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.