



# UN Information Centre for Western Europe - Department of Public Information

## Records Retention Schedule

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
UNRIC001	<b>Organization and Functions</b>	P	A		No	UN Regional Information Centre for Western Europe
<p>Correspondence, memoranda, e-mail, faxes and cables dealing with the establishment of the centre, its functions and responsibilities, and agreement with the host government. The records also relate to the role the centre plays in assisting the countries in the region in the event of a social or political crisis. The records should be sent to the Archives, New York when they are no longer needed. Schedule changed from RUNIC to UNRIC, 17 Feb. 2006.</p>						
UNRIC002	<b>Dissemination of Information</b>	C+7	D		No	UN Regional Information Centre for Western Europe
<p>Correspondence, memoranda, e-mail, faxes, cables, press releases, publications, audio/visual materials, etc. dealing with United Nations activities and developments including international conferences, intergovernmental meetings, etc. In addition, the records relate to special events and exhibitions undertaken in cooperation with the local media, non-governmental organizations, educational institutions and other local partners. The records should be destroyed locally upon expiration of the retention period. Schedule changed from RUNIC to UNRIC, 17 Feb. 2006.</p>						
UNRIC003	<b>Media Coverage of UN Activities and Developments</b>	C+7	D		No	UN Regional Information Centre for Western Europe
<p>Correspondence, memoranda, e-mail, faxes, cables and reports on feedback of national and regional media, sent to Headquarters, New York. The records should be destroyed locally upon expiration of the retention period.</p> <p>Schedule changed from RUNIC to UNRIC, 17 Feb. 2006.</p>						

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S = Superseded or Obsolete T = Termination, Settlement or Completion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