



## Retention Schedule for Records of the Strategic Communications Division, Department of Public Information

Date Published: 15/02/2006

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

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Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
SCOM001	Information Campaigns Relating to Peace and Security	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	Office of record: Peace and Security Section, Communications Campaigns Service	ARMS	02/11/2004
SCOM002	Information Campaigns Relating to Development	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	Office of record: Development Section, Communications Campaigns Service	ARMS	02/11/2004
SCOM003	Information Campaigns Relating to Palestine, Decolonization and Human Rights	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	Office of record: Palestine, Decolonization and Human Rights Section, Communications Campaigns Service	ARMS	02/11/2004
SCOM004	Information Campaigns Relating to Africa	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	Office of record: Africa Section, Communications Campaigns Service	ARMS	02/11/2004
SCOM005	Promotion of Special Conferences and Major Events	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	Office of record: Responsible programme office in the Communications Campaigns Service	ARMS	02/11/2004
SCOM006	Administrative and Programme Support to United Nations Information Centres, Regional Centres, Information Services and Information Components of United Nations Offices	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	Office of record: Programme Support Section; Dissemination and Communications Unit, Information Centres Service	ARMS	02/11/2004
SCOM007	Centres Operations	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	Office of record: Centres Operations Section, Information Centres Service	ARMS	02/11/2004
SCOM008	Committee on Information	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	Office of record: Office of the Director, Strategic Communications Division	ARMS	02/11/2004
SCOM009	United Nations Communications Group	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	Office of record: Office of the Director, Strategic Communications Division	ARMS	02/11/2004
SCOM010	Organization/Functions Related to SCD Work Programme	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Must Not Destroy</b>	Office of record: Office of the Director, Strategic Communications Division	ARMS	02/11/2004



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SCOM011	Organization/Functions Unrelated to SCD Work Programme	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	The records deal with the organization and functions of other DPI offices and departments.  Office of record: Office of the Director, Strategic Communications Division	ARMS	02/11/2004
SCOM012	Budget, Financial and Statistical Files	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	The records deal with planning the SCD substantive and administrative activities; proposing budgetary resources for those activities; budget preparation; tracking allotments and expenditures; performance indicators; medium-term planning; accomplishment, activity and workload reports submitted to higher levels. The records document requests for action submitted through the DPI Executive Office to OPPBA.  Office of record: Office of the Director, Strategic Communications Division	ARMS	02/11/2004
SCOM013	Human Resources Administrative Files	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	The records deal with staff administration including recruitment, assignment, training, job description, post classification, performance appraisal, promotion, travel plans and requests, leave and attendance, separation, etc. The records document requests for action submitted through the DPI Executive Office to OHRM.  Office of record: Office of the Director, Strategic Communications Division	ARMS	02/11/2004
SCOM014	Requisition, Equipment and Premises Files	Local Archive 2 Years after Date Created Interim Archive 6 Years after Date Created	<b>Destroy Permitted</b> Destroy 2 Years after Date Registered	The records deal with requests for supplies and services; acquisition, replacement and inventory of equipment; allocation of space, maintenance of facilities and security measures.  Office of record: Office of the Director, Strategic Communications Division	ARMS	02/11/2004