
UNFPA Policy and Procedures on Document Retention

1. UNFPA applies the UNICEF Procedure on Retention of Recorded Information, *mutatis mutandis*, as from time to time amended by UNICEF, subject to this UNFPA procedure. The UNICEF Procedure on Retention of Recorded Information is linked [here](#).
2. Applicability

This procedure is an integral part of the [UNFPA Policy and Procedures of Document Management](#), with the following hierarchy of policies and procedures:

UNFPA Policy	UNFPA Policy and Procedures of Document Management			
General Procedure	UNICEF Procedure on Retention of Recorded Information			
Retention Schedule	Retention Schedule for UNICEF Recorded Information			
Supplementary Guidance	UNICEF Guidance on Documents That Can Be Destroyed Without Approval	UNICEF Procedure on Destruction of Physical Records	UNICEF Procedure on Destruction of Electronic Records	Guide to UNICEF Document Types

3. Definitions: The following terms included in UNICEF's Procedure on Retention of Recorded Information shall have the following meanings in UNFPA:

- (a) "UNICEF Archivist" means UNFPA Head of Unit
- (b) "Sharepoint" means Google Drive
- (c) "One Drive" or "Document Management System" or "DMS" means idocs
- (d) "UNICEF Financial Regulations and Rules" means UNFPA Financial Regulations and Rules.
- (e) "rolling work plans" or "internal work plans" mean Results and Resource Plan
- (f) "OMP", "ROMP", "CPMP" means global/regional or country programme documents

4. Entry into force

This policy and procedure enters into force on 18 August 2025, with a transition period of 24 months.