



Office for Disarmament Affairs UNODA

Issued: September 2020

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
ODA001	All ODA records related to the administration, monitoring and implementation of the programme of work of the Office for Disarmament Affairs.	All substantive records generated as a result of carrying out ODA's core functions and mandate. Includes policy, procedure, planning and strategy documents for the whole of the ODA; analytical briefs, summaries, assessments, reports, correspondence on disarmament issues, memos, talking points, letters to ambassadors, and letters of appointment/thank you letters signed by the Secretary-General. Records related to coordination, partnership and capacity building initiatives with other UN bodies, intergovernmental organisations and NGO's. Agreements, MOUs and correspondence with depositaries. Records include project donor reports, records related to financial contributions including records related to administration exhibition of loans. Records related to monitoring and reporting; UN Register of Conventional Arms, UN Report on Military Expenditures; records relating to the discharge of the Secretary-General's responsibilities.	P	A	Yes	OHR, CAB, RDB, IOB, WMDB, ODDHR, EO	<p>Special Instruction: UN Register of Conventional Arms, UN Report on Military Expenditures and Treaty database are managed through the ODA website.</p> <p>Special Instruction: Agreements with member states are managed by the Office of Legal Affairs.</p> <p>Special Instruction: All correspondence is captured in Corlog.</p>
ODA002	All ODA records related to Regional activities	Records related to overseeing and coordination activities on disarmament measures and related security matters of the Regional Centres and the ODA office in Vienna. Records related to the creation and relocation of regional offices.	P	A	No	OHR, RDB, IOB, Regional Centres	
ODA003	All ODA working records related to Regional Activities	Day-to-day records related to activities on disarmament measures and related security matters of the Regional Centres and the ODA office in Vienna. Records related to the creation and relocation of regional offices.	T + 10	D	No	Regional Centres	
ODA004	All records related to organising conferences, meetings, and publishing.	Operational records related to organising conferences and meetings; publication design files. Records related to disarmament education and the fellowship programme.	T + 10	D	No	CAB, RDB, IOB, WMDB, ODDHR	Special Instruction: Financial records are managed in UMOJA. Special Instruction: Video recording of the meetings are managed by DGC. T= Completion of conference, meeting; publication published.
Retention codes: C=Current Year; T=Termination or completion of programme or project							
Disposition codes: A=Review for Archival (permanent); D=Destroy							