



Retention Schedule for Records of the Office of the Under-Secretary-General for Management

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Local Archive = Move to semi-active storage; Interim Archive = Transfer to ARMS; Permanent Archive = Transfer to ARMS for permanent storage

Page 1

Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
DMUSG001	Permanent Record Series Relating to the Functions of the OUSG, DM	Local Archive after Date Closed Interim Archive 1 Year after Date Closed Permanent Archive 1 Month after Date Registered	Must Not Destroy	<p>The series include such topics as the management of the Organization's financial and human resources, support operations and services; preparation and review of the medium-term plan and the biennial budget; management reform issues; representation of the Secretary-General in governing bodies, agencies in the common system and administrative advisory bodies concerning management matters; internal system for the administration of justice; facilities management and assignment of office space in the United Nations; relations with host-country authorities and Member States concerning the substantive aspects of financial, budgetary, personnel and common services support matters; and implementation of the capital master plan project.</p> <p>Office of record: Office of the Under-Secretary-General, Department of Management</p> <p>Note: The records need to be reviewed and appraised.</p>	ARMS	26/08/2004
DMUSG002	Temporary Record Series Relating to the Functions of the OUSG, DM	Local Archive after Date Closed Interim Archive 1 Year after Date Closed	Destroy Permitted Destroy 3 Years after Date Registered	<p>Office of record: Office of the Under-Secretary-General, Department of Management</p> <p>Note: The records need to be reviewed and appraised.</p>	ARMS	26/08/2004
DMUSG003	Chronological Files	Local Archive after Date Closed Interim Archive 1 Year after Date Closed	Destroy Permitted Destroy 3 Years after Date Registered	<p>Office of record: Office of the Under-Secretary-General, Department of Management</p>	ARMS	30/08/2004