



Department of Economic and Social Affairs

21 January 2013

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
Administration of DESA							
DESA.ADM.001	Strategic planning	Records include plans for ongoing administration of DESA, including mandates, goals, benchmarks, departmental reviews, summaries and evaluations, notes, stakeholder engagement files for Member States.	T+10	A	Y	OUSG	T=appointment of successor USG
DESA.ADM.002	Chronological files: USG	All incoming and outgoing files arranged chronologically for quick reference, including CorLog database, files on missions, civil governments, countries, NGOs, committees, task forces, ECESA, ECOSOC. The record copy must be placed in the relevant subject file or record series in the office originating or taking action.	T+10	D	N	OUSG	T=appointment of successor USG For reference in DESA: not to be transferred to ARMS.
DESA.ADM.003	Subject files: USG	Speeches, alliances, correspondence with Member States.	T+1	A	N	OUSG	T=appointment of successor USG. May include substantive files.
DESA.ADM.004	Correspondence with Secretary General	Correspondence with UNSG, including notes, agendas, reports.	T+10	A	Y	OUSG	T=appointment of successor USG. May include substantive files.
Asset Management		Non-record copies related to office management of UN assets.					
RCUN 114	Equipment and Furniture Inventories	File here: Copies of FMS inventory, including: inventories of computers equipment, office equipment, office furniture and furnishings and other UN property for which the department/unit is responsible.	S	D	N		
RCUN 130	Services Requests	File here: non-record copies pertaining to requests for services from supportive offices, including: janitorial services, locksmith memos, water, office supplies stock requisitions, furniture, moves, FMS or ITSD requests, food services, Lotus Fax requests, translation requests, etc.	T	D	N		T=Service request completed.

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
RCUN 115	Equipment Maintenance	Files pertaining to the maintenance and operation of office equipment, and furnishings, copiers, computers, monitors, printers, scanners and other peripherals and associated equipment including , documentation, manuals, service contacts, warranties, where purchased, etc.	T	D	N		T= Equipment no longer maintained or disposed of in compliance with UN property Survey Board Guidelines and Procedures
Budget and Finance		Non-record copies related to the office of Budget and Finance activities.					
RCUN 103	Regular Budgeting	File here: Instructions, results-based budgets, allotment advice, redeployment requests, performance reports, Budget Account Code Information (BAC), BAC charge-back information.	B+4	D	N	OPPBA	
RCUN 102	Support Account	File here: Instructions, results-based budgets, allotment advice, redeployment requests, performance reports, Budget Account Code	C+3	D	N	OPPBA	
RCUN 103	Extra Budget	File here: Instructions, allotment advice, redeployment requests, performance reports, Budget Account Code Information (BAC), BAC charge-back information, special funds (e.g. trust funds, etc.).	B+4	D	N	OPPBA	
RCUN103	Performance Indicators	File here: Workload statistics.	B+4	D	N	OPPBA	
RCUN 116	Accounting	File here: Reports and documentation submitted to Accounts Division/Accounts Payable for the reimbursement of expenses, including: travel incurred by staff while conducting United Nations	B+3	D	N	OPPBA/ Accounts Division	
RCUN 121	Petty Cash Management	File here: Records related to the management of the office petty cash such as petty cash vouchers.	C+3	D	N		
RCUN 141	Trust Fund Management	Administration files. File here: records of the administration of trust funds and the programmatic uses of the fund's assets, including allotment advices, cash receipts, interoffice and journal files, expenditure reports, financial statements and current transactions and correspondence.	B+5	D	N	OPPBA	
RCUN 142	Trust Fund Establishment Files	Establishment files. File here: Records of authority and purpose for establishing a trust fund, establishment of bank accounts, designation of certifying officers, trust funds policies and procedures.	T+5	D	N	OPPBA	T=Life of trust fund

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
Development		Records related to sustainable economic and social development.					
DESA.DEV.001	Planning, strategy: Emerging issues	Includes natural disasters; economic, environmental, and financial drivers of violent conflict; development challenges of disaster-prone countries emerging from conflict or disaster, environmentally-induced migration, natural resource management.	P	A	Y	OUSG	
DESA.DEV.002	Planning, strategy: MDGs and post-2015 sustainable development	Minutes, reports, correspondence, proposals, outcome documents.	P	A	Y	CEB	
DESA.DEV.003	Planning, strategy: Task Force on Disaster and Development	Minutes, reports, correspondence, proposals, outcome documents.	P	A	Y	OUSG	
DESA.DEV.004	Policy, Procedure: Development policy	Outcomes from Expert Group Meetings. Minutes, reports, correspondence, proposals, outcome documents.	P	A	N		
DESA.DEV.005	Policy, Procedure: Economic development	All files.	P	A	Y	CEB	
DESA.DEV.006	Policy, Procedure: Social welfare and social policy	All files.	P	A	Y	CEB	
DESA.DEV.007	Coordination, partnership: Chief Executives Board (CEB)	Correspondence, reports on and from the specialized agencies, UN Funds and Programmes, WTO, IAEC, UNESCO, High Level Committees on policy, development, and management.	T+10	A	Y	CEB	T=appointment of successor USG
DESA.DEV.008	Coordination, partnership: Civil Society Organizations	Correspondence, support files for Civil Society Organizations (CSO).	P	D	N		
DESA.DEV.009	Coordination, partnership: Committee for Development Policy	Files for policy coordination on cross-sectoral issues, NEPAD, LDC, Committee on Social Development (CSD), GA, ECOSOC. Includes support files.	P	A	Y	DPAD	
DESA.DEV.010	Coordination, partnership: Development Cooperation Forums	Correspondence and support files, reports.	C+10	D	N	OESC	
DESA.DEV.011	Coordination, partnership: ECOSOC projects and bi-yearly meetings	Files on relations with functional and regional commissions, inter-agency subsidiaries, Peacebuilding Commission, GA, UN Development Agenda, Second/Third Committees.	P	A	Y	OESC	
DESA.DEV.012	Coordination, partnership: Educational institutions	Includes seminar participation, lectures, speeches.	P	D	N		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
DESA.DEV.013	Coordination, partnership: Executive Committee for Economic and Social Affairs (ECESA)	Documentation, correspondence, reports, support files.	T+10	A	Y	OUSG	T=appointment of successor USG
DESA.DEV.014	Coordination, partnership: Emerging issues	Coordination files on emerging issues, including economic crises, conflict, unemployment, trade deficits, financial sanctions, macroeconomic risks.	C+10	A	Y	DPAD	
DESA.DEV.015	Coordination, partnership: Forests	Intergovernmental policy forum files on planning for global management, conservation, and sustainable development of forests. Includes Member States, civil society organizations, academic communities, Collaborative Partnership on Forests.	P	A	N	UNFF	
DESA.DEV.016	Coordination, partnership: General public	Correspondence, reports, congratulatory and holiday cards.	P	D	N		
DESA.DEV.017	Coordination, partnership: Inter-agency policy coordination	Includes strategic planning, ECESA documentation, ECOSOC, GA.	T+10	A	Y	OUSG	T=appointment of successor USG
DESA.DEV.018	Coordination, partnership: Partnered project planning, Member States	Partnered project planning files with Member States, including correspondence, proposals, outcome documents.	P	D	N		
DESA.DEV.019	Coordination, partnership: Partnered project planning, NGOs	Partnered project planning files with NGOs, including correspondence, proposals, outcome documents.	P	D	N		
DESA.DEV.020	Coordination, partnership: Population	Files on reports to Commission on Population and Development, GA, ECOSOC, UN Committee for the Coordination of Statistical Activities.	C+5	D	N		
DESA.DEV.021	Coordination, partnership: Regional Entities	All files.	P	D	N		
DESA.DEV.022	Coordination, partnership: Rural Development	Includes public/private partnerships.	P	D	N	OESC	
DESA.DEV.023	Coordination, partnership: Small Island Developing States	Correspondence, reports, analyses for participatory environmental governance: partnerships, collaboration with NGOs, private sectors, other groups	P	A	N	DSD	
DESA.DEV.024	Monitoring, reporting: Assessing inter-agency operations	Reports, support files for effectiveness of aid, mutual accountability.	P	A	Y	OESC	

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
DESA.DEV.025	Monitoring, reporting: Civil Society	All files.	C+3	D	N	DSPD	
DESA.DEV.026	Monitoring, reporting: Cooperatives	All files.	C+3	D	N	DSPD	
DESA.DEV.027	Monitoring, reporting: Disabilities	All files on physical and mental disabilities.	C+3	D	N	DSPD	
DESA.DEV.028	Monitoring, reporting: Expert Group Meetings	Reports, support files.	P	A	N		
DESA.DEV.029	Monitoring, reporting: Global Economic Monitoring of Development Trends (GEM)	Files on development, coordination, advisement, maintenance of global and regional economic monitoring models.	P	A	N	DPAD	
DESA.DEV.030	Monitoring, reporting: Implementation of sustainable development policies	Assessments and reports on international, regional, and national indicators of sustainable development; support files.	P	A	Y	DSD	
DESA.DEV.031	Monitoring, reporting: Indigenous peoples	All files.	C+3	D	N	DSPD	
DESA.DEV.032	Monitoring, reporting: National Voluntary presentations on MDGs	Includes regional meetings, host country agreements, ECOSOC meetings, presentations.	P	A	N	OESC	
DESA.DEV.033	Monitoring, reporting: Population and policy studies	Includes Commission on Population and Development, GA, ECOSOC, Committee for Coordination of Statistical Activities.	C+10	D	N		
DESA.DEV.034	Monitoring, reporting: Poverty, unemployment, under-employment	All files.	C+3	D	N		
DESA.DEV.035	Monitoring, reporting: Social integration: youth, family, ageing	Files on health issues, policy frameworks, poverty, unemployment.	C+5	D	N		
DESA.DEV.036	Monitoring, reporting: Social protection	Files on social systems addressing inequality and social exclusion.	C+5	D	N		
DESA.DEV.037	Monitoring, reporting: Trade	All files, including country questionnaires and profiles.	P	A	N		
DESA.DEV.038	Monitoring, reporting: USG's Advisory Board on Water and Sanitation	All files.	P	A	N	DSD	
DESA.DEV.039	Financing for Development: Ad hoc Working Group on world financial and economic crisis	All files.	P	A	Y	FfDO	

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DESA.DEV.040	Financing for Development: Bretton Woods Institutions	All files related to IMF, World Bank.	P	A	Y	OUSG	
DESA.DEV.041	Financing for Development: Domestic finance and systemic issues	All files.	C+7	D	N	FfDO	
DESA.DEV.042	Financing for Development: External debt	Innovative finance, debt sustainability, official development assistance. All files.	P	A	N	FfDO	
DESA.DEV.043	Financing for Development: Global economic governance	Reports, correspondence, support files, including correspondence with GA.	P	A	Y	FfDO	
DESA.DEV.044	Financing for Development: International cooperation on taxes	All files on international development financing, including Committee of Experts on International Tax Matters (CEITM).	C+7	A	N	FfDO	
DESA.DEV.045	Financing for Development: International financial architecture	Correspondence, reports; all files.	P	A	N	FfDO	
DESA.DEV.046	Financing for Development: International and regional alliances	Records related to G20, G24, LDCs, IGOs, CGOs, Stiglitz Commission.	P	A	Y	OUSG	
DESA.DEV.047	Financing for Development: Multi-stakeholder engagement	Correspondence, consultations, and communications, including SG, GA, ECOSOC, Member States, NGOs, civil society organizations, business sectors, national banks, regional associations.	P	A	Y	FfDO	
DESA.DEV.048	Financing for Development: Micro-finance and financial inclusion	Includes files for Reference Group of the UN SG's Special Advocate for Inclusive Finance, Princess Maxima of the Netherlands.	P	A	N	FfDO	
DESA.DEV.049	Review & Advice: Annual Ministerial Reviews of Millennium Development Goals	Reviews on all MDG issues, including climate change, gender, global health, Small Island Developing States.	P	A	Y	DPAD	
DESA.DEV.050	Review & Advice: Policy coherence on development	Files for global trends and progress in international development cooperation, themes, goals, agenda items. Includes Quadrennial Comprehensive Policy Review/QCPR from General Assembly (formerly "Triennial")	P	A	Y	OESC	

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
DESA.DEV.051	Liaison: Committee of Experts on Public Administration (CEPA)	Minutes, correspondence, reports, support files.	T+10	D	N	DPADM	T=publication or termination of project
DESA.DEV.052	Liaison: Global research community and networks	Files on networks of researchers, technical experts and policy institutions on networks for linking normative, analytical, and practical work in sustainable development.	P	A	N	DSD	
DESA.DEV.053	Liaison: Internet governance	All files, including Internet Governance Forum.	P	A	N	Issuing office	
DESA.DEV.054	Liaison: Public administration improvement files	Includes gender equality, post-conflict resolution, anti-corruption, ICT development.	P	A	N	DPADM	
DESA.DEV.055	Liaison: Public Administration Service Awards	All files on awards events for public administration improvement.	T+3	D	N	DPADM	T=termination of event
DESA.DEV.056	Summits, meetings: G8 and G20 summits	Includes strategies, programmes of action, coordination of outcome agendas.	P	A	Y	OESC	
DESA.DEV.057	Summits, meetings: UNCSD/Rio+20 (2012): Planning and Coordination	Summit conference on sustainable development, including files for planning, meetings, inter-agency coordination, implementation, conference and meeting management, correspondence with SG and USG. Includes coordinators' files.	C+20	A	N	DSD	
DESA.DEV.058	Summits, meetings: UNCSD/Rio+20 (2012): Global and regional partnerships	Files for regional and international collaboration for UNCSD 2012.	P	A	N	DSD	
DESA.DEV.059	Summits, meetings: Conferences and meetings	Includes <i>ad hoc</i> meetings, background papers and talking points for senior officials, conference and meeting management, forums, Friday seminars, International Days, Internet meetings, outcome papers, programmes, side events, workshops, World Assemblies.	T+5	D	N		T=termination of event
DESA.DEV.060	Capacity Development: Development Account Programmes	Files for management services in priority countries with selected social, economic, and gender themes.	T+5	A	N	CDO	T=termination of programme.
DESA.DEV.061	Capacity Development: Global conferences and summits	All capacity development files related to global conferences and summits.	T+5	D	N	CDO	T=termination of event
DESA.DEV.062	Capacity Development: Project files	Includes project descriptions, activities, implementation, agreements, reports from Inter-Regional Advisors.	P	A	N	CDO	

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DESA.DEV.063	Capacity Development: Training and study appointments	HR activities and appointments for study tours, special training programmes, fellowships.	T+5	D	N	CDO	T= termination of project, fellowship, or appointment
DESA.DEV.064	Technical cooperation: Project files	Needs assessments, planning, coordination, and project files. Includes citizen engagement, programmes for anti-corruption, public-private partnerships, public finance, cooperatives, discourse with regional economic associations and academic institutions, policy advisory services, population analyses and projects, national statistical systems, public-private ICT - KM sharing.	T+5	D	N	CDO	T=termination of project or programme
Economic and Social Statistics		Records related to measuring and reporting on economic and social development.					
DESA.ESS.001	Planning, Strategy: Statistical services and programme planning	Files for statistical frameworks, tools, applications, methodologies, models.	C+10	D	N	STAT	
DESA.ESS.002	Policy, Procedures: Classifications Registry and maintenance	Permanent registry files for globally standardized classifications used in statistical reporting.	P	A	N	STAT	
DESA.ESS.003	Policy, Procedures: COMTRADE/ Handbook of Statistical Organization	All files for validity and functionalities of Handbook of Statistical Organization, COMTRADE. Includes harmonized system advisory notes.	T+5	D	N	STAT	T=system decommission date
DESA.ESS.004	Monitoring, reporting: ECOSOC Commission on Population and Development	All research and reporting files, including working files for web publications.	T+5	D	N	POP	T=termination of Commission session
DESA.ESS.005	Monitoring, reporting: Energy statistics	Includes data collection records, on- and off-line databases, support files for yearbooks, manuals, and monthly bulletins.	C+10	D	N	STAT	
DESA.ESS.006	Monitoring, reporting: Environmental statistics	All files, including Inter-Secretariat Working Group on Environment Statistics (TWG-ENV).	C+10	D	N	STAT	
DESA.ESS.007	Monitoring, reporting: Fertility, reproductive health, family planning	Includes on and off-line databases, research files, support files.	C+5	D	N	POP	
DESA.ESS.008	Monitoring, reporting: Geospatial, mapping statistics	All files on geospatial, geographical, cartographic reporting and coordination, including UN Group of Experts on Geographical Names (UNGEGN).	C+10	D	N	STAT	
DESA.ESS.009	Monitoring, reporting: Industry statistics	Includes data collection records, support files for yearbooks and monthly bulletins, on- and off-line databases.	C+10	D	N	STAT	

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DESA.ESS.010	Monitoring, reporting: Migration	All files and databases, including collaboration with inter-agency, inter-governmental, and Member State partners; unmigration.org; unpopulation.org; emerging migration issues for development.	C+2	D	N	POP	
DESA.ESS.011	Monitoring, reporting: Mortality statistics	All files.	C+3	D	N	POP	
DESA.ESS.012	Monitoring, reporting: Population/ demographic statistics	On-line and off-line databases, including POPIN, Encyclopaedia on Population Studies, Demopaedia-Multilingual Dictionary, World Population Prospects (WPP), World Urbanization Prospects (WUP), Population, Environment and Development (PRED), Demobase, Prouban, Shortnotes.	P	A	Y	POP	A=database in continual development
DESA.ESS.013	Monitoring, reporting: Population statistics support and research	Research, support, and project files for population statistics, reports, estimates, projections, including empirical data, literature archives, LongNotes, DataArchives.	P	D	N	POP	
DESA.ESS.014	Monitoring, reporting: Poverty, unemployment	All files.	C+3	D	N		
DESA.ESS.015	Monitoring, reporting: Questionnaires, research files, national accounts	Databases and files for research, analysis, reporting, country file data collection, questionnaires, surveys. Includes food, vital statistics, emerging issues, and gender reporting: Inter-agency and Expert Group on Gender Statistics (IAEG-GS), Gender State Survey questionnaires.	C+10	D	N		
DESA.ESS.016	Monitoring, reporting: UN Statistical Commission	Correspondence, reports, research, including Committee for Coordination of Statistical Activities (CCSA).	C+10	D	N	STAT	
DESA.ESS.017	Coordination, Partnership: Child mortality	Inter-agency coordination on child-mortality MDG. Includes WHO, UNICEF, World Bank.	C+3	D	N		
DESA.ESS.018	Coordination, Partnership: UNSD international partnerships for statistical analysis	Includes international agencies, national statistical offices.	P	A	N		
Facilities Management		Non-record copies related to the management of facilities and coordination with FMS.					
RCUN 121	Facilities Maintenance and Renovations	File here: Records related to facilities, such as construction/design projects, premises inspections, cleaning services, extermination and pest control, waste management, etc.	C+3	D	N		

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RCUN 130	Facilities service provision	File here: Non-record copies of requests to FMS for the assistance on the renovation and adjustment of facilities. T=Service request completed.	T	D	N		
RCUN 121	Security of Premises	File here: Records pertaining to safety and security, Disaster Preparedness Plans, emergency focal points, building passes, etc.	C+3	D	N		
Human Resources and Management		Records and non-record copies related to the management human resources within DESA.					
DESA.HRM.001	Staffing and recruitment: Appointment Files, OUSG	Appointments to boards, committees, panels.	T+10	D	N	OUSG	T=appointment of successor USG
RCUN 135	Staffing and recruitment: Staff recruitment files	File here: Vacancy Announcements, including TVAs, applicants' files, interview notes, written tests results, recommendations for GTA and posts from Galaxy and Inspira. T=position filled.	T+1	D	N	OHRM	
RCUN 135	Staffing and recruitment: Consultant (SSA) recruitment files	File here: Terms of Reference, consultants' profile and proposals, selection recommendations.	T+1	D	N	OHRM	T=position filled
RCUN 135	Staffing and recruitment: Internship and Volunteer Programme	File here: Records related to the recruitment of interns and volunteers.	T+1	D	N	OHRM	T=position filled
RCUN 132	Staff administration	File here: non-record copies filed for reference purposes related to individual staff members including: contracts, assignments, missions, evaluations, SPA requests, resignation, termination, retirements, official business travel, cell phones, promotion, secondment/transfer, resignation, termination, retirement, etc. Contains staff contact information, biographies, records of requests for action submitted through Departmental Executive Office to OHRM, etc. Includes OUSG.	T+3	D	N	DESA/ EO	T= transfer or separation of employee
RCUN 133	Learning and Development: Internal training files	File here: Records related to office staff internal training.	T+1	D	N		T=transfer or separation of employee
RCUN 133	Learning and Development: External training files	File here: Records related to the office attendance and participation in external training.	T+1	D	N		T=transfer or separation of employee
RCUN 133	Performance Management	File here: Non-record copies of performance documents (e.g. e-PAS, Inspira). T= transfer or separation of employee.	T+1	D	N		
RCUN 139	Attendance and Leave Administration	Annual leave requests. File here: Requests for annual leave.	C=1	D	N		

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RCUN 139	Attendance reports	File here: Monthly and yearly attendance reports.	C=1	D	N	OHRM/ MIS	
RCUN 140	Travel Administration: Travel coordination	File here: Non-record copies of travel authorization, requests, etc. Only administrative travel records are filed here.	T+1	D	N		T=trip completed
RCUN 140	Travel Administration: Laissez-passer requests	File here: Non-record copies of requests for <i>les laissez-passers</i> (mission travel passes).	T+1	D	N		T=trip completed
RCUN 113	Delegation of Authority	File here: Signed delegations of authority.	S	D	N		
RCUN 133	Staff Clearances	File here: records related to the clearance of staff members before separation.	T=1	D	N		T= separation or termination of employee
DESA.HRM.002	Monitoring, reporting: Member files	Files for appointed, selected, and elected members of forums, High Level Forums, advisory boards, Committees of Experts. Includes UNSGAB on Water and Sanitation, Reference Group of the UNSG's Special Advocate for Inclusive Finance.	T+5	D	N		T=termination of appointment
DESA.HRM.003	Monitoring, reporting: Non-DESA officers and staff	Non-record copies for non-DESA officers and staff, including Special Advisor for Africa (OSAA), Regional Commissions New York Office (RCNYO), Chief Executives Board (CEB).	T+1	D	N		T=transfer or separation of employee
DESA.HRM.004	Monitoring, reporting: NGO Consultants	All files on NGO consultative status, including correspondence with Member States, iCSO.	T+5	D	N		T=termination of consultative status. Files not replicated in CDO
DESA.HRM.005	Monitoring, reporting: Official Status Files for consultants	Recruiting and monitoring international, regional, national, and internal consultants.	T+5	D	N	CDO/ EO	T=transfer or separation of employee
DESA.HRM.006	Monitoring, reporting: Official Status-experts and associate experts	Recruiting and monitoring international, regional, and national experts and associate experts.	T+30	D	N	CDO/ EO	T=transfer or separation of employee
DESA.HRM.007	Monitoring, reporting: Official Status Files for UNAKRT	HR files for UN assistance to the Khmer Rouge trials.	T+30	D	N	CDO	T=termination of trials
Information Management		Records and non-record copies related to the management information within DESA.					
DESA.INM.001	Coordination, partnership: Econometric modelling	Files on global and regional forecasting models, including UNIBASE and LINK/University of Toronto.	P	A	Y	DPAD	
DESA.INM.002	Coordination, partnership: Economic international monitoring	Files for task forces, <i>ad hoc</i> groups, commissions, expert groups, UNCTAD.	P	A	N		

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DESA.INM.003	Coordination, partnership: E-Government, E-Library	E-Library and E-Government tools in information technology and knowledge management for public administration, including on-line advisory and training services.	P	D	N	DPADM	
DESA.INM.004	Coordination, partnership: UN Public Administration Country Studies (UNPACS)	All files on public administration country studies for support of eGovernment project development; human resources, citizen engagement, open government data.	P	A	Y	DPADM	
DESA.INM.005	Coordination, partnership: UN Public Administration Network (UNPAN)	All files on UN Public Administration Network (UNPAN): on-line global sharing of public administration development improvements. Includes documentation of projects and technical cooperation.	P	D	N	DPADM	
DESA.INM.006	Monitoring, reporting: Integrated Implementation Framework (IIF)	Monitoring and accountability of Member States for support of MDGs. Includes database and reports.	T+7	D	N	DPAD	T=termination of application
DESA.INM.007	Monitoring, reporting: Web traffic, social media, mail servers, eRoom, share drives	All files web traffic, social media, mail servers, eRoom, share drives.	C+7	D	N		
DESA.INM.008	Systems development: Internet-based Civil Society Organization (ICSO)	Files on ECOSOC's Civil Society Organization network; correspondence, iCSO status reports, evaluations.	C+4	D	N	OESC/ OICT	
DESA.INM.009	Systems development: Network applications, websites	All file related to network applications and websites.	T+7	D	N	CIMS	T=termination of application or website
RCUN 108	Systems development: Additional IT systems requirements	File here: all IT system requirements records, correspondence on system development and implementation not covered in the above categories	T+1	D	N		T=system no longer installed and stored data migrated or converted to readable format
DESA.INM.010	IT service provisions: Licensing and service level agreements	Non-record copies of licensing and service level agreements.	B+1	D	Y	OICT	
DESA.INM.011	Outreach: Interviews	All interviews, including audio-visual.	C+10	D	N		
DESA.INM.012	Outreach: Publications and publishing	All paper and electronic publication files, including monographs, posters, press releases, policy briefs, announcements, wall charts, newsletters, photos, monthly bulletins, CDs, electronic alerts, newsletters. Four copies of each item go to DHL per Digital Guidelines.	C+2	D	N		

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DESA.INM.013	Outreach: Social media	Posts, stories, articles for Twitter, Facebook, Slideshare, YouTube, Spotify, Storify, Instagram.	C+10	D	N		
DESA.INM.014	Archives & Records Management: Administration	All files for implementation, coordination, reports, training schedules.	C+1	D	N		
DESA.INM.015	Archives & Records Management: ARMS reports	Includes summary reports of office/divisional holdings in ARMS.	P	D	Y	ARMS	
DESA.INM.016	Archives & Records Management: Records transfers	Files related to records transfers to ARMS storage.	P	D	N	ARMS	
DESA.INM.017	Archives & Records Management: Records disposal	Files on disposal of records by offices and divisions.	P	D	N	ARMS	
DESA.INM.018	Archives & Records Management: Records retention schedules	Records related to records retention schedules, inventories, procedures, correspondence.	S	D	Y	ARMS	
DESA.INM.019	Knowledge management: Planning, strategy	Planning files for digital projects, ECMS/Electronic Content Management Systems.	P	D	N	CIMS	
DESA.INM.020	Knowledge management: Paperless and digital initiatives	All files for review, adoption, and implementation of content management systems and platforms for knowledge management and electronic administration.	P	D	N		
DESA.INM.021	Knowledge management: Policy, procedure	All files.	P	D	Y	OICT	
RCUN 130	Request for IT Services	Hardware and software service requests.	T	D	N		T=service request completed
RCUN 131	Software Licenses	Licenses for software purchased and installed by departments for department - specific software and applications.	T+3	D	N		T=software no longer installed
RCUN 130	Request for Communication Services	File here: landlines and mobile phone communication services, Blackberry requests, phone bills.	T	D	N		T= service request completed
RCUN 104	Business Continuity Management	File here: documentation to protect staff and records and to resume business activities in the event of a disaster or emergency.	S	D	Y	Business Continuity Planning Unit	
OVERSIGHT		Records and non-record copies related to audits conducted in the DESA.					
RCUN 101	Internal Audit	File here: Notification of audits, recommendations, follow-ups.	T+2	D	N	OIOS/ IAD, Board of Auditors	T=resolution of issue(s) raised in audit

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
RCUN 101	External Audit	File here: Notification of external audits, recommendations, follow-ups.	T+2	D	N	OIOS/ IAD, Board of Auditors	T=resolution of issue(s) raised in audit
DESA.OVE.001	Oversight of offices and divisions	File here: ethics issues, chronological files for OUSG oversight of an office/division when senior officer's post is vacant.	P	A	N	OUSG	
DESA.OVE.002	Working groups	Working Group on Publications: minutes, reports.	P	A	N	OUSG	
PROCUREMENT		Records and non-record copies related to the office procurement activities.					
RCUN 125	Contract Management	File here: Case folders for non-record copies of contracts, leases and institutional or corporate agreements. Records related to the management of the contract, including correspondence with the vendor.	T+1	D	N	Procurement Services	T=Procurement completed, contract expires, services completed
RCUN 124	Purchase of Goods and Supplies: Acquisition of goods and supplies under \$4,000	File here: Records relating to Requisitions and purchases including bids, proposals, quotations, invoices payment records, etc.	T+5	D	N		T=Procurement completed, contract expires, services completed
RCUN 125	Purchase of Goods and Supplies: Acquisition of goods and supplies over \$4,000	File here: Non-record copies relating to Requisitions and purchases including bids, proposals, quotations, invoices payment records, etc.	T+1	D	N	Procurement Services	T=Procurement completed, contract expires, services completed
Women, Gender		Records related to women and gender issues.					
DESA.WMG.001	Planning, strategy: Initiatives on women and gender issues	Project planning, agendas, correspondence, reports, minutes.	P	A	N	OUSG	
DESA.WMG.002	Coordination, partnership: Women and gender issues	Global, regional, and national coordination for projects and programmes. Partnerships: all files.	P	A	N	OUSG	
Retention codes: B=Budget period; C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project S=Superseded							
Disposition codes: A=Review for Archival (permanent); D=Destroy							