



# Executive Office of the Secretary-General

2011

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
EOSG001	Records of the Secretary-General	Records relating to administrative, political, economic and social matters; Secretary-General's trips and trip books; subject files; country files, etc.	P	A	Yes	Executive Office of the Secretary-General	
EOSG002	Records of the Deputy Secretary-General	Records relating to administrative, political, economic and social matters; Deputy Secretary-General's trips and trip books; subject files; country files, etc.	P	A	Yes	Office of the Deputy Secretary-General	
EOSG003	Records of the Chef de Cabinet	Records relating to administrative, political, economic and social matters; Chef de Cabinet's trips and trip books; subject files; country files, etc.	P	A	Yes	Office of the Chef de Cabinet	

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period; C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project S=Superseded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