



Retention Schedule for Records of the UN Information Centre for Western Europe, DPI

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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
UNRIC001	Organization and Functions	Permanent Archive 2 Months after Date Closed	<b>Must Not Destroy</b>	<p>Correspondence, memoranda, e-mail, faxes and cables dealing with the establishment of the centre, its functions and responsibilities, and agreement with the host government. The records also relate to the role the centre plays in assisting the countries in the region in the event of a social or political crisis. The records should be sent to the Archives, New York when they are no longer needed.</p> <p>Office of record: UN Regional Information Centre for Western Europe, Information Centres Service, Strategic Communications Division, Department of Public Information.</p> <p>Schedule changed from RUNIC to UNRIC, 17 Feb. 2006.</p>	ARMS	06/02/2004
UNRIC002	Dissemination of Information	Local Archive 5 Years after Date Created	<b>Destroy Permitted</b> Destroy 7 Years after Date Created	<p>Correspondence, memoranda, e-mail, faxes, cables, press releases, publications, audio/visual materials, etc. dealing with United Nations activities and developments including international conferences, intergovernmental meetings, etc. In addition, the records relate to special events and exhibitions undertaken in cooperation with the local media, non-governmental organizations, educational institutions and other local partners. The records should be destroyed locally upon expiration of the retention period.</p> <p>Office of record: UN Regional Information Centre for Western Europe, Information Centres Service, Strategic Communications Division, Department of Public Information.</p> <p>Schedule changed from RUNIC to UNRIC, 17 Feb. 2006.</p>	ARMS	06/02/2004
UNRIC003	Media Coverage of UN Activities and Developments	Local Archive 5 Years after Date Created	<b>Destroy Permitted</b> Destroy 7 Years after Date Created	<p>Correspondence, memoranda, e-mail, faxes, cables and reports on feedback of national and regional media, sent to Headquarters, New York. The records should be destroyed locally upon expiration of the retention period.</p> <p>Office of record: UN Regional Information Centre for Western Europe, Information Centres Service, Strategic Communications Division, Department of Public Information.</p> <p>Schedule changed from RUNIC to UNRIC, 17 Feb. 2006.</p>	ARMS	06/02/2004