

Archives(2003)DS 23

17 December 2003

## Disposal schedule

### Information and Publications Support Unit - DGII

#### *Activities covered by the schedule*

The unit is responsible for publishing activities in print and electronic form of DGII. It assists the Directors and Heads of Units to author, edit and produce: documents, publications, booklets and other printed matter, as well as web sites, data bases and other electronic information systems, as required to fully attain the DG's objectives.

#### Schedule

Description	DUA <sup>1</sup>	Action <sup>2</sup>	Notes
Manuscripts of publications for other DGII sections	1	D	Destruction 1 year after the final publication
Manuscripts, drafts of own publications	1	D	Destruction 1 year after the final publication
Final versions of publications	*	C	A complete set is kept in the service and a complete set is sent to Central

<sup>1</sup> DUA – durée d'utilité administrative / length of administrative value (years)

<sup>2</sup> C - conservation in the Central Archives ; D - destruction ; T - selection by Central Archives

# Council of Europe Archives



			Archives
Correspondence (including Email)	5	D	Selection corresponde nce
Finances	10	D	
Contracts	C + 10	D	Destruction 10 years after the end of the contract
Personnel	10	D	
Information management	5	C	
National correspondents reports	5	C	