

Strasbourg, 30 January 2012

DS/DGA(2012)01

Retention/Disposal schedule Information Management Division

Directorate of Information Technology
Directorate General of Administration

1. Activities

The role of the Information Management Division (IMD) is to ensure that the Council of Europe's information is available, accessible and (re)usable for those who need it and as long as it is needed. Information management throughout the information life cycle is carried out in close collaboration with the different entities of the Organisation.

For this goal, IMD carries out the following activities:

- preserving and ensuring access to the institutional information heritage and knowledge assets of long-term-value;
- implementing the Council of Europe Archiving policy;
- providing entities with tools, regulations, guidance and training to enable them to manage information throughout its life cycle (creation/acquisition – identification – storage and preservation – access/sharing – destruction);
- supporting entities in the implementation of correct document and records management, file management and archiving;
- advancing the application of standards, rules and best practices in information life cycle management;
- promoting and enhancing the information heritage of the Council of Europe.

2. Explanatory notes

This schedule lists the records as they result from the core activities of IMD mentioned under point 1. The records linked to general support activities (HR, Finance, internal business management) are to be considered in a more general schedule, and the activities linked to organisation-wide IT systems in the schedule of the IT Directorate.

The schedule presents the situation as it is at the moment of the signature. An update is foreseen to capture the changes concerning the electronic repositories after the introduction of an electronic records management system (ERMS) and a document management system, and the replacement of the eRoom collaborative site. Records with at least five years retention which are currently kept in the public folders will be transferred to the ERMS; records which have a remaining life expectancy of less than five years will be left in the public folders in read-only mode.

The master instance of records should be kept in the ERMS in PDF/A format. If reuse is intended, original formats such as word should be kept as copies.

3. Approval

	Name	Signature	Date
Head of Division	E. SODOMOVA		
Archives correspondent, Directorate of Information Technology	C. GISSLER		
Head of Information Management Division	E. SODOMOVA		

Series: title, description	Master/copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Development of information management policies, strategies and procedures							
CoE information management policies and procedures Policies and procedures that address the whole CoE and potentially all staff such as archival policies and procedures, collection policy, records management policy, instructions for document referencing, weeding, move procedures, access to information policies etc.	Master	Digital: PF	Permanent	Review of retention	Public	The current mode of policy accumulation might be changed to policy replacement.	By policy/ procedure
	Copy	HTML, PDF: WCD (Admin Handbook)	Keep as long as policy and procedures are in force.	Destruction			
Policies and strategies guiding information management Policies and strategies that address those responsible for the management of information, concerning issues such as digital preservation, archives security or description policy and procedures.	Master	Digital: PF	Keep 1 year after expiration or replacement of policy/strategy	Review for conservation of outdated policies for later reference	Public		By policy/strategy
Information management policy development documentation Documents related to elaboration, research and consultation in developing or revising information management policies including draft versions, exchange with stakeholders and approvals.	Master	Word, E-mail; collaborative site (AC collab, eRoom, etc.)	5 years after publication of final text	Destruction	Internal		By policy/ strategy/ procedure
Records management							
Classification scheme Business classification scheme	Master	Digital: DIT_Archives	Keep current		Restricted	Requires MultiTes software	n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
(BCS) and records classification scheme (RCS)		Share					
- Previous versions of scheme (monthly and annual situations)	Master	Digital: DIT_Archives Share	5 years	Review for conservation	Restricted	Requires MultiTes software	Chronologically
- Exports of classification scheme	Copy	Digital: eRoom	only during main development process	Destruction	Restricted	Information means	Part of project documentation
Retention and disposal schedules Finalised signed versions	Master	Paper: Division Secretariat Office	Permanent	Conservation	Public	Evidence for records that can be destroyed	Proposal: by entity, then by year
	Copy	PDF (digitised): in PF	Permanent	Review of retention	Public	Automation of procedure is planned (validation workflow, audit trail)	Proposal: by entity, then by year
Records management instruments specifications Documents defining design and use principles of the classification scheme, retention and disposal schedules, etc.	Master	Digital: PF	As long as instruments are in use	Destruction	Public		By type
Transitory records related to records management instruments - Notes (analysis, interviews) - Exchange with entity - Draft versions	Master	Digital: eRoom	Keep until process is finalised	Destruction			By entity
	- Digital versions of retention/disposal schedules without signature	Copy	Word: PF	Keep for reuse and Web publication during lifecycle	Destruction		By entity

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
			of schedule				
Information compliance management							
Classified access requests/answers Records documenting the treatment of requests for access to classified documents according to the Procedure for granting public access to documents issued with a security classification of 1998	Master	Email, Word, PDF: PF	30 years after final reply to the requester	Destruction	Restricted		By year
Internal classified access exchange	Master	Email: PF	5 years	Destruction	Confidential		By entity
Transitory records related to information compliance management - Declassification notifications	Master	Email: eRoom	Keep until access metadata is adjusted in core system	Destruction	Restricted		By entity then by year
Information standardisation							
CERES authority list - Current version of CERES	Master	Digital: LMS Unicorn	Keep current		Only for administrators		n/a
	Copy	HTML/PDF: ILCD website	Keep current		Public		n/a
	Copy	Excel: eRoom	Keep current		Internal		n/a
- Previous versions reflecting key stages of CERES development	Master	Paper: Division Secretariat Office / Digital: PF	10 years	Review for useful information	Public	Digital previous versions can be stored with previous versions of metadata library	Chronologically

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Metadata library	Master	Digital: eRoom	Keep current		Internal		n/a
- Previous versions	Master	Digital: PF	5 years	Review for useful information	Internal		By metadata element
Controlled vocabularies update documentation - Exchange with users - Revision meeting minutes - Background documentation	Master	Digital: eRoom	5 years	Review for useful information	Internal		
Collection management							
Collection management documentation For records providing a comprehensive overview or analysis of the administration and management of specific collections, e.g. history notes on Archives, survey report on collection management, audiovisual collection report, etc.	Master	Word: PF	10 years	Review for conservation	Public (exceptions)	Access level depends, among others, on copyright authorisation of producers	By collection or type
Handling records transfers and deposits							
Archives accession register "Registre des entrées-sorties archives"	Master	Excel: eRoom	Keep current		Internal	Covers data as of 2006. - Should the register (or the archives) be closed, the retention would change into permanent	n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Quarterly situations	Master	Excel: PF	2 years	Destruction	Internal		By year
- Annual situations	Master	Excel: PF	Permanent	Conservation	Internal		Chronologically
Archives accessions exchange Request (MSA forms 1600/1601) and subsequent exchange with entity	Master	Electronic: MSA	5 years after closure of the request	Destruction	Internal		n/a
Record transfer forms "Bordereaux de versements": validated forms for permanent records preservation with inventory of transferred records	Master	Paper: Archives Helpdesk	Permanent	Review of retention	Internal	Automation of transfer procedure planned	By year
	Copy	PDF (digitised): PF	10 years	Destruction	Internal	Serves as ready reference	By year
Record deposit forms Validated forms for temporary records preservation with inventory	Master	Paper: Archives Helpdesk	Keep until destruction of documents/files	Review of retention	Internal	Automation of transfer procedure planned	
	Copy	PDF (digitised) in PF	10 years	Destruction	Internal	Serves as ready reference	By year
Handling records destruction							
Destruction request exchange Request (MSA form 1603) and subsequent exchange with entity	Master	Digital: MSA, PF	5 years after closure of the request	Destruction	Internal		n/a
Records destruction notifications Validated form for destruction of intermediate archives	Master	Paper: Archives Helpdesk	Permanent	Review of retention	Internal	Automation of transfer procedure planned	By year
	Copy	PDF (digitised): PF	10 years	Destruction	Internal	Serves as ready reference	By year
Archival arrangement and description							

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Description metadata Archival description of fonds, sub-fonds, series or item	Master	Digital: - Workflows	Keep current		Public	Of core importance; backup needs to be well in place	n/a
	Master	- txt on CD	5 years after upload	Destruction	Public	If on CD with digitised material, the longer retention period prevails	By entity then by year
Arrangement and description tools Reference files that keep track of elements used for archival arrangement and description such as author codes and fonds series	Master	Digital: eRoom	Keep current		Internal		n/a
- Annual situations	Master	Digital: PF	5 years	Review for conservation	Internal		Chronologically
Description specifications Records documenting decisions on description, use and capture of metadata including for metadata mapping in exchange with external providers	Master	Digital: PF	Keep during the lifetime of data in the given system	Review for conservation	Internal	To understand methodology used	By year
Description meeting minutes	Master	Word: eRoom	2 years	Destruction	Internal		By year
Transitory records related to arrangement and description - Transfer notes and exchange with entities on content and history - Folder descriptions - Draft descriptions, content listings	Master	Word: eRoom	Keep until procedure is finalised	Destruction	Internal		By transfer and/or series
- Templates and models	Master	Word: eRoom	Keep current		Internal		n/a

Series: title, description	Master/copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
(for cataloguing, description, series proposals, collection how-to guides, etc.)							
- Description control exchange (with internal and external cataloguers for implementation of rules and procedures)	Master	Word: PF	2 years	Destruction	Internal		By internal/external then chronologically
Developing and maintaining finding aids							
Finding aids Descriptive tools which contain information about collections and facilitate research within the archives These are - Unicorn database + Archivalware - "Black Book" index of thematic dossiers	Master	Server/Web	Keep current		Public		n/a
	Copy	excel: eRoom htm: Web					
Inventories of fonds and sub-fonds Listings and descriptions of (potential) material of the Archives	Master	Word, excel: PF	Keep either as long as sub-fond exists or until data is included in a finding aid	Destruction	Restricted		By fonds
Digitisation							
Digitisation planning documentation Documenting decisions on material to be digitised	Master	Excel: eRoom	Keep until digitisation reports updated	Destruction	Internal		By year
Paper digitisation reports Accumulative reports	Master	Word: eRoom	Keep current		Public	For an overview of digitisation	n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
documenting digitisation of material						activities. When these are accomplished, retention would change into review for conservation	
- Annual and summary situations	Master	Word: PF	10 years	Review for useful information	Public		Chronologically
Audio digitisation reports	Master	Word: eRoom	Keep until end of project and establishment of global report	Destruction	Public		By year
Digitisation lists Inventories of digitisations serve as finding aid and checklist for upload	Master	Excel: eRoom	5 years after secured upload	Destruction	Public		By year
Digitised material	Master and 2 Copies	CDs/DVDs, one copy in reading room, one copy in cellar 3	Keep and secure until upload accomplished and digital preservation strategy in place	Destruction	Public		By sub-fond then chronologically
Complementing and enriching collections							
Oral history files - original files - edited files - transcription documentation	Master	Audio files, Word: Shared drive Audiovisuel	Permanent	Conservation	Confidential	Will go into DAM	By person interviewed
Historical background research	Master	Word: PF	10 years	Review for useful	Public		By theme

Series: title, description	Master/copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
				information			
CoE organisational documentation	Copy	Paper: Division Secretariat office), Digital: PF	Permanent	Conservation	Public	Owner (DRH – DGA central) does not keep historic record/provide access	By year
Managing external information resources							
De-accessioning documentation - Records documenting the hand-over of collections to BNU, Vedovato, etc.	Master	e-mail, word/excel: PF	Permanent	Conservation	Restricted	Evidence of what had become of these former collections	By collection or by year
- Agreements between CoE and external bodies	Copy	PDF (scanned): PF					
Donation/acquisition exchange Correspondence related to the donation/acquisition of material, including exchange of publications - Request/Offer - Final reply	Master	Email, word, PDF (scanned): PF	10 years	Destruction	Internal		By year
Transitory records related to the management of external information sources - Intermediate exchange with entities or external contacts	Master	e-mail: PF	Keep until process is finalised	Destruction	Internal		By author
- Previous letters as examples for reuse	Master	Word: PF	Keep only last examples	Destruction	Internal		n/a

Series: title, description	Master/copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Preservation management							
Preservation reports Final versions of preservation audits and other reports which describe the state of preservation (both paper and digital) and make recommendations	Master	Digital: PF	Permanent (Keep as long as fonds exist)	Conservation	Public	Access depends on copyright holder who produced report	By theme
Exchange on preservation and security Exchange with entities responsible for buildings and logistical operations, or with other organisations	Master	Email with attachments: PF	10 years	Destruction	Internal		By entity then chronologically
Environmental monitoring and control data Records documenting the environmental conditions in the archives including data collected on temperature, humidity and use of insect traps	Master	Excel: eRoom	5 years	Destruction	Internal	Long-term use limited to comparison over a couple of years	n/a
Provision of information services							
Information request exchange Includes requests and final replies; covers information enquiries (E-mail and MSA form 1602), requests for documents, ILL requests, loans from the lending collection to CoE agents.	Master	<ul style="list-style-type: none"> E-mail with Word and PDF: PF MSA 	5 years	Review for useful information	Internal (unless requester asks for confidentiality)		By year
Information request tables Consolidated statistical data per	Master	Excel in PF	5 years after finalisation of	Review for conservation	Internal	Has to be kept for enquiries after	By year

Series: title, description	Master/copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
year			statistics			publication of annual report	
Transitory records related to treatment of information requests - Request table (“demandes”) - Loan tables (ILL and “prêts”)	Master	Excel files eRoom	Keep current		Internal	To be used for finalised statistics (under Monitoring)	By year
Archival loan dossiers Records documenting the treatment of requests for loan of archival material - Agreements - Return control forms	Master	Paper – folder in Office of Division Secretariat	Permanent	Conservation	Internal		Chronologically by loan date
Archival loan exchange Records documenting the exchange with the lender of archival material.	Master	Paper – folder in Office of Division Secretariat/ Electronic, PDF	5 years after return	Destruction	Internal		By lender
Transitory records related to loan of archival material Templates for loan agreements, return control	Master	Digital: PF	Keep current		Internal		n/a
Managing specialised IT systems (e.g. Unicorn Symphony, ArchivalWare, MultiTes, Einiras Database Network, etc.)							
IT providers exchange	Master	E-mail: PF	5 years	Review for useful information	Internal	Information worth to keep should go into the respective guide	By IT system, then by year
IT users exchange Depending on the system, these can be end-users or	Master	E-mail: PF	2 years	Destruction	Internal	Information worth to keep should go into the guides	By IT system, then by year

Series: title, description	Master/copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
administrative users							
Specialised IT systems specifications Records documenting the specification and decisions concerning configuration and special settings (field mapping, templates, display, options etc.) both in general and for specific entities	Master	E-mail, Word: PF	5 years after the disuse of the system	Review for useful information	Internal		By IT system, then entity
Specialised application user guides Administration and end-user guides established by the CoE for the specialised IT systems such as Workflows/WebCAT, ArchivalWare, Transparency, etc.	Master	Digital: eRoom	Keep current		Public		
	Copy	PDF: Admin Handbook and Internet	Keep current			Should be linked to from the IT system	
- Previous versions (annual situations)	Master	Digital	5 years	Review for useful information	Internal		By IT system
Internal collaboration networking							
Archive Correspondents meeting documentation	Master	Word: PF	10 years	Destruction	Internal		By year
	Copy	AC collab. site	5 years	Destruction			
Archive correspondents exchange Refers to exchange between IMD and Archive correspondents	Master	Digital: PF	5 years	Review for conservation	Confidential		By entity

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Archive correspondents discussion	Master	Digital: AC collab. site	1 year after deadline of discussion	Destruction	Restricted	Elements are used to draft a document, to set up a policy etc.	n/a
Collaborating in professional networks and associations							
EINIRAS membership documentation - Meeting reports / Mission reports - Exchange with meeting organisers - Contribution to EINIRAS meetings	Master	Digital: PF	10 years	Destruction	Internal		By year
EINIRAS presidency documentation - Conference preparation - Conference documents - Steering committee membership - Mission reports	Master	Digital: PF	Keep until presidency ends	Handover to next president	Internal plus EINIRAS members		By year
EINIRAS database hosting Records documenting the management, update, uploads to the EINIRAS network database (EDN) hosted by the CoE, including metadata sets, and exchange with database administrator and contributors	Master	Digital: PF	1 year after closing of EDN	Destruction	Internal		By year, then by contributing body
ICA membership documentation - Meeting documents - Contributions	Master	Digital: PF	10 years	Destruction	Internal		By year
EUROLIB membership	Master	Digital: PF	10 years	Destruction	Internal		By year

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
documentation - Meeting documents - Contributions							
Representing the Council of Europe							
BNU Admin Board documentation The CoE is represented on the Administration Board of the Council of the "Bibliothèque nationale et universitaire, Strasbourg" - Meeting documents - Contributions	Master	Digital: PF	5 years	Destruction	Internal		By year
Organising storage space							
Archives location inventory "Registre de récolement archives"	Master	Excel: eRoom	Keep current		Internal		n/a
- Annual and summary situations	Master	Excel: PF	10 years	Review for conservation	Internal		Chronologically
Intermediate storage space exchange Requests for reservation of space in the Agora archive area (MSA form 1604) for intermediate archives and other exchange	Master	Digital: MSA	During the life of the intermediate archives concerned	Review of retention	Restricted		n/a
Requesting authorisation for reproduction and translation of external material							

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
External copyright authorisations Records documenting the authorisation of external copyright holders to publish or reproduce their material, e.g. on the Council of Europe's website	Master	Digital: eRoom	Keep during reproduction + 10 years	Review for useful information	Internal		By year
Work planning							
Staff duty rosters Includes "tableaux de permanences", holiday presence rosters	Master	Digital: eRoom	Keep current		Internal		n/a

Abbreviations used:

- MSA: Multiservice Assistant, software application to access and manage services provided by different CoE departments..
- NAS: network-attached storage
- PF: Public folders (Outlook Exchange)
- WCD: WebCube Documentaire, web-based documentary database