



United Nations Ethics Office UNEO

Issued: 2021

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital
UNEO101	Establishment of the UN Ethics Office	Documents related to the establishment of the UN Ethics Office	P	A	Yes
UNEO102	Administration	Documents related to the UN Ethics Office	T + 5	D	
UNEO103	Ethics Advice	Advice requests received and responses provided by the UN Ethics Office	T + 20	D	
UNEO104	Financial Disclosure Programme	Documents related to outreach, communications and training activities	T + 5	D	
UNEO105	Outreach Communications and Training	Documents related to outreach, communications and training activities	T + 5	D	
UNEO106	Protection against Retaliation	Documents related to policies, reviews and advice for protection against retaliation	T + 20	D	
UNEO107	Standards, Policies and Coherence	Documents related to standard setting, policies and coherence	T + 20	D	
Retention codes: C=Current Year; T=Termination or completion of programme or project					
Disposition codes: A=Review for Archival (permanent); D=Destroy					

Office of Record	Notes
UNEO Admin	
UNEO Admin	T = Completion of fiscal/reporting year, programmes and activities
UNEO Advice/FDP	T = Completion of response to each request
UNEO Advice/FDP	T = Completion of the filing year
UNEO Advice/FDP	T = Completion of programme year
UNEO Outreach/PaR	T = Completion of the case.
UNEO	T = Completion of policy reviews and deliberations.