



Executive Office of the Secretary-General  
Issued: 2011

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
<b>EOSG001</b>	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	
<b>EOSG002</b>	Records of the 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	
<b>EOSG003</b>	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codes:	C=Current Year; T=Termination or completion of programme or project; P=While needed to conduct UN business;S=Superseded						
Disposition	A=Review for Archival (permanent); D=Destroy						