

Disposal schedule

Co-operation and Awareness Division and Police - DGII

Activities covered by the schedule

HRCAD

The Human Rights Cooperation and Awareness Division provides training and awareness raising activities for lawyers, judges and prosecutors in cooperation with bar associations, NGOs and academic institutions on other ECHR and the Council of Europe mechanisms, and production of material for HR awareness.

Police

The “Police and Human Rights” – Beyond 2000 programme consists in workshops and training seminars for police officers, activities to integrate human rights into police training curricula and action to build police and human rights networks. These programmes are fulfilled by seconded police officers.

Description	DUA ¹	Action ²	Notes
Country files-substantive aspects	10	C	2 years in offices then 8 years in local archives
Country files-administrative aspects	10	D	2 years in offices then 8 years in local archives
Executive files	10	D	
Chrono (outgoing mail)	2	D	
Memos (internal correspondence)	10	D	
Countries, background	10	D	
Reference documents / publications	10	C	A copy is deposited in Central Archives after one year
POLICE			
Country files	10	T+C	Files are weeded and deposited in local archives one year following the end of Programme Manager’s secondment (i.e. after 4 years) after selection
CoE “Police & HR” Programme Publications and documents with CoE reference	10	C	A copy of each document is sent to Central archives after each Programme Manager’s secondment
Police journals and various police publications	4	D	
Police secondments / staffing	15	D	
Translation files containing AA,	10	D	

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

² C - conservation in the Central Archives, [or the DGII Permanent Archive, if and when this is established] ; D - destruction ; T - selection by Central Archives

Contracts and correspondence			
Participation in conferences	5	D	
Mission reports	Prog x3	C	Reports for the last 3 programmes are kept in the service