

**Secretariat of the Advisory Committee on Administrative & Budgetary Questions - ACABQ****Records with a Total Retention of less than 3 years should be retained in offices and may not be sent to storage**

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The Total Retention period shown below includes the period during which records may be stored off-site at ARMS before final disposition

Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
ACABQ001	Records of the ACABQ	P	A		Yes	The office holding the record is the office of record unless another office is listed below Secretariat of the Advisory Committee on Administrative and Budgetary Questions

The series consists of draft minutes of meetings, summary records/official records of the Fifth Committee meetings, correspondence, memoranda and working papers.

All retention instruction apply equally to records in all formats, hard copy and digital

Retention Codes B = End of Biennium C = Current Year P = While needed to conduct UN Business

S = Superseded or Obsolete T = Termination, Settlement or Completion

Disposition Codes A = To be reviewed for permanent preservation by Archives D = Destroy