



Retention Schedule for Records of the Executive Office of the Secretary-General

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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
EOSG001	Papers of the Secretary-General (Official Records)	Local Archive after Date Closed Permanent Archive 1 Month after Date Closed	Must Not Destroy	Records relating to administrative, political, economic and social matters; Secretary-General's trips; country files, etc. Office of record: Executive Office of the Secretary-General.	ARMS	31/12/1998