



Office of Legal Affairs

Issued: 2015

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
Office of Legal Affairs Programme Work							
OLA.001	All OLA records related to the administration, monitoring and implementation of the programme of work of the Office of Legal Affairs	All substantive records generated as a result of carrying out OLA's core functions and mandates. Includes inter alia, policy, procedure, planning and strategy documents for the administration of the whole of OLA; briefing notes, correspondence, report and studies; legal opinions, advice and interpretation of mandates, rules of procedure, constitutional documents off the UN; drafting and interpretation of legal instruments and international agreements; records generated as a result of servicing the work of organs, bodies, meetings and groups; records related to the dissemination, teaching and study of International Law; records relating to the discharge of the Secretary-General's	P	A	Yes	OUSG,OLC, GLD, COD, ITLD, DOALOS, Treaty	

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Depository and Certification Functions							
OLA.002	Discharging of the Secretary-General's functions with materials deposited to them, including the depository practice.	All materials held by OLA in performance of the Secretary-General's depository function including: treaties, credentials, agreements, maps, records, nautical charts, lists of geographical coordinates deposited under the United Nations Convention of the Law of the Sea and related correspondence, and any other deposited materials for the certification of legal instruments issued on behalf of the United Nations. Records also include those generated by preparing, registering, recording, analysing and publishing treaties pursuant to article 102 of the UN Charter. May include substantive records from serviced bodies that lack capacity for retaining permanent records and archives.	P	A	Yes	OLC, Treaty, DOALOS, COD	
Operational and Management Support							
OLA.003	All OLA records related to providing management and operational support to Organization.	Administrative and supplementary records relating to providing operational support to departments, offices, and subsidiary bodies of the UN, including funds and programmes, tribunals and related organizations of the UN system; including consultation, coordination of interdepartmental and interagency activities; the provision of technical assistance and capacity building; the drafting and negotiation of contracts and other commercial matters involving procurement and financing, managing claims and disputes arising out of operational activities.	T + 10	D		OUSG, OLC, GLD, DOALOS, COD Requesting Entities	Only drafting copies of documents and other documents coordinating activities are considered OLA records. Finalized documents are records of the requesting entity.

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Secretariat Support, Management and Coordination							
OLA.004	All OLA records related to providing Secretariat Support to the Organization.	Administrative records generated during the provision of Secretariat support to General Assembly Committee, working groups and preparatory bodies, as well as to other expert bodies and intergovernmental forums and records related to activities of the Legal Counsel as a focal-point or representative.	C + 10	D		OUSG, OLC, GLD, COD, Treaty, ITLD, DOALOS, Requesting Entities	
Administration of Outreach and Public Information							
OLA.005	All Records Related to the publication and dissemination of Information on International Law	Administrative records generated in the course or as result of preparing publications and public information, including audio-visual materials, in the field of international law. Includes records generated for the maintenance of systems, websites and physical repositories	C + 5	D		COD, DOALOS, Treaty, ITLD, OLC	Original works are consider permanent (under OLA.001) but may be managed by the Department of Information.
Retention codes:	C=Current Year; T=Termination or completion of programme or project						
Disposition codes:	A=Review for Archival (permanent); D=Destroy						