



Department of Economic and Social Affairs DESA

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	Yes	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	No	OUSG	T = appointment of successor USG For reference in DESA: not to be transferred to ARMS.
DESA.ADM.003	Subject files: USG	Speeches, alliance, correspondence with Member States.	T + 1	A	No	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	Yes	OUSG	T=appointment of successor USG. May include substantive files.
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	Yes	OUSG	
DESA.DEV.002	Planning, Strategy: MDGs and post-2015 Sustainable development	Minutes, reports, correspondence, proposals, outcome documents.	P	A	Yes	CEB	
DESA.DEV.003	Planning, Strategy: Task Force on Disaster and Development	Minutes, reports, correspondence, proposals, outcome documents.	P	A	Yes	OUSG	
DESA.DEV.004	Policy, Procedure: Development policy	Outcomes from Expert Group Meetings. Minutes, reports, correspondence, proposals, outcome documents.	P	A	No		
DESA.DEV.005	Policy, Procedure: Economic development	All files	P	A	Yes	CEB	
DESA.DEV.006	Policy, Procedure: Social welfare and social policy	All files	P	A	Yes	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.	p	A	Yes	CEB	T=appointment of successor USG
DESA.DEV.008	Coordination, partnership: Civil Society Organizations	Correspondence, support files for Civil Society Organizations (CSO).	P	A	No		
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	Yes	EAPD	
DESA.DEV.010	Coordination, partnership: Development Cooperation Forums	Correspondence and support files, reports.	C+10	D	No	OISC	

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DESA.DEV.011	Coordination, partnership: ECOSOC projects and biyearly meetings	Files on relations with functional and regional commissions, inter-agency subsidiaries, Peacebuilding Commission, GA, UN Development Agenda, Second/Third Committees.	P	A	Yes	OISC	
DESA.DEV.012	Coordination, partnership: Educational institutions	Include seminar participation, lectures, speeches.	P	D	No		
DESA.DEV.013	Coordination, partnership: Executive Committee for Economic and Social Affairs (ECESA)	Documentation, correspondence, reports, support files.	T=10	A	Yes	OUSG	
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	Yes	EAPD	
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	No	SUNFF	
DESA.DEV.016	Coordination, partnership: General public	Correspondence, reports congratulatory and holiday cards.	P	D	No		
DESA.DEV.017	Coordination, partnership: Intra-agency policy coordination	Includes strategic planning, ECESA documentation ECOSOC, GA	T+10	A	Yes	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	No		
DESA.DEV.019	Coordination, partnership: Partnered project planning, NGOs	Partnered project planning files with NGOs, including correspondence, proposals, outcome documents.	P	D	No		
DESA.DEV.020	Coordination, partnership: population	Files on reports to the Commission on Population and Development, GA ECOSOC, UN Committee for the Coordination of Statistical Activities	C+5	D	No		
DESA.DEV.021	Coordination, partnership: Regional Entities	All files.	P	D	No		
DESA.DEV.022	Coordination, partnership: Rural Development	Includes public/private partnerships	P	D	No	OISC	
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	No	DSDG	
DESA.DEV.024	Monitoring, reporting: Assessing inter-agency operations	Reports, support files for effectiveness of aid, mutual accountability.	P	A	Yes	OISC	
DESA.DEV.025	Monitoring, reporting: Civil Society	All files.	C+3	D	No	DISD	
DESA.DEV.026	Monitoring, reporting: Cooperatives	All files.	C+3	D	No	DISD	
DESA.DEV.027	Monitoring, reporting: Disabilities	All files on physical and mental disabilities.	C+3	D	No	DISD	

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DESA.DEV.028	Monitoring, reporting: Expert Group Meetings	Reports, support files	P	A	No		
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	No	EAPD	
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	Yes	DSDG	
DESA.DEV.031	Monitoring, reporting: indigenous peoples	All files	C+3	D	No	DISD	
DESA.DEV.032	Monitoring, reporting: National Voluntary presentations on MDGs	Includes regional meetings, host country agreements, ECOSOC meetings	P	A	No	OISC	
DESA.DEV.033	Monitoring, reporting: Populations and policy studies	Includes Commission on Population and Development, GA, ECOSOC, Committee for Coordination of Statistical Activities.	C+10	D	No		
DESA.DEV.034	Monitoring, reporting: Poverty, unemployment, under-employment	All files	C+10	D	No		
DESA.DEV.035	Monitoring, reporting: Social integration: youth, family ageing	Files on health issues, policy frameworks, poverty, unemployment	C+5	D	No		
DESA.DEV.036	Monitoring, reporting: Social protection	Files on social system addressing inequality and social exclusion	C+5	D	No		
DESA.DEV.037	Monitoring, reporting: Trade	All files, including country questionnaires and profiles	P	A	No		
DESA.DEV.038	Monitoring, reporting: USG's Advisory Board on Water and Sanitation	All files	P	A	No	DSDG	
DESA.DEV.039	Financing for Development: Ad hoc Working Group on world financial and economic crisis	All files	P	A	Yes	FSDO	
DESA.DEV.040	Financing for Development: Bretton Woods Institutions	All files related to IMF, World Bank	P	A	Yes	OUSG	
DESA.DEV.041	Financing for Development: Domestic finance and systemic issues	All files	C+7	D	No	FSDO	
DESA.DEV.042	Financing for Development: External debt	Innovative finance, debt sustainability, official development assistance. All files.	P	A	No	FSDO	
DESA.DEV.043	Financing for Development: Global economic governance	Reports, correspondence, support files, including correspondence with GA	P	A	Yes	FSDO	
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	No	FSDO	
DESA.DEV.045	Financing for Development: International financial architecture	Correspondence, reports; all files	P	A	No	FSDO	
DESA.DEV.046	Financing for Development: International and regional alliances	Records related to G20, G24, LDCs, IGOs, CGOs, Stiglitz Commission.	P	A	Yes	OUSG	

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DESA.DEV.047	Financing for Development: Multi-stakeholder engagement	Correspondence, consultations, and communications, including SG,GA, ECOSOC, Members States, NGOs, civil society organizations, business sectors, national banks, regional associations.	P	A	Yes	FSDO	
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	No	FSDO	
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	Yes	EAPD	
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	Yes	OWAX	
DESA.DEV.051	Liaison: Committee of Experts on Public Administration (CEPA)	Minutes, correspondence, reports, support files.	T + 10	D	No	EAPDM	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	No	DSDG	
DESA.DEV.053	Liaison: Internet governance	All files, including Internet Governance Forum.	P	A	No	Issuing office	
DESA.DEV.054	Liaison: Public administration improvement files	Includes gender equality, post-conflict resolution, anti-corruption, ICT development	P	A	No		
DESA.DEV.055	Liaison: Public administration Service Awards	All files on awards events for public administration improvements	T + 3	D	No	EAPDM	T = termination of event
DESA.DEV.056	Summits, meetings: G8 and G20 summits	Includes strategies, programmes of action, coordination of outcome agendas.	P	A	Yes	OISC	
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	No	DSDG	
DESA.DEV.058	Summits, meetings: UNCSD/Rio+20 (2012): Global and regional partnerships	Files for regional and international collaboration for UNCSD 2012.	P	A	No	DSDG	
DESA.DEV.059	Summits, meetings: Conference and meetings	Includes ad hoc 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	No		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	No	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	No	CDO	T = termination of event

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DESA.DEV.062	Capacity Development: Project files	Includes project descriptions, activities, implementation, agreements, reports from Inter-Regional Advisors.	P	A	No	CDO	
DESA.DEV.063	Capacity Development: Training and study appointments	HR activities and appointments for study tours, special training programmes, fellowships	T + 5	D	No	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	No	CDO	T = Termination of project or programme
Economic and Social Statistics							
DESA.ESS.001	Planning, Strategy: Statistical services and programme planning	Files for statistical framework, tools, applications, methodologies, models	C + 10	D	No	SD	
DESA.ESS.002	Policy, Procedures: Classifications Registry and maintenance	Permanent registry files for globally standardized classifications used in statistical reporting.	P	A	No	SD	
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	No	SD	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	No	PD	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	No	SD	
DESA.ESS.006	Monitoring, reporting: Environmental statistics	All files, including Inter-Secretariat Working Group on Environment Statistics (TWG-ENV).	C + 10	D	No	SD	
DESA.ESS.007	Monitoring, reporting: Fertility, reproductive health, family planning	Includes on and off-line databases, research files support files	C + 5	D	No	PD	
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	No	SD	
DESA.ESS.009	Monitoring, reporting.: Industry statistics	Includes data collection records, support for yearbooks and monthly bulletins, on-and off-line databases.	C + 10	D	No	SD	
DESA.ESS.010	Monitoring, reporting: Migration	All files and databases, including collaboration with inter-agency, inter-government, and Member State partners; unmigration.org; unpopulation.org; emerging migration issues for development.	C + 2	D	No	PD	
DESA.ESS.011	Monitoring, reporting: Mortality statistics	All files	C + 3	D	No	PD	

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DESA.ESS.012	Monitoring, reporting: Population/demographic statics	On-line and off-line databases, including POPIN, Encyclopaedia on Population Studies, Demopaedia-Multilingual Dictionary, World Populations Prospects (WPP), World Urbanization Prospects (WUP), Population, Environment and Development (PRED), Demobase, Prourban, Short notes.	P	A	Yes	PD	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, Long Notes, Data Archives	P	D	No	PD	
DESA.ESS.014	Monitoring, reporting: Poverty, unemployment	All files.	C + 3	D	No		
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	No		
DESA.ESS.016	Monitoring, reporting: UN Statistical Commission	Correspondence, reports, research, including Committee for Coordination of Statistical Activities (CCSA)	C + 10	D	No	SD	
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 offices	P	A	No		
Human Resources and Management							
DESA.HRM.001	Staffing and recruitment: Appointment files, OUSG	Appointments to boards, committees, panels	T + 10	D	No	OUSG	T = appointment of successor USG
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	No		T = separation 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 Executive Board (CEB)	T + 1	D	No		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	No		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	No	CDO/EO	T = transfer or separation of employee

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DESA.HRM.006	Monitoring, reporting: Official Status-experts and associate experts	Recruiting and monitoring international, regional, and national, and national experts and associate experts.	T + 30	D	No	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	No	CDO	T = termination of trials
Information Management							
DESA.INM.001	Coordination, partnership: Economic modelling	Files on global and regional forecasting models, including UNIBASE and LINK/University of Toronto	P	A	Yes	EAPD	
DESA.INM.002	Coordination, partnership: Economic international monitoring	Files for task forces, ad hoc groups, commissions, expert groups, UNCTAD	P	A	No		
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-online advisory and training services	P	A	No	EAPDM	
DESA.INM.004	Coordination, partnership: UN Public Administration Country Studies (UNPACs)	All files on public administration country studies for support of eGovernment	P	A	Yes	EAPDM	
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	No	EAPDM	
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	No	EAPD	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	No		
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	No	OISC/OICT	
DESA.INM.009	Systems development: Network applications, website	All files related to network applications and websites.	T + 7	D	No	CIMS	T = termination of application or website
DESA.INM.010	IT service provisions: Licensing and service level agreement	Non-record copies of licensing and service level agreements.	B + 1	D	Yes		T = system no longer installed and stored data migrated or converted to readable format
DESA.INM.011	Outreach: Interviews	All Interviews, including audio-visual.	C + 10	D	No		
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	No		
DESA.INM.013	Outreach: Social media	Posts, stories, articles for Twitter, Facebook, SlideShare, YouTube, Spotify, Instagram.	C + 10	D	No		
DESA.INM.014	Archives & Records Management: Administration	All files for implementation, coordination, reports training schedules.	C + 1	D	No		

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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	No	CIMS	
DESA.INM.021	Knowledge management: Policy, procedure	All files.	P	D	Yes	OICT	
Oversight							
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	No	OUSG	
DESA.OVE.002	Working groups	Working Group on Publications: minute, reports	P	A	No	OUSG	
WOMEN, GENDER							
DESA.WMG.001	Planning, strategy: Initiatives on women and gender issues	Project planning agendas, correspondence, reports, minutes	P	A	No	OUSG	
DESA.WMG.002	Coordination, partnership: Women and gender issues	Global, regional, and national coordination for projects and programmes. Partnerships: all files	P	A	No	OUSG	
Retention codes:	C=Current Year; T=Termination or completion of programme or project						
Disposition codes:	A=Review for Archival (permanent); D=Destroy						