

## Disposal schedule

### Partial Agreement in the Social and Public Health Field, DGIII

#### Activities covered by this schedule

The areas of activity of the Partial Agreement in the social and public health field include two sectors:

- Health protection of the consumer
- Rehabilitation and integration of people with disabilities.

Description	DUA <sup>1</sup>	Action <sup>2</sup>	Notes
Referenced documents	-	C	A complete set is sent to Central Archives at the beginning of each year
Budget, finance	10	D	Send to Archives after 5 years
Chrono	2	D	The chrono consists of copies of documents which are filed elsewhere
Missions	3	D	
Preparation of ministerial conferences	last 2 conf	D	Most recent kept in the Division, other sent to Archives
Preparation of committee meetings fora, workshops and seminars	5	D	Send to Archives after 2 years
Correspondence, general administration, head of department	3	T	Retain correspondence on issues of substance
Contracts (consultants)	10	D	Destroy 10 years after end of contract. Send to Archives 5 years after end of contract.
Flavourings reference files	3	D	Kept in Division as reference material
Publications - originals	20	D	Send to Archives after 5 years
ADACS/PA/Administrative Arrangements	5	D	Kept in Division

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

<sup>2</sup> C - conservation in the archives ; D - destruction ; T - selection