

Executive Office of the Secretary-General Issued: 2011

Cohodulo No	Dogard Caring Title	Description	Total	Diaposition	\/itcl	Office of Record	Notes
Schedule No.	Record Series Title	Description	Total	Disposition	vitai	Office of Record	Notes
			Retention	-			
EOSG001	Records of the Secretary-	Records relating to administrative,	P	Α	Yes	Executive Office	
	General	political, economic and social matters;				of the Secretary-	
		Secretary-General's trips and trip				General	
		books; subject files; country files, etc.					
EOSG002	Records of the Secretary-	Records relating to administrative,	Р	A	Yes	Office of the	
	General	political, economic and social matters;				Deputy	
		Deputy Secretary-General's trips and				Secretary-	
		trip books; subject files; country files,				General	
		etc.				General	
EOSG003	Records of the Chef de	Records relating to administrative,	Р	Α	Yes	Office of the	
	Cabinet	political, economic and social matters,				Chef de Cabinet	
		Chef de Cabinet's trips and trip books;					
		subject files; country files, etc.					
Retention	C=Current Year; T=Termination or completion of programme or project; P=While needed to conduct UN business;S=Superseded						
codes:							·
Disposition	A=Review for Archival (permanent); D=Destroy						