



Strategic Communications Division
United Nations Regional Information Center for Western Europe
Department of Public Information
2003

| Schedule No. | Record Series Title | Description | Total Retention | Disposition | Vital | Office of Record | Notes |
|--------------|--|--|-----------------|-------------|-------|---|-------|
| UNRIC001 | Organization and Functions | Correspondence, memoranda, e-mail, faxes and cables dealing with the establishment of the centre, its functions and responsibilities, and agreement with the host government. The records also relate to the role the centre plays in assisting the countries in the region in the event of a social or political crisis. The records should be sent to the Archives, New York when they are no longer needed. Schedule changed from RUNIC to UNRIC, 17 Feb. 2006. | P | A | No | UN Regional Information Centre for Western Europe | |
| UNRIC002 | Dissemination of Information | Correspondence, memoranda, e-mail, faxes, cables, press releases, publications, audio/visual materials, etc. dealing with United Nations activities and developments including international conferences, intergovernmental meetings, etc. In addition, the records relate to special events and exhibitions undertaken in cooperation with the local media, non-governmental organizations, educational institutions and other local partners. The records should be destroyed locally upon expiration of the retention period. Schedule changed from RUNIC to UNRIC, 17 Feb. 2006. | C+7 | D | No | UN Regional Information Centre for Western Europe | |
| UNRIC003 | Media Coverage of UN Activities and Developments | Correspondence, memoranda, e-mail, faxes, cables and reports on feedback of national and regional media, sent to Headquarters, New York. The records should be destroyed locally upon expiration of the retention period. Schedule changed from RUNIC to UNRIC, 17 Feb. 2006. | C+7 | D | No | UN Regional Information Centre for Western Europe | |

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period; C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project S=Superseded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