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## **Secretary-General's Bulletin (SG21-01)**

### **Establishing an archival system for the United Nations**

The Secretary-General, for the purpose of ensuring the effective and efficient management of United Nations archives, promulgates the following:

#### **Section 1**

##### **Purpose and scope**

The present bulletin sets out the rules and procedures to be followed in respect of the creation and management of records and archives records of the United Nations. This bulletin serves as a tool to prevent a potential loss of administratively valuable records.

#### **Section 2**

##### **Establishment of the Archives and Records Management Office**

2.1 The Archives and Records Management Office, under the jurisdiction of the Executive Office of the Secretary-General, shall be responsible for establishing policy and setting standards, including the design of record-keeping systems and procedures for the management of the records and archives of the United Nations, including their use, storage, retention, and disposition.

2.2 In consultation with the originating office, the Archives and Records Management Office shall determine which records have sufficient value to warrant their continued preservation as archives of the United Nations.

2.3 The Archives and Records Management Office shall develop procedures to facilitate the appropriate identification, handling, and management of sensitive records to prevent unauthorized use and/or disclosure of sensitive information and to control authorized disclosure of sensitive information issued by the United Nations.

2.4 Management of the Archives and Records Management Office shall fall to a Chief appointed by the Secretary-General.

2.5 With the authorization of Chief, the Archives and Records Management Office shall dispose of non-current records that have no further administrative, legal, or informational value.

#### **Section 3**

##### **Prohibited and permitted conduct of staff members**

3.1 All records, which include the servers of any third-party platform, created or received by department, office, or staff member in connection with or as a result of the official work of the United Nations are the property of the United Nations.

3.2 Staff members, including those of the Archives and Records Management Office, shall not alter, destroy, misplace, or render useless any official document, record or file that is intended to be kept as a record of the United Nations. Staff members are permitted to destroy documents and records that have no administrative, legal, or informational value.

**Section 4**  
**Records that require storing**

4.1 The following records retain a recordkeeping status of permanency and must be stored when possible:

- (a) Resolutions and motions passed by the General Assembly and the Security Council;
- (b) The successful admission of applying member states and observers;
- (c) Approved nominations by the General Assembly and the Security Council;
- (d) The opinions of the International Court of Justice; and
- (e) Secretary-General bulletins.

4.2 The Chief of the Archives and Records Management Office or the Secretary-General may expand this list to include other items as seen fit.

**Section 5**  
**Requests for information**

5.1 Whenever member states seek information or clarification of a record under management, the Archives and Records Management Office must promptly provide that member state with the required information.

**Section 6**  
**Final provisions**

6.1 The present bulletin shall enter into force on the date of its issuance.

(Signed) **BlueKillerForever**  
Secretary-General

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