



Department of Political Affairs

15 November 2013

Schedule No.	Record Series Title	Description	Retention in Office	Total Retention	Disposition	Vital	Office of Record	Notes
AE Europe and Americas Division								
DPA-AE01	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	Europe and Americas Division	Approximately 8 countries fall within this category
AFR Africa Division								
DPA-AFRII01	Mission files	Documents pertaining to mission mandate, including talking points, correspondence, meeting notes, background briefs, cables, profiles	B+4	P	A	No	Africa II	
DPA-AFRII02	Director's issues file	Documents on topics and countries of special interest to the director; includes some administrative matters	B+4	P	A	No	Africa II	
AP East Asia and West Asia Divisions								
DPA-AP01	Mission files	Documents pertaining to mission mandate, including talking points, correspondence, meeting notes, background briefs, cables, profiles	B+6	P	A	No	East Asia and West Asia Divisions	
ASG II Assistant Secretary-General								
DPA-ASGII01	UN Liaison Office with the African Union files	Correspondence, incoming and outgoing code cables, travel orders	B+4	P	A	No	ASG II	
DPA-ASGII02	Confidential files, chronological	Confidential documents; does not include code cables	B+4	P	A	No	ASG II	
DPA-ASGII03	Confidential files, subject	Confidential documents; does not include code cables, filed by topic	B+4	P	A	No	ASG II	
CR Common Records								
DPA-CR01	Files on meetings, seminars, conferences organized by DPA	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 DPA Offices	Supercedes RCUN 118 and 119; if DPA is the organiser of the conference
DPA-CR02	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 DPA Offices	Supercedes RCUN 110

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DPA-CR03	Subject files	Correspondence, reports, memos, and related materials arranged by subject or function, excluding administrative subjects	All Offices B+6	P	A	No	All DPA Offices	Supersedes RCUN 136; administrative records filed among subject file should be destroyed in accordance with RCUN
DPA-CR04	Code cables, Outgoing for DPA-Led missions	Code cables originating in DPA	OUSG B+1; All other offices retain while needed to conduct UN business	P	A	No	All DPA Offices	Permanent only for USG other offices Retain while needed to conduct business and destroy in Office
DPA-CR05	Code cables, Incoming from DPA-led missions	Code cables originating in DPA-led missions	OUSG B+1; All other offices retain while needed to conduct UN business	P	A	No	All DPA Offices	Permanent only for USG other offices Retain while needed to conduct business and destroy in Office
DPA-CR06	Code cables, Incoming and outgoing from DPKO-led missions		retain while needed to conduct UN business and destroy in office		D	No	All DPA Offices	Does not cover copies of notes maintained within country files which are permanent
DPA-CR07	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 DPA Offices	
DPA-CR08	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 DPA Offices	Does not cover copies of notes maintained within country files which are permanent
DPA-CR09	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 DPA Offices	Does not cover copies of notes maintained within country files which are permanent

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DE Decolonization Unit								
DPA-DE01	Decolonization regional seminar files	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	Decolonization Unit	
DPA-DE02	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	Decolonization Unit	
DPA-DE03	Records relating to the Special Committee on Decolonization	Statements, notes to the chair, outside speeches, historical reports (1969-1996)	B+6	P	A	No	Decolonization Unit	
DPA-DE04	Records relating to Committees on Decolonization	Statements, notes to the chair, outside speeches	B+6	P	A	No	Decolonization Unit	
DPA-DE05	Territorial files	Mission records, work program, correspondence regarding listed territories, territories that have graduated, and other areas	B+6	P	A	No	Decolonization Unit	
EA Electoral Assistance Division								
DPA-EA01	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	Electoral Assistance Division	Part of the Institutional Memory Project of EAD
DPA-EA02	Roster files	CVs and PHPs of electoral experts and consultants	Until Expert is no longer active	P	D	No	Electoral Assistance Division	
DPA-EA03	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	Electoral Assistance Division	Part of the Institutional Memory Project of EAD
PP Policy Planning Unit (PPU / MSU)								
DPA-PP01	SG's High Level Meetings files	Substantive and administrative records of 7 meetings	retain while needed to conduct UN business	P	A	No	Policy Planning Unit (PPU / MSU)	Does not cover copies of notes maintained within country files which are permanent
DPA-PP02	Policy Committee records	Documentation relating to the meetings of the SG's Policy Committee		B+2	D	No	Policy Planning Unit (PPU / MSU)	Duplicate reference material

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DPA-PP03	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	Policy Planning Unit (PPU / MSU)	
PR	Division for Palestinian Rights							
DPA-PR01	Correspondence files	Correspondence with Member States, organizations, agencies and other UN offices	B+6	P	A	No	Division for Palestinian Rights	
DPA-PR02	Chief's correspondence files	Subject files of sensitive topics dating from 1970s to present; continue to interfile	retain while needed to conduct UN business	P	A	No	Division for Palestinian Rights	
DPA-PR03	NGO files	Records pertaining to individual NGOs, applications for accreditation, background materials	retain while needed to conduct UN business	S	D	No	Division for Palestinian Rights	
DPA-PR04	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	Division for Palestinian Rights	
DPA-PR05	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	Division for Palestinian Rights	
DPA-PR06	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	Division for Palestinian Rights	
DPA-PR07	Bureau meeting files	Summaries of proceedings, decisions of the Bureau, 1984-2008	retain while needed to conduct UN business	P	A	No	Division for Palestinian Rights	
DPA-PR08	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	Division for Palestinian Rights	
DPA-PR09	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	Division for Palestinian Rights	
DPA-PR10	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	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	Division for Palestinian Rights	
SCI Security Council Subsidiary Organs Branch								
DPA-SCI02	Committee Records	Notes by the Chair (NOTEs), incoming communications (COMMs), outgoing communications (OCs), notes verbale, meeting records (provisional agendas, summaries and attendance sheets).	Termination or end of mandate entity+ B	P	A	No	Security Council Subsidiary Organs Branch	
DPA-SCI03	Working Group Records	Notes by the Chair (NOTEs), incoming communications (COMMs), outgoing communications (OCs), meeting records (provisional agendas, summaries and attendance sheets).	Termination or end of mandate entity+ B	P	A	No	Security Council Subsidiary Organs Branch	
DPA-SCI04	Expert Group Records	Outgoing communications (OCs) and replies, informal outgoing communications (IOCs) and replies, contact records of meetings with sources, evidence collected (documents, images, audio and video files), notes to the file.	Termination or end of mandate entity+ B	P	A	No	Security Council Subsidiary Organs Branch	
DPA-SCI05	Delisting Focal Point Records	Incoming communications (COMMs), outgoing communications (OCs)	Termination or end of mandate entity+ B	P	A	No	Security Council Subsidiary Organs Branch	
SCII Security Council Practices and Charter Research Branch								
DPA-SCII01	Research inquiries	Inquiries, responses, and background material to the response	B+4	B+2	D	No	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	Security Council Practices and Charter Research Branch	

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DPA-SCII03	Repertoire file	Correspondence, guidelines, monthly reports, publication matters, research material for publication of Repertoire	B+4	B+2	D	No	Security Council Practices and Charter Research Branch	
DPA-SCII04	Repertory file	DPA position papers on repertory, drafting guidelines, Repertory/Repertoire comparison table	B+4	B+2	D	No	Security Council Practices and Charter Research Branch	
DPA-SCII05	Rule of law files	Reference material on mandate, ROLIX project	B+4	P	D	No	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	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+4	B+2	D	No	Security Council Practices and Charter Research Branch	
SCIII	Security Council Secretariat Branch							
DPA-SCIII01	Security Council documents	Master set of Security Council numbered documents in number order	B+2	P	A	No	Security Council Secretariat Branch	

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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	Security Council Secretariat Branch	
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	Security Council Secretariat	
DPA-SCIII04	Security Council resolutions	Final resolutions; includes some copies of "blue" provisional resolutions	B+2	P	A	No	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	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	D	No	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	Security Council Secretariat Branch	
DPA-SCIII08	SC meeting facilitation records	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	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	Security Council Secretariat Branch	
DPA-SCIII10	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	Security Council Secretariat Branch	
DPA-SCIII11	Credentials file	Originals of credentials presented by member states to the Secretary Generals; maintained by country and thereunder chronologically	B+2	P	A	No	Security Council Secretariat Branch	

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DPA-SCIII12	Records of working groups	Records of ad hoc working groups created by the Security Council	retain while needed to conduct UN business	P	A	No	Security Council Secretariat Branch	
DPA-SCIII13	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	Security Council Secretariat Branch	
DPA-SCIII14	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	Security Council Secretariat Branch	
DPA-SCIII15	Notes verbale	Protocols sent to all members on diplomatic relations	retain while needed to conduct UN business	P	D	No	Security Council Secretariat Branch	
DPA-SCIII16	Records of Security Council retreats	Agendas, supporting material, administrative records	B+2	P	A	No	Security Council Secretariat Branch	
DPA-SCIII17	Records of Security Council missions	Agendas, supporting material, administrative records	B+2	P	A	No	Security Council Secretariat Branch	
DPA-SCIII18	Notes for the file	Memoranda on topics; precedents	retain while needed to conduct UN business	P	A	No	Security Council Secretariat Branch	
DPA-SCIII19	Seizure statements	Information sent as informal transmittals	B+4	P	A	No	Security Council Secretariat Branch	
DPA-SCIII20	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	Security Council Secretariat Branch	
FPA	Flotilla Panel							
DPA.FPA.1	Flotilla Panel - Panel Work Programme - Terms of Reference	Records pertaining to development of ToR, Methods of work		P	A	No	Flotilla Panel	

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DPA.FPA.10	Flotilla Panel - Information Received from Israel and Turkey (state files) - Turkey - Follow-up requests from Panel			P	A	No	Flotilla Panel	
DPA.FPA.11	Flotilla Panel - Information Received from Third Parties-By country	Requests from Panel, Information received (letters, notes verbales, reports)		P		No	Flotilla Panel	
DPA.FPA.12	Flotilla Panel - Reports to the Secretary-General Working Drafts			D	Permitted	No	Flotilla Panel	
DPA.FPA.13	Flotilla Panel - Reports to the Secretary-General Progress Report				A	No	Flotilla Panel	
DPA.FPA.14	Flotilla Panel - Reports to the Secretary-General Final Report			P	A	No	Flotilla Panel	
DPA.FPA.15	Flotilla Panel - Panel Members Working Files				D	No	Flotilla Panel	
DPA.FPA.2	Flotilla Panel - Panel Work Programme - Meetings	Agendas, meeting papers, summary meeting records		P	A	No	Flotilla Panel	
DPA.FPA.3	Flotilla Panel - Panel Work Programme - Internal Communication	Other correspondence amongst Panel members		P		No	Flotilla Panel	
DPA.FPA.4	Flotilla Panel - Research and Analysis	memos, background notes			D	No	Flotilla Panel	

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DPA.FPA.5	Flotilla Panel - Public Information Media Relations - Draft Press Statements				D	No	Flotilla Panel	
DPA.FPA.6	Flotilla Panel - Public Information Media Relations - Press Releases			P	A	No	Flotilla Panel	
DPA.FPA.7	Flotilla Panel - Information Received from Israel and Turkey (state files) - Israel - from Israel's Point of contact			P	A	No	Flotilla Panel	
DPA.FPA.8	Flotilla Panel - Information Received from Israel and Turkey (state files) - Israel - Follow-up requests from Panel			P	A	No	Flotilla Panel	
DPA.FPA.9	Flotilla Panel -			P	A	No	Flotilla	

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