



**Records Retention Policy  
United Nations Ethics Office**

**December 2023**

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
UNEO 101	Establishment of the UN Ethics Office	Documents related to the establishment of the UN Ethics Office	P	A	Vital	UNEO Admin	
UNEO 102	Administration	Documents related to UNEO administration	T+5	D		UNEO Admin	T=completion of a fiscal/reporting year, programmes and activities
UNEO 103	Ethics Advice	Advice requests received and responses provided by the UN Ethics Office	T+20	D		UNEO Advice/FDP	T=completion of response to each request
UNEO 104	Financial Disclosure Programme	(1) information submitted by filers under the UNFDP, including individual filer statements; (2) all communications concerning the review of filer submissions and advice issued to filers; and (3) documents relating to the administration or process/procedural review of the UNFDP.	T+5	D		UNEO Advice/FDP	T=completion of the filing year
UNEO 105	Outreach Communications and Training	Documents related to outreach, communications and training activities	T+5	D		UNEO Outreach/PaR	T=completion of the programme year
UNEO 106	Protection against Retaliation	Documents related to policies, reviews and advice for protection against retaliation	T+20	D		UNEO Outreach/PaR	T=completion of the case.
UNEO 107	Standards, Policies and Coherence	Documents related to standard setting, policies and coherence	T+20	D		UNEO	T=completion of policy reviews and deliberations
Retention codes:		Disposition 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period; C=Current Year; P=While needed to conduct UN business; T=Termination or completion of programme or project S=Superseded					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					