Edited:** 4/1/1999

B-13-004-04d **Accreditation Files** 

**Description:** Country Files on diplomatic privileges and immunities. Arranged by country

(mission) containing miscellaneous correspondence with Permanent Missions to the

United Nations regarding individuals entitled to privileges and immunities.

**Disposition:** TEMPORARY: Destroy when 3 years old.

**DispAuthNo:** NN-173-126, item 22 **Date Edited:** 4/1/1999

## Chapter 13: United Nations

B-13-004-05a **Diplomatic Incidents Files** 

**Description:** 

Record of incidents involving foreign diplomats. Files maintained in two parts: 1) crimes, incidents committed against foreign diplomats and 2) crimes, incidents committed by foreign diplomats. Each part is then broken down by country of diplomat, incident and/or crime. Files also consist of civil lawsuits involving foreign diplomats including precedent setting cases.

a. Civil law and precedent cases.

Disposition:

TEMPORARY: Destroy 2 years after case is resolved or litigation complete or

when no longer a precedent.

DispAuthNo:

N1-084-90-05, item 20a

**Date Edited:** 4/1/1999

B-13-004-05b **Diplomatic Incidents Files** 

**Description:** 

Record of incidents involving foreign diplomats. Files maintained in two parts: 1) crimes, incidents committed against foreign diplomats and 2) crimes, incidents committed by foreign diplomats. Each part is then broken down by country of diplomat, incident and/or crime. Files also consist of civil lawsuits involving foreign diplomats including precedent setting cases.

b. Regular cases.

Disposition:

TEMPORARY: Destroy when 5 years old.

DispAuthNo:

NN-173-126, item 32

**Date Edited:** 4/1/1999

B-13-004-06

**United Nations Missions Property Leases Files** 

**Description:** 

Contains copies of leases and related correspondence for foreign mission personnel for mission or office space, mission personnel and ambassadors' residences or for any property owned or leased by UN Missions (country).

Disposition:

TEMPORARY: Destroy three years after termination of lease and if any litigation,

when it is concluded.

DispAuthNo:

N1-084-90-05, item 21

**Date Edited:** 4/1/1999

B-13-004-07

**Traffic Violation Files** 

**Description:** 

Copies of form letters on behalf of foreign missions to police requesting the release of towed cars, and concerning incidents involving moving and parking violations.

Disposition:

TEMPORARY: Destroy when 1 year old.

DispAuthNo:

N1-084-90-05, item 22

**Date Edited:** 4/1/1999

## Chapter 13: United Nations

B-13-004- Travel Restrictions Files

08a

**Description:** General files including reports of possible violations, copies of notes bearing on

travel restrictions.

**Disposition:** TEMPORARY: Destroy when 10 years old.

DispAuthNo: NN-173-126, item 33a Date Edited: 4/1/1999

B-13-004- Travel Restrictions Files

08b

**Description:** b. Travel Requests Files.

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** NN-173-126, item 33b **Date Edited:** 4/1/1999

B-13-004-09 Visa and Immigration General Files - Arranged alphabetically by country

**Description:** Contains information pertaining to visa and immigration matters in general as it

relates to the United Nations and United Nations Secretariat.

**Disposition:** TEMPORARY: Destroy when 1 year old.

**DispAuthNo:** N1-084-90-05, item 24 **Date Edited:** 4/1/1999

B-13-004-10 Extension of Stay Requests

**Description:** Requests for extension of stay from UN Secretariat and Foreign Missions to the UN,

including copies of transmittal letters of INS, posted to indicate length of extension.

**Disposition:** TEMPORARY: Destroy when 1 year old. Supersedes NN-173-126, item 27

**DispAuthNo:** N1-084-90-05, item 21 **Date Edited:** 5/18/2012

B-13-004-11 Applications for Visas

**Description:** Loose-leaf binder containing copies of applications for NIVs for the UN community.

Original forwarded to Department for approval.

**Disposition:** TEMPORARY: Destroy 3 months after approval and receipt of visa.

**DispAuthNo:** N1-084-90-05, item 26 **Date Edited:** 4/1/1999

## Chapter 13: United Nations

B-13-004-

**Work Permit Files** 

12a

**Description:** Consist of rules, regulations and documentation accumulated in the processing of

requests by UN dependents for permission to work as well as name file of

individuals requesting permission.

a. Rules, regulations and procedures.

**Disposition:** TEMPORARY: Destroy when superseded.

**DispAuthNo:** N1-084-90-05, items 27a

**Date Edited:** 4/1/1999

B-13-004-12b Work Permit Files

Description:

b. Name files.

**Disposition:** TEMPORARY: Destroy 1 year after individual departs from the United Nations.

**DispAuthNo:** N1-084-90-05, item 27b

**Date Edited:** 4/1/1999

B-13-004-13

International Organizations Section USUN Blue and White Lists, 1948-1967

**Description:** 

Copies of lists of members of the permanent missions to the UN who were entitled to diplomatic privileges and immunities (known as "Blue Lists" due to their blue cover) and lists of employees to the permanent missions as well ("White Lists").

**Disposition:** TEMPORARY: Destroy immediately.

**DispAuthNo:** N1-084-99-03, item 3

**Date Edited:** 4/1/1999

B-13-004-14

**USUN Blue and White Lists** 

**Description:** 

Blue books are a compilation of who had diplomatic privilege and immunity, in what position, and for how long. Used frequently to respond to inquiries from the Department to determine status of U.S. born children to foreign born parents who may have a connection to the UN community. Also includes list of employees to the permanent mission known as the "White Lists". Covers the period 1968 to present.

Disposition:

TEMPORARY: Destroy when no longer needed for operational purposes.

DispAuthNo:

N1-084-09-01, item 3

**Date Edited:** 5/29/2012

## Chapter 13: United Nations

Security

B-13-005-

**Investigation Files** 

01a

**Description:** a. DS-939, Report of Investigation, concerned primarily with verification of

employment for personnel working at USUN.

**Disposition:** TEMPORARY: Destroy 1 year after termination of employment.

DispAuthNo: NN-173-126, item 36a Date Edited: 4/1/1999

B-13-005-02 Reports of Security Violations

**Description:** Includes reports on Civil Service, excepted and foreign service employees.

**Disposition:** TEMPORARY: Destroy 2 years after completion of final action or when no longer

needed, whichever is sooner.

DispAuthNo: GRS 18, item 24b Date Edited: 4/1/1999

B-13-005-03 Protective Security Files

**Description:** Includes documentation on the protective security detail provided for the Permanent

Representative, and material pertaining to liaison with local police, Secret Service and others. Also includes copies of crank letters (originals sent to Washington).

**Disposition:** TEMPORARY: Destroy upon appointment of new Permanent Representative.

**DispAuthNo:** N1-084-90-05, item 30 **Date Edited:** 4/1/1999

## Chapter 13: United Nations

B-13-005-04 Personnel Security and Access Clearance Records

**Description:** Records about of people issued security clearances, and other clearances for

access to Government facilities or to sensitive data, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a

continuous evaluation program. Includes:

questionnaires

• summaries of reports (including background files) prepared by the investigating agency

• documentation of agency adjudication process and final determination including correspondence between USUN, Department of State, and Boyer, Pennsylvania, regarding security clearances of USUN employees, including caterers, waiters and any others who may be employed by USUN whether temporary or seasonal. Also

contains initial letter requesting security clearance issued by IO/R.

Files are arranged in alphabetical order by name of individuals.

**Disposition:** Temporary. Destroy 5 years after employee or contractor relationship ends, but

longer retention is authorized if required for business use. (Supersedes GRS 18,

item 22a)

**DispAuthNo:** DAA-GRS-2017-0006-0025 (G **Date Edited:** 9/11/2017

#### Chapter 13: United Nations

#### Personnel

**B-13-006-01** Employee Management Administrative Records

**Description:** Records on routine office program support, administration, and human resources

operations. Includes:

• reports, including annual reports to the Department of State concerning the number of official passports issued and related matters

• reports from subordinate units regarding statistics and other reporting measures

• general correspondence with internal agency offices and with OPM

• general correspondence with travelers regarding official passport application procedures and documentation requirements

statistics, including lists of official passport holders

Exclusion: Agency reports received by the Department of State document the

Department's mission and must be scheduled by the Department.

Also includes folders on USUN and Foreign Services employees, containing documents duplicated in or not appropriate for the Office of Personnel folder which

is maintained in PER/MGT/RR.

**Disposition:** Temporary. Destroy when 3 years old, but longer retention is authorized if

required for business use. (GRS 1, item 3 and GRS 1, item 16)

DispAuthNo: DAA-GRS-2017-0007-0001 (G Date Edited: 10/4/2017

B-13-006- Temporary Employee Personnel Files

02b

**Description:** Folders on USUN employees, containing documents duplicated in or not

appropriate for the Office of Personnel folder which is maintained in PER/MGT/RR.

b. Other employees, including students, interns, contract employees, part-time and

Excepted Service employees.

**Disposition:** TEMPORARY: Destroy 3 years after separation or transfer of employee.

**DispAuthNo:** N1-084-90-05, item 34b **Date Edited:** 4/1/1999

B-13-006-03 SF-50 Chronological Files

**Description:** 

**Disposition:** TEMPORARY: Destroy when 2 years old.

DispAuthNo: GRS 1, item 14a Date Edited: 4/1/1999

#### Chapter 13: United Nations

B-13-006-04 Employee Performance File System Records

**Description:** Acceptable performance appraisals of non-senior executive service employees.

Performance records for employees as defined in 5 U.S.C. 4301(2)).

Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal

system.

Exclusion 1: Performance records superseded through an administrative, judicial, or

quasi-judicial procedure are covered by item 073 of this schedule.

Exclusion 2: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule

to NARA.

Legal citation: 5 CFR Part 293.404

**Disposition:** Temporary. Destroy no sooner than 4 years after date of appraisal, but longer

retention is authorized if required for business use. (Supersedes GRS 1, item 23; GRS 1, item 23a(1); GRS 1, item 23a(2); GRS 1, item 23a(3)(a); GRS 1, item

23a(3)(b); GRS 1, item 23a(4); and GRS 1, item 23a(5

**DispAuthNo:** DAA-GRS-2017-0007-0008 (G **Date Edited:** 9/3/2017

B-13-006-05 Pending Foreign Service Assignments/Detail Files

**Description:** 

**Disposition:** TEMPORARY: Destroy when 3 years old.

**DispAuthNo:** N1-084-90-05, item 37 **Date Edited:** 4/1/1999

B-13-006- Service Record Cards on all USUN employees, both Foreign Service and Civil

06a Service, transferred or separated after 1947

**Description:** a. Cards on Excepted Service appointees.

**Disposition:** TEMPORARY: Retain in USUN Personnel Office until no longer needed for

reference use.

**DispAuthNo:** N1-084-90-05, item 38a **Date Edited:** 4/1/1999

B-13-006- Service Record Cards on all USUN employees, both Foreign Service and Civil

O6b Service, transferred or separated after 1947

**Description:** b. All others.

**Disposition:** TEMPORARY: Retain in USUN Personnel Office until no longer needed for

reference or 3 years after transfer or separation, whichever is longer.

**DispAuthNo:** N1-084-90-05, item 38b **Date Edited:** 4/1/1999

## Chapter 13: United Nations

B-13-006-08 Position Description Files

**Description:** 

**Disposition:** TEMPORARY: Destroy 2 years after position is abolished or description

superseded.

**DispAuthNo:** N1-084-90-05, item 40 **Date Edited:** 4/1/1999

B-13-006-09a **Supervisors' Personnel Files** 

Description: Records on positions, authorizations, pending actions, position descriptions, training

records, individual development plans, telework agreements, award

recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Includes Letters of inquiry. Incoming letters regarding employment and requesting

general information.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee

Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3,

Employee Relations Records.

**Disposition:** Temporary. Review annually and destroy superseded documents. Destroy

remaining documents 1 year after employee separation or transfer. (Supersedes

GRS 1, item 18a and GRS 1, item 18b)

**DispAuthNo:** DAA-GRS-2017-0007-0012 (G **Date Edited:** 9/1/2017

B-13-006-09b(1) Applications for employment

**Description:** b. Interim file. Correspondence and resumes from applicants for hard-to-fill

positions. Also includes pending correspondence for applicants seriously

considering pending employment.

(1) Hired applicants.

**Disposition:** TEMPORARY: Move file into temporary personnel file.

**DispAuthNo:** N1-084-90-05, items 41b(1) **Date Edited:** 4/1/1999

# Chapter 13: United Nations

B-13-006-09b(2) **Applications for employment** 

**Description:** 

b. Interim file. Correspondence and resumes from applicants for hard-to-fill positions. Also includes pending correspondence for applicants seriously considering pending employment.

(2) Applicants not hired.

Disposition:

TEMPORARY: Destroy 1 year after the most recent communication from

applicant.

DispAuthNo:

N1-084-90-05, items 41b(2)

**Date Edited:** 4/1/1999

#### Chapter 13: United Nations

#### Administration

B-13-007-

**Administrative Counselor's Subject Files** 

01a

**Description:** a. USUN Building Files.

**Disposition:** TEMPORARY: Use Chapter 5, Section 3, of the Records Disposition Schedules

for Post, to screen files.

**DispAuthNo:** N1-084-90-05, item 42a

**Date Edited:** 4/1/1999

B-13-007-

01b

Administrative Counselor's Subject File

**Description:** b. All others.

**Disposition:** TEMPORARY: Destroy when 5 years old.

**DispAuthNo:** N1-084-90-05, item 42b **Date Edited:** 4/1/1999

B-13-007-

02a

**Housing Files** 

**Description:** a. Leases and related correspondence. Contains copies of leases and

correspondence pertaining to the leasing of particular properties to employees.

Arranged by property.

**Disposition:** Temporary. Destroy 3 years after lease termination, lapse, reassignment,

rejection of application, cancellation of lease, or conclusion of litigation, as

applicable. (Supersedes GRS 15, item 4)

DispAuthNo: GRS 5.4 Item 080

GRS 5.4, Item 080 **Date Edited:** 3/13/2017

B-13-007-02b(1) **Housing Files** 

**Description:** b. General correspondence Files

(1) Contains correspondence not pertaining to a specific property and/or individual

to whom it is leased.

**Disposition:** Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate,

but longer retention is authorized if required for business use. (Supersedes GRS

15, item 1)

DispAuthNo: GRS 5.4, Item 010 Date Edited: 3/13/2017

## Chapter 13: United Nations

B-13-007-

**Description:** 

**Housing Files** 

02b(2)

b. General Correspondence Files.

(2) Policy Files. Consisting of legislation, policy and regulations regarding rent,

leases, etc.

**Disposition:** TEMPORARY: Destroy when superseded by new legislation, policy and/or

regulation.

**DispAuthNo:** N1-084-90-05, item 43b

**Date Edited:** 4/1/1999

B-13-007-02c **Housing Files** 

**Description:** 

c. Checks Files - Consists of copies of rent checks paid by employees on leased

property. Records are kept as verification of payment. Copies are also maintained

in the finance office.

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** N1-084-90-05, item 43c

**Date Edited:** 4/1/1999

B-13-007-03

**Waldorf Files** 

**Description:** Historical records of or leasing arrangements for the Waldorf Towers which is

leased for our Ambassador to the USUN.

**Disposition:** Temporary. Destroy 3 years after lease termination, lapse, reassignment,

rejection of application, cancellation of lease, or conclusion of litigation, as

applicable. (Supersedes GRS 15, item 4)

DispAuthNo: GRS 5.4, Item 080

**Date Edited:** 3/13/2017