



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 The office holding the record is the office of record unless another office is listed below
SCOM001	Information Campaigns Relating to Peace and Security	C+8	D		No	
SCOM002	Information Campaigns Relating to Development	C+8	D		No	
SCOM003	Information Campaigns Relating to Palestine, Decolonization and Human Rights	C+8	D		No	
SCOM004	Information Campaigns Relating to Africa	C+8	D		No	
SCOM005	Promotion of Special Conferences and Major Events	C+8	D		No	

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S = Superseded or Obsolete T = Termination, Settlement or Completion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



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SCOM006	Administrative and Programme Support to United Nations Information Centres, Regional Centres, Information Services and Information Components of United Nations Offices	C+8	D		No	
SCOM007	Centres Operations	C+8	D		No	
SCOM008	Committee on Information	C+8	D		No	
SCOM009	United Nations Communications Group	C+8	D		No	Office of the Director, Strategic Communications Division
SCOM010	Organization/Functions Related to SCD Work Programme	P	A		Yes	Office of the Director, Strategic Communications Division

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Strategic Communications Division - Department of Public Information

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Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
SCOM011	Organization/Functions Unrelated to SCD Work Programme	C+8	D		No	The office holding the record is the office of record unless another office is listed below Office of the Director, Strategic Communications Division

The records deal with the organization and functions of other DPI offices and departments.

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