



**Department of Political Affairs**  
**Issued: 2013**

Schedule No.	Record Series Title	Description	Retention in Office	Total Retention	Disposition	Vital	Office of Record	Notes
<b>AE</b>	<b>Europe and Americas Division</b>							
<b>DPA-AE01</b>	Key country, key region files	Files of key countries (Colombia, Haiti, etc.) where the Division has recurring issues that predate 5 years and files on continuing relations with EU, OSCE, OAS, and CARICOM	B + 5	P	A	No	OASG-II AD (Americas Division), OASG-II ECAD (Europe and Central Asia Division)	
<b>AFR</b>	<b>Africa Division</b>							
<b>DPA-AFRII01</b>	Mission files	Documents pertaining to mission mandate, including talking points, correspondence, meeting notes, background briefs, cables, and profiles	B + 4	P	A	No	OASG-I AFIIID (Africa I Division)	
<b>DPA-AFRII02</b>	Director's issues file	Documents on topics and countries of special interest to the director; includes some administrative matters	B + 4	P	A	No	OASG-I AFIIID (Africa I Division)	
<b>AP</b>	<b>East Asia and West Asia Divisions</b>							
<b>DPA-AP01</b>	Mission files	Documents pertaining to mission mandate, including talking points, correspondence, meeting notes, background briefs, cables and profiles	B + 6	P	A	No	OASG-II MEWAD (Middle East & West Asia Division)	
<b>ASG II</b>	<b>Assistant Secretary-General</b>							
<b>DPA-ASGII01</b>	UN Liaison Office with the African Union files	Correspondence, incoming and outgoing code cables, travel orders	B + 4	P	A	No	OASG-II	
<b>DPA-ASGII02</b>	Confidential files, chronological	Confidential documents; does not include code cable	B + 4	P	A	No	OASG-II	
<b>DPA-ASGII03</b>	Confidential files, subject	Confidential documents; does not include code cables, filed by topic	B + 4	P	A	No	OASG-II	
<b>CR</b>	<b>Common Records</b>							
<b>DPA-CR01</b>	Files on meetings, seminars, conferences organized by DPPA	Meeting notices, agendas, papers, notes, minutes, memoranda of action	Office responsible B+6; All other offices retain while needed to conduct UN business	P	A	No	All DPPA Offices	
<b>DPA-CR02</b>	Country files, regional files	Cables, notes, correspondence, talking points, background briefs, profiles and general information about countries and regions filed by country or region	All Offices B+6	P	A	No	All DPPA Offices	
<b>DPA-CR03</b>	Subject files	Correspondence, reports, memos, and related materials arranged by subject or function, excluding administrative subjects	All Offices B+6	P	A	No	All DPPA Offices	
<b>DPA-CR04</b>	Code cables, Outgoing for DPPA-Led missions	Code cables originating in DPPA	OUSG B+1; All other offices retain while needed to conduct UN business	P	A	No	All DPPA Offices	Permanent only for USG other offices Retain while needed to conduct business and destroy in Office

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<b>DPA-CR05</b>	Code cables, Incoming from DPPA-led missions	Code cables originating in DPPA-led missions	OUSG B+1; All other offices retain while needed to conduct UN business	P	A	No	All DPPA Offices	Permanent only for USG other offices Retain while needed to conduct business and destroy in Office
<b>DPA-CR06</b>	Code cables, Incoming and outgoing from DPO-led missions	Code cables originating in DPO-led missions	Retain while needed to conduct UN business and destroy in office	P	A	No	All DPPA Offices	Does not cover copies of notes maintained within country files which are permanent
<b>DPA-CR07</b>	Chronological files (incoming, outgoing, or incoming and outgoing)	Copies of outgoing and incoming correspondence, memos, code cables, faxes, arranged chronologically for quick reference	Retain while needed to conduct UN business and destroy in office	P	A	No	All DPPA Offices	
<b>DPA-CR08</b>	Notes of USG meetings	Proceedings of meetings, including names of persons present, topics discussed, and official actions taken, drafts, initial notes	Final minutes:USG B+6. All other offices retain while needed to conduct UN business	P	A	No	All DPPA Offices	Does not cover copies of notes maintained within country files which are permanent
<b>DPA-CR09</b>	Notes of SG meetings	Proceedings of meetings, including names of persons present, topics discussed, and official actions taken, draft, initial notes	Final minutes:USG retain while needed to conduct UN business	B + 1	D	No	All DPPA Offices	Does not cover copies of notes maintained within country files which are permanent
<b>DE</b>	<b>Decolonization Unit</b>							
<b>DPA-DE01</b>	Decolonization regional seminar file	Regional seminar rotates annually between Asia and Caribbean; agenda, reports, program of work, SG message, press releases, discussion papers, conference room papers (latter 2 not included in Official Documents report of seminar); administrative records	B + 6	P	A	No	OASG-II DU (Decoloniation Unit)	
<b>DPA-DE02</b>	Research reports and resolutions	Case studies (West Papua, Namibia), research reports, country files (Greenland, French Polynesia, Faroe Islands), draft resolutions	B+6 after study completed	P	A	No	OASG-II DU (Decoloniation Unit)	
<b>DPA-DE03</b>	Records relating to the Special Committee on Decolonization	Statements, notes to the chair, outside speeches, historical reports (1969-1996)	B + 6	P	A	No	OASG-II DU (Decoloniation Unit)	
<b>DPA-DE04</b>	Records relating to Committees on Decolonization	Statements, notes to the chair, outside speeches	B + 6	P	A	No	OASG-II DU (Decoloniation Unit)	
<b>DPA-DE05</b>	Territorial files	Mission records, work program, correspondence regarding listed territories, territories that have graduated, and other areas	B + 6	P	A	No	OASG-II DU (Decoloniation Unit)	
<b>EA</b>	<b>Electoral Assistance Division</b>							
<b>DPA-EA01</b>	Electoral projects files	Project plans, reports, correspondence, policy and technical papers, speeches relating to EAD involvement in the electoral process; arranged by country	B+1 until key documents are scanned	P	A	No	OUSG EAD (Electoral Assistance Division)	Part of the Institutional Memory Project of EAD

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<b>DPA-EA02</b>	Roster files	CVs and PHPs of electoral experts and consultants	Until expert is no longer active	P	A	No	OUSG EAD (Electoral Assistance Division)	
<b>DPA-EA03</b>	Subject files	Records of policy formation and recurrent topics, such as certification, electoral observation, democracy promotion; correspondence with internal and external partners	B+1 until key documents are scanned	P	A	No	OUSG EAD (Electoral Assistance Division)	Part of the Institutional Memory Project of EAD
<b>PP</b>	<b>Policy Planning Unit (PPU/MSU)</b>							
<b>DPA-PP01</b>	SG's High Level Meetings files	Substantive and administrative records of 7 meetings	Retain while needed to conduct UN business	P	A	No	OUSG PMD (Policy Planning Unit)	Does not cover copies of notes maintained within country files which are permanent
<b>DPA-PP02</b>	Policy Committee records	Documentation relating to the meetings of the SG's Policy Committee	B + 2		D	No	OUSG PMD (Policy Planning Unit)	Duplicate reference material
<b>DPA-PP03</b>	Executive Committee on Peace and Security meeting files	Substantive and administrative records of ECPS meetings, for which PPU is the office of record	B + 2	P	A	No	OUSG PMD (Policy Planning Unit)	
<b>PR</b>	<b>Division for Palestinian Rights</b>							
<b>DPA-PR01</b>	Correspondence files	Correspondence with Member States, organizations, agencies and other UN offices	B+6	P	A	No	OASG-II DPR (Division for Palestinian Rights)	
<b>DPA-PR02</b>	Chief's correspondence files	Subject files of sensitive topics dating from the 1970s to the present; continue to interfile	Retain while needed to conduct UN business	P	A	No	OASG-II DPR (Division for Palestinian Rights)	
<b>DPA-PR03</b>	NGO files	Records pertaining to individual NGOs, applications for accreditation, background materials	Retain while needed to conduct UN business	S	D	No	OASG-II DPR (Division for Palestinian Rights)	
<b>DPA-PR04</b>	Preparatory Committee, ICOP files	Records, correspondence, summaries pertaining to meetings of CEIRPP acting as PrepCom for ICQP and of ICQP, 1976-1983	Retain while needed to conduct UN business	P	A	No	OASG-II DPR (Division for Palestinian Rights)	
<b>DPA-PR05</b>	Working group files	Records of meetings dealing with the preparation of the program of work, report of Committee to the GA, minutes, 1981-1995	Retain while needed to conduct UN business	P	A	No	OASG-II DPR (Division for Palestinian Rights)	
<b>DPA-PR06</b>	Committee meeting files	Records of planning and facilitation of committee meetings, summaries of proceedings, 1976-2008	Retain while needed to conduct UN business	P	A	No	OASG-II DPR (Division for Palestinian Rights)	
<b>DPA-PR07</b>	Bureau meeting files	Summaries of proceedings, decisions of the Bureau, 1984-2008	Retain while needed to conduct UN business	P	A	No	OASG-II DPR (Division for Palestinian Rights)	
<b>DPA-PR08</b>	International meeting files	Invitations and logistics, programs, messages, statements, final documents, notes for chair, biographical information, press releases, list of participants	B + 8	P	A	No	OASG-II DPR (Division for Palestinian Rights)	
<b>DPA-PR09</b>	Report files	Technical records, such as formats to be used for reporting, regarding the program of work and reports of the Committee to the GA	B + 8	B + 4	D	No	OASG-II DPR (Division for Palestinian Rights)	
<b>DPA-PR010</b>	Palestinian Authority staff training program	GA mandated program of training; 2 or 3 persons per year; curriculum, study or paper produced; filed by year and thereunder by name of trainee	B + 6	P	A	No	OASG-II DPR (Division for Palestinian Rights)	

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DPA-PR11	Solidarity Day and exhibition files	GA mandated commemoration, began 1978; correspondence with permanent missions, SG and OLA; list of participants; submissions to exhibits committee and photos of exhibits; administrative records	B + 6	P	A	No	OASG-II DPR (Division for Palestinian Rights)	
<b>SCI</b>	<b>Security Council Subsidiary Organs Branch</b>							
DPA-SCII01	Research inquiries	Inquiries, responses, and background material to the response	B + 4	B + 2	D	No	DPPA SCAD (Security Council Practices and Charter Research Branch)	
DPA-SCII02	Records regarding relations with regional organizations	Correspondence, background information on framework for cooperation with UN-AU, AU, and OIC training	B + 4	B + 2	D	No	DPPA SCAD (Security Council Practices and Charter Research Branch)	
DPA-SCII03	Repertoire file	Correspondence, guidelines, monthly reports, publication matters, research material for publication of Repertoire	B + 4	B + 2	D	No	DPPA SCAD (Security Council Practices and Charter Research Branch)	
DPA-SCII04	Repertory file	DPPA position papers on repertory, drafting guidelines, Repertory/Repertoire comparison table	B + 4	B + 2	D	No	DPPA SCAD (Security Council Practices and Charter Research Branch)	
DPA-SCII05	Rule of law files	Reference material on mandate, ROLIX project	B + 4	P	D	No	DPPA SCAD (Security Council Practices and Charter Research Branch)	OUSG is Office of Records
DPA-SCII06	Security Council reform files	Correspondence and reference materials on the OEWG on Security Council reform	B + 4	P	A	No	DPPA SCAD (Security Council Practices and Charter Research Branch)	
DPA-SCII07	Security Council new member files	Materials for familiarization sessions for new Security Council members, coverage of contemporary practice	B + 2	P	A	No	DPPA SCAD (Security Council Practices and Charter Research Branch)	
<b>SCIII</b>	<b>Security Council Secretariat Branch</b>							
DPA-SCIII01	Security Council documents	Master set of Security Council numbered documents in number order	B + 2	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII02	Informal transmittal files	Documents circulated to Security Council members with a Secretariat number, of two types (1) documents that never become an official document and (2) documents that eventually get an official document number; filed chronologically	B + 2	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	

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DPA-SCIII03	Incoming letters not from member states	Correspondence from individuals and groups; filed chronologically. Copies may be forwarded to pertinent UN offices; list of documents published	Retain while needed to conduct UN	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII04	Security Council resolutions	Final resolutions; includes some copies of "blue" provisional resolutions	B + 2	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII05	Agendas and Programmes of Work	Monthly "Forecasts" of monthly programme of work for the Security Council, adopted monthly programme of work, daily "forecast" for each day that the Security Council meets	B + 2	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII06	Minutes of open meetings of the SC	Published verbatim transcript in 6 official languages, filed chronologically; audio tapes of sessions	Retain while needed to conduct UN business	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII07	Minutes of closed meetings of the SC	Unpublished verbatim transcripts in 6 official languages, filed chronologically from 1946 to present; public communiqués of closed meetings, filed chronologically; audio tapes of sessions	Retain while needed to conduct UN business	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII08	Minutes of open meetings of the SC	President's procedural brief, filed by meeting number and date; summary of meeting for journal, filed by meeting and date; inscription letters filed by meeting and date	B + 2	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII09	Consultations records	"Activities reports" of closed meetings among members; meetings are not audio recorded; confidential; filed chronologically	Retain while needed to conduct UN business	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII010	Informal meeting facilitation records	Calendars and facilitative records of meetings of SC members with international organizations, regional organizations, NGOs, and other external bodies (ARRIA formula); minutes are not kept, but a list with date, attendees, and topics discussed is filed chronologically	Retain while needed to conduct UN business	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII011	Credentials file	Originals of credentials presented by member states to the Secretary Generals; maintained by country and thereunder chronologically	B + 2	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII012	Records of working groups	Records of ad hoc working groups created by the Security Council	Retain while needed to conduct UN business P	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII013	Records of committees	Records of the Admission Committee, the Committee of Experts on Rules of Procedure, and Committee on Meetings away from Headquarters	Retain while needed to conduct UN business	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII014	Records relating to subsidiary bodies	Correspondence and background information relating to UNSCOM, UNIKOM, ICJ, and ICTR	retain while needed to conduct UN business	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
DPA-SCIII015	Notes verbale	Protocols sent to all members on diplomatic relations	Retain while needed to conduct UN business	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	

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<b>DPA-SCIII016</b>	Records of Security Council retreats	Agendas, supporting material, administrative records	B + 2	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
<b>DPA-SCIII017</b>	Records of Security Council missions	Agendas, supporting material, administrative records	B + 2	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
<b>DPA-SCIII018</b>	Notes for the file	Memoranda on topics; precedents	Retain while needed to conduct UN business	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
<b>DPA-SCIII019</b>	Seizure statements	Information sent as informal transmittals	B + 4	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
<b>DPA-SCIII020</b>	Incoming letters from member states	Correspondence from Member States, including Security Council members; filed chronologically. Copies may be forwarded to pertinent UN offices; list of documents published once a year	Retain while needed to conduct UN business	P	A	No	DPPA SCAD (Security Council Secretariat Branch)	
Retention codes:	C=Current Year; T=Termination or completion of programme or project							
Disposition codes:	A=Review for Archival (permanent); D=Destroy							