

Disposal schedule

Directorate of Co-operation for Local and Regional Democracy, DGI

The Directorate of Cooperation for Local and Regional Democracy is responsible for the following activities:

- European Charter for Regional or Minority Languages
- Steering Committee for Local and Regional Democracy
- Ministerial Conference on Local and Regional Democracy
- Transfrontier Cooperation
- Programmes for Democratic Stability

Description	DUA ¹	Action ²	Notes
General			These provisions cover all sectors of the Directorate.
Referenced documents	10	C	Copy kept in department, copy sent to Central Archives each year. Copy to be stored in electronic format.
Chrono, (incoming and outgoing post not connected to meeting files)	10	D	Sent to Central Archives after 2 years. Letters/memos to Permanent Reps, intergovernmental exchanges etc. Includes original correspondence not filed elsewhere.
Replies to Questionnaires	10	T	Background surveys etc for referenced reports. Major or important reports' background information will be selected for permanent retention
Finance/budget files	10	D	
Administrative files (general internal memos)	10	D	
Mission reports	5	C	
Mission preparation	5	D	
Meeting preparation	10	D	Preparation of meetings of Steering Committees,

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

² C - conservation in the archives ; D - destruction ; T - conservation in the archives of selected items

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			Expert Committees, Ministerial Conferences and other conferences and seminars
Central Section			
Staff matters	10	D	
Internal Meeting preparation and reports	10	D	
European Charter for Regional or Minority Languages			
Monitoring files	10	C	
Correspondence filed by country	10	D	Contains incoming and outgoing correspondence with Permanent Reps, authorities, NGOs, internal memos
General correspondence	10	D	Contains incoming and outgoing correspondence not pertaining to a specific country
Country files	10	D	Contains legal instruments, general information, CM documents, PA documents, FCNM documents pertaining to a specific country
On-the-spot visit files	10	D	