

Archives & Records Management



Archives(2002)DS1

2 July 2002

Disposal schedule

Private Office of the Secretary General

This schedule applies to records regardless of medium or physical format, created or stored by the Department. 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

The purpose of the schedule is to distinguish documents that should be retained permanently from those which should be destroyed after a certain period.

Approval

	Name	Signature	Date
Approval by Head of service			
Approval by Archive correspondent	R. SCAIFE		
Approval by Head of Archives	T. LISNEY		

2 July 2002

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.

DUA

The second 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 Department for reference purposes.

Action

The third column indicates the disposal action. This will be one of the following three types:

- D destruction, after the approval of the Head of Archives and Head of the Department concerned
- C permanent preservation in the Archives
- T partial preservation in the Archives after selection. Selection is carried out by Archives staff according to previously agreed criteria.

Notes

The fourth column gives practical information concerning the management of the documents.

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Disposal schedule : Private Office of the Secretary General

Description	DUA¹	Action²	Notes
Missions/official visits D/SG ³	5	C	
Speeches D/SG	5	C	
Engagements D/SG	5	C	
Chronos D/SG	10	D	
External correspondence (A-Z) D/SG	10	T	transfer to Archives after 5 years
Internal correspondence (memos received and sent by D/SG)	10	T	transfer to Archives after 5 years
Executive Board	5	C	
Subject files	10	T	transfer to Archives after 5 years
Finance	10	D	
SG/INF documents	5	C	
SG/COM documents	5	C	
Agendas D/SG	5	C	

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

² C - conservation in the archives ; D - destruction ; T - selection by Central Archives

³ D/SG – Secretary General and Deputy Secretary General