You will need to ensure that important information is returned to the country office, or from the field to Head Office following the closure of an office/programme. The information/documents required and the format (electronic or hard-copy) should be agreed between the Country Director and HQ rep. (e.g. Desk Officer).

The following checklist outlines examples of information which should be returned:

**Country information**

**Procedures for operating in the country:**

Requirements for NGO registration

Rules on taxation (laws, etc.)

Customs rules on import and export for NGOs

Rules on contracting, procurement, tendering (laws, etc.)

**Administrative documents for the organisation in-country:**

Registration documents

Tax documents and customs documents

All accounting source documents (bank statements, receipts, invoices, cash sheets)

**Data of relevance for planning subsequent operations in the country:**

Population statistics

Health, water supply, sanitation, education, etc. statistics

Statistics on government/donor investment

Information on government development priorities

Contact details of other agencies operating in the country

**Project information**

**For each project implemented:**

Project proposal and revisions

Any related plans and designs

Budget and final statement of costs

Contract with donor

Approvals and authorisations from local authorities

Contract with contractors

All documents relating to procurement (advertisements, tenders, documents submitted by companies, etc.)

Any interim and final reports

Receipts and proofs of payment connected with the project

Certificates of transfer to beneficiaries/infrastructure administrator

Any relevant photos

**Logistics**

Closing inventory

Signed transfer documents

**Personnel**

Complete personnel database

Payroll documents

Information relating to disciplinary procedures

**Operations information**

Information specific to certain types of project (whether implemented or not, and whether developed by the organisation or by other agencies) which may be of use in designing similar projects in the future, e.g. information on designing a refugee camp.