



**Strategic Communications Division**  
**Department of Public Information**  
**Issued 2009**

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
SCOM001	Information Campaigns Relating to Peace and Security		C + 8	D	No		
SCOM002	Information Campaigns Relating to Development		C + 8	D	No		
SCOM003	Information Campaigns Relating to Palestine		C + 8	D	No		
SCOM004	Information Campaigns Relating to Africa		C + 8	D	No		
SCOM005	Promotion of Special Conferences and Major Events		C + 8	D	No		
SCOM006	Administrative and Programme Support to United Nations Information Centres, Regional Centres, Information Services and Information Components of United Nations Offices		C + 8	D	No		
SCOM007	Centres Operations		C + 8	D	No		
SCOM008	Committee on Information		C + 8	D	No		
SCOM009	United Nations Communications Group		C + 8	D	No	Office of the Director, Strategic Communications Division	
SCOM010	Organization/Functions Related to SCD Work program		P	A	Yes	Office of the Director, Strategic Communications Division	
<b>Retention codes:</b> C=Current Year; T=Termination or completion of programme or project; P=While needed to conduct UN business; S=Superseded							
<b>Disposition codes:</b> A=Review for Archival (permanent); D=Destroy							