



# EOSG - Executive Office of the Secretary-General

Records with a Total Retention of less than 3 years should be retained in offices and may not be sent to storage

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
EOSG001	Records of the Secretary-General	P	A		Yes	The office holding the record is the office of record unless another office is listed below Executive Office of the Secretary-General

Records relating to administrative, political, economic and social matters; Secretary-General's trips; country files, etc.

**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**Retention Codes** B = End of Biennium C = Current Year P = While needed to conduct UN Business S = Superseded or Obsolete T = Termination, Settlement or Completion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