

DS/DGAL(2009)1

25 May 2009

Disposal Schedule

This schedule applies to records regardless of medium or physical format, created or stored by the MAE. It comes into force on the date of signature. The original document will be kept in the Central Archives and a copy kept by the Archive correspondent.

Inquiries and comments regarding this schedule should be directed to:
Council of Europe Central Archives, Archives@coe.int, tel. 4377

Approval

	Nom	Signature	Date
Approval by the Director General	M. MARTINS		
Approval by the archive correspondent	E. HEDOUX		
Approval by the Head of Information Life Cycle Division	E.SODOMOVA		

Disposal schedules promote control over the records of an organisation, enable records managers to dispose of records promptly when their retention period has ended, and ensure the retention of the minimum volume of records consistent with effective and efficient operations. The retention of too many records is expensive in staff, time, space and equipment.

The Archive correspondent is responsible for ensuring that disposal action specified in the schedule is undertaken and that the schedule is regularly monitored to ensure that it is up to date.

Structure of the schedule

The disposal schedule distinguishes documents that should be retained permanently from those which should be destroyed after a certain period.

Description

The first column describes the category of document.

Format

The second column indicates whether the document is in paper or electronic format.

LAV

The third column indicates, in years, the “length of administrative value” of the series. This should take account of any legal requirements regarding retention as well as the length of time that the documents need to be kept in the MAE for reference purposes.

Action

The fourth column indicates the disposal action. This will be one of the following four types:

- D destruction, after the approval of the Head of the Department concerned and notification sent to Central Archives (form 1603)
N.B.
Before the destruction, the Central Archives may inspect once again those files for selection of documents of historical value
- C permanent preservation in Central Archives
- S permanent preservation in the secretariat of the DGAL
- T partial preservation in Central Archives after selection

Location

The fifth column indicates storage location of both the physical and electronic document (record)

Notes

The sixth column gives practical information concerning the management of the documents (records)

Activities covered by this schedule

The Central Services, under the authority of the Director General of Administration and Logistics, comprise the Central Division and the Administrative Modernisation Division (AMD). They deal with internal coordination, modernisation projects and the follow-up on cross-departmental dossiers. They also provide secretarial services for several committees.

This disposal schedule contains the documents of the Director General and the above mentioned divisions.

<i>Category of documents</i>	<i>Format</i>	<i>LAV</i>	<i>Action</i>	<i>Storage location</i>	<i>Notes</i>
<u>DIRECTION</u>					Access to all the documents reserved to Director General and his assistants
CHRONO SG (incoming and outgoing)	Word, EXCEL Paper	10	C	DGAL Hawking -share	Mainly originals, sometimes confidential are filed chronologically. The electronic signature is used by DG since 2003. To be archived in EDRMS (Electronic Documents Records Management System)
CHRONO (incoming and outgoing)	Word, EXCEL Paper	10	D	DGAL Hawking -share	These files contain <u>the signed memos</u> to and from all MAEs
INCOMING INTERNAL CORRESPONDENCE	Word, Paper	5	D	DGAL Hawking -share	Originals, notably in paper format
INCOMING EXTERNAL CORRESPONDENCE	Word, Paper	5	D	DGAL Hawking -share	Originals
DG's FILES/ ENTITIES / REPORTS ETC	Word, Paper	10	D		Thematic files gathering documents published/issued by DGAL as well as by other MAEs
REPORTS AUDIT	Word, Paper				To be archived by AUDIT

<i>Category of documents</i>	<i>Format</i>	<i>LAV</i>	<i>Action</i>	<i>Storage location</i>	<i>Notes</i>
<u>CENTRAL DIVISION</u>					
CORRESPONDENCE	Word	10	D	DGAL Hawking -share	Can be accessed by staff members of the DGAL To be archived in EDRMS
CHRONO (copies of correspondence in chronological order)	Paper	5	D		
DISCIPLINARY FILES	Word, Paper	Unlimited	S		Very sensitive files. Can be accessed by DGAL General Director, Central Division head and their assistants.
MEETING FILES: BCG (Buyer Co-ordination Group) Joint Committee	Word, Paper	5	D	DGAL Hawking -share	The Buyer Coordination Group (BCG) has WSS site where all its documents can be found. Can be accessed by all group members
DGAL CO-ORDINATION FILES					
▪ DGAL	Word, Paper	5	C	DGAL Hawking -share	To be archived in EDRMS
▪ COMMITTEE FILES ✓ Advisory Committee on Disputes ✓ Disciplinary Board ✓ Joint Committee	Word, Paper	20	D	DGAL Hawking -share	To be archived in EDRMS
▪ E-signature ; working group	Word, Paper	5	T	DGAL Hawking -share	
▪ MAEs – others	Word, Paper	5	D	DGAL Hawking -share	
▪ Mediators (general files)	Word	10	D	DGAL Hawking -share	To be archived in EDRMS

<i>Category of documents</i>	<i>Format</i>	<i>LAV</i>	<i>Action</i>	<i>Storage location</i>	<i>Notes</i>
<ul style="list-style-type: none"> Staff Committee & other staff associations, 	Word , paper	10 for originals; 5 for copies	D	DGAL Hawking -share	
<ul style="list-style-type: none"> the Telephone Directory 	Word	5	C	DGAL Hawking -share	To be archived in EDRMS
LEGAL INSTRUMENTS Rules Instructions	Word, Paper	Unlimited	C	Internal regulations Website (Intranet)	<p><u>Vital documents</u> <u>:signed paper original</u></p> <p>3 meters of documents</p> <p>To be archived in EDRMS</p>
PROCUREMENT FILES					
<ul style="list-style-type: none"> Tenders Board 	Word	Life time of project	D	SharePoint WSS	Restricted access. The paper files are stored by MAE concerned. DGAL keeps only electronic files.
<ul style="list-style-type: none"> Consultants & outsourcing Working papers 	Word, Paper	10	D	DGAL Hawking -share	Consultants & outsourcing : working documents up until the publication of the final SG/Inf documents
<u>ADMINISTRATIVE MODERNISATION DIVISION (AMD)</u>					All the documents are for the division access only, except those kept on collaborative workspaces.
AMD workplan and reports	Word	10	D	PF	
Projects mission statements and final reports	Word	10	C	PF	To be archived in EDRMS
Working documents : Conclusions of the meetings Correspondence Memos Surveys BSC (Balanced Scorecard) DGAL Forum Brainstorming Boite à idée	Word, email	10	D	PF or WSS Space	

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Organisation charts	Word, Excel	10	C	PF	To be archived in EDRMS
	Paper	5	S		
Mandates	Word	10	D C (final revised version)	PF	Final version to be archived in EDRMS
Financial management	Paper, email	10 for originals; 5 for copies	D	PF	

N.B. Inventory Control file no longer with DGAL – should be included in DLOG disposal schedule

Directorate General of Administration and Logistics (DGAL) - existing disposal schedules

[2006/DS2 – Directorate - DLOG](#) [fr]

[2003/DS3 – Finance Directorate](#) [fr]

[2006/DS3 – Administrative and Financial Division - DLOG](#) [fr]

[2007/DS2 – Translation Department](#) [fr]

[2005/DS11 – Buildings and Installations Department - DLOG](#) [fr]

[2005/DS10 – Documents and Publications Production Department - DLOG](#) [fr]

[2007/DS3 – Directorate of Information Technology](#) [fr]