Directorate General of Administration
Directorate of Information Technology

Strasbourg, 16 January 2015

DS/DG1(2014)1

Retention/Disposal schedule
Data Protection and Cybercrime Division

Extract for the Cybercrime Convention Committee

Information Society Department
Directorate of Information Society and Action against Crime
DGI – Directorate General of Human Rights and Rule of Law

1. Activities

The Cybercrime Convention Committee (T-CY) of the Council of Europe represents the States Parties to the Budapest Convention on Cybercrime. The Committee facilitates the use and implementation of this Convention and serves as a framework for international co-operation between the Parties. The Convention is a guideline for any country developing comprehensive national legislation against cybercrime.

2. Access and declassification

For access to its official documents the Committee applies the rules laid down in the Resolution(2001)6 on access to Council of Europe documents, adopted by the Committee of Ministers on 12 June 2001 at the 756th meeting of the Ministers' Deputies, unless otherwise stipulated in this schedule. Internal documents will be declassified after 30 years respecting personal data protection.

3. Signatures

	Name	Signature	Date
Head of Division	Alexander Seger		
Archives correspondent	Nadia Bollender		
Head of Information Management Division	Eva Sodomova		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Conducting committees							
RS003 Committee procedures Includes the following sub-series:							
T-CY rules of procedures Records documenting the rules of procedure of the Cybercrime Convention Committee (T-CY), adopted by the Committee.	Copy	Links (RMS)	Permanent	Preservation	Public	Realised as links to T-CY meeting records.	Chrono-logically
RS005 Committee membership records Includes the following sub-series:							
T-CY membership records Records documenting the nomination of T-CY representatives by countries, in particular correspondence with countries.	Master	Word, E-mail (RMS)	10 years	Review for useful information	Restricted		By country
List of T-CY representatives	Master	Word (DMS)	Keep curent		Restricted		n/a
Previous versions of list of T-CY representatives of 2006 to 2011.		Word (RMS)	10 years	Review for useful information	Confidential	Not declassified due to personal data.	Chrono-logically
Access to Budapest Convention consultation records Records documenting the consultation between Cybercrime Convention Committee (T-CY) and parties about requests of accession to the Convention or its Protocol by CoE non-member countries. Includes:	Master / Copy	Word, E-mail (RMS)	10 years	Review for useful information	Confidential	Overlap with Treaty Office.	By candidate country

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Accession requests - Notifications to all parties - Country notes - Opinions of parties - Government comments - Exchanges with Treaty Office							
RS010 Committee meeting preparation records Includes the following sub-series:							
T-CY document preparation records Records documenting the preparation of working group, Bureau and plenary meetings of the Cybercrime Convention Committee (T-CY) with regard to content related issues and documents to be prepared or finalised. Includes: - Relevant exchanges between members, countries participants and secretariat	Master	Word, E-mail (RMS)	10 years	Review for useful information	Confidential		By meeting, then by document reference
- Draft versions of working documents - Draft versions of adopted texts						To be declassified after 5 years.	
RS050 Committee meeting records Includes the following sub-series:							
T-CY meeting records Final or essential versions of records documenting meetings of working groups[1], Bureau and	Master	Word (RMS)	Permanent	Preservation	Public	Records become public upon approval at the plenary session. Agendas	By meeting

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[1] Such as the "Transborder Group": Ad-hoc Sub-group of the T-CY on Jurisdiction and Transborder Access to Data and Data Flows

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
plenary of the Cybercrime Convention Committee (T-CY). May include: - Agenda - Meeting report - List of participants without personal data - Information documents, contributions, speeches - Working documents - Adopted texts						are adopted during plenary session and finalised and declared records after the session.	
- List of participants with personal data			Permanent	Preservation	Confidential	Not declassified due to personal data	
PC-CY meeting records Records documenting the meetings of the Committee of Experts on Crime in Cyberspace (PC-CY) sub-committee to the CDPC, active with the drafting of the Cybercrime Convention from 1997 to 2000. Includes: - Agenda - Meeting reports - Opinions and comments	Master	Word, PDF (RMS)	Permanent	Preservation	Public and restricted	Records were declassified after one year in line with Resolution(2001)6, except when personal data is to be protected.	By year
- List of participants with personal data			Permanent	Preservation	Confidential	Not declassified due to personal data.	
Development of standards							
RS020 Standards elaboration records Includes the following sub-series:							
Draft Cybercrime Convention exchanges and notes	Master / Copy	E-mail, links (RMS)	30 years	Review for useful	Confidential	Some records are links to PC-CY	By year

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Comments received on the draft Cybercrime Convention including replies if applicable.				preservation		meeting records.	
Implementation of standards							
RS070 Convention implementation tools Includes the following sub-series:							
Cybercrime 24/7 contact list and notifications Lists and notifications sent by parties for Cybercrime 24/7 contact points list, and related exchanges.	Master	Word, E-mail (RMS)	10 years	Review for useful information	Confidential	To be declassified after 10 years if personal data protection allows it.	By party
Managing CoE institutional relations							
Inter-institutional relations records Records documenting relations between the structures of the Cybercrime Convention Committee (T-CY) and other bodies, entities and committees of the Council of Europe, including Committee of Ministers. Includes exchanges, notes etc.	Master	Word, PDF, E-mails (RMS)	10 years	Review for useful information	Internal	Generic series	By entity
External relations with non-member entities							
External relations supporting records Records documenting relations between the structures of the Cybercrime Convention Committee (T-CY) and other organisations	Master	Word, PDF, E-mails (RMS)	10 years	Review for useful information	Confidential	Generic series	By organisation

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
(non-COE bodies).							
Administration							
Conducting Committees							
T-CY administrative exchanges Administrative exchanges with delagations such as convocations and invitations sent to parties, observers and organisations for T-CY plenary, Bureau or working group meeting. Includes: - Convocation letters - Invitation letters - Cover e-mails - Exchanges with participants	Master	Word, E-mail (DMS)	5 years	Destruction	Confidential		By committee type, then by meeting
➤ **Support and enabling functions**							
Document management							
Document registers List of T-CY documents	Master	Word (DMS)	Keep curent		Confidential	Generic series	
Expenditure management							
Mission and travel reimbursement records	Master	GDD[2]	10 years	Destruction	Confidential	GDD managed by Finances. Legacy records prior to introduction of GDD to be kept 10 years in DMS/RMS.	n/a

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[2] GDD: *Gestion des déplacements* = Travel management application

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Transitory records related to expenditure management **-** Exchanges regarding missions, reimbursement of experts etc.	Master	E-mail (mailbox)	Keep until reimbursement is finalised	Destruction	Confidential		n/a
Provision of logistic support to meetings							
Internal exchanges on logistics Confirmation of room bookings, request for interpretation and for badges atc.	Master	E-mail (DMS)	1 year	Destruction	Internal	Can be kept with relevant meeting in DMS.	
Web management							
TC-Y webs Website consists of HTML pages and pictures except documents.	Master	Electronic	Keep current		Public	Archiving via Archive-IT	Web content structure