



Strasbourg, 11 December 2015

DS/DLAPIL(2015)1

Retention/Disposal schedule

Directorate of Legal Advice and Public International Law (DLAPIL)

Central activities

1. Activities

This schedule covers the following activities of DLAPIL:

- assisting the Secretary General in his/her capacity as representative of the legal personality of the Organisation (Jurisconsult);
- assisting the Advisory Panel of Experts on Candidates for Election as Judge to the European Court of Human Rights, set up by Committee of Ministers Resolution CM/Res(2010)26 on the establishment of an Advisory Panel of Experts on Candidates for Election as Judge to the European Court of Human Rights; and providing secretarial services to the Advisory Panel, including in its contacts with the Parliamentary Assembly of the Council of Europe and the Committee of Ministers;
- representing the Directorate in the Council of Europe;
- providing administrative support to the Directorate in the fields of finance, human resources, communication, logistics and technology.

2. Explanatory notes

Abbreviations used in the schedule

CM: Committee of Ministers

GDD: 'Gestion des déplacements' / Travel management application

PACE: Parliamentary Assembly of the Council of Europe

PF: Public Folders

PO: Private Office

PR: Permanent Representations

RMS : Records Management System

Access

Unless otherwise stated in this schedule, official documents are classified and declassified according to [Resolution Res\(2001\)6 on access to Council of Europe documents](#), adopted by the Committee of Ministers on 12 June 2001. The rules governing access to, and declassification of, the ECHR Election Advisory Panel's opinions and analytical reports will be laid down in an amendment to Resolution

CM/Res(2010)26 on the establishment of an Advisory Panel of Experts on Candidates for Election as Judge to the ECHR. Internal documents to be kept permanently will be declassified after 30 years.

The access classification level 'Confidential' in this schedule refers to access by all DLAPIL staff. 'Confidential (Director)' indicates access by the Director and the Director's assistant, and 'Confidential (Panel-Sec)', access by the Secretariat of the Advisory Panel of Experts on Candidates for Election as Judge to the European Court of Human Rights.

Vital records

The records series of DLAPIL at central level, which are vital for business continuity have been highlighted in italics in the schedule. These are:

- ECHR Election Advisory Panel's activity reports
- ECHR Election Advisory Panel's analytical reports

3. Signatures

	Name	Signature	Date
Director	Jörg POLAKIEWICZ		
Archives correspondent	Gabrielle DUMONT		
Head of Information Management Division	Eva SODOMOVA		

1. DLAPIL, Jurisconsult and Advisory Panel

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
A.90.010.040. Jurisconsult representation							
Jurisconsult meeting records Records documenting the meetings of the Director of DLAPIL with PO, CM and other entities: - Convocation - Agenda - Documents	Copy	E-mail with links, Word, (PF)	1 year	Destruction	Confidential	Master is with the entity that organises the meeting.	By entity
- Speaking notes	Master						
B.15. Managing CoE institutional relations							
RS040 Inter-institutional relations records							
Inter-institutional relations records Records documenting exchanges and relations between the Directorate of Legal Advice and Public International Law or Jurisconsult, and the Committee of Ministers or other entities of the Council of Europe. Also cover activities not managed by DLAPIL such as Roma.	Master	E-mail, Word, (RMS)	10 years	Destruction	Confidential		Chronologically

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
D.40.010. Election of ECHR judges							
ECHR Election Advisory Panel's meeting records <i>Panel meetings:</i> Records documenting the regular meetings of the Advisory Panel of Experts on Candidates for Election as Judge to the European Court of Human Rights (ECHR). Include: - Agenda - List of participants - Invitation letters - Information documents - Mission report (if applicable) - Meeting report <hr/> <i>Chairpersons' meetings:</i> Records documenting the meetings between the Chairpersons of the Parliamentary Assembly's Committee on Legal Affairs and Human Rights and the Advisory Panel of Experts on Candidates for Election as Judge to the European Court of Human Rights. May include: - Exchanges on the content of the meeting - Meeting report	Master / Copy	E-mail, Word, PDF (RMS)	10 years	Review for useful information	Confidential (Panel-Sec)	Shared with Panel members. Copy refers to PACE and CM documents to be included as links.	By year, then by meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
ECHR Election Advisory Panel's supporting exchanges with PR Exchanges with Permanent Representations (PR) about requested documentation on candidates nominated by Governments, either in view of the expiry of the judge's mandate or on his/her early resignation. May include - Reminders - Acknowledgements of receipt	Master	E-mail, PDF (PF)	5 years	Review for useful information	Confidential (Panel-Sec)		By party
ECHR Election Advisory Panel's substantial records Records documenting the opinion of the Advisory Panel of Experts on Candidates for Election as Judge to the European Court of Human Rights (ECHR) on candidates' qualifications to be ECHR judges, before their election by PACE: - Written submission by Government of names and CVs of the nominated candidates - Exchanges with Government on additional information (if applicable) - Panel's opinion sent to Government - Notification of Panel's opinion to Secretary General of PACE	Master / Copy	E-mail, Word, PDF (RMS)	10 years	Review for preservation	Confidential (Panel-Sec)	Shared with Panel members. A paper copy of all opinions is kept in the Central Secretariat office for practical reasons. Retention period and declassification of opinions to be indicated in amendment to CM resolution on establishment of Advisory Panel.	By party

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
<i>ECHR Election Advisory Panel's activity reports</i> The Advisory Panel of Experts on Candidates for Election as Judge to the European Court of Human Rights (ECHR) prepares two types of activity report which are submitted to the Committee of Ministers (CM) during the Panel's three-year term: - Activity reports submitted to the CM during the term - Three-year activity reports submitted to the CM at the end of each term	Master	Word (RMS)	Permanent	Preservation	Restricted	Series can be accessed by SecCM staff for addition of metadata (Write access permission).	Chronologically
<i>ECHR Election Advisory Panel's analytical reports</i> Reports established by the Secretariat of the Advisory Panel of Experts on Candidates for Election as Judge to the European Court of Human Rights (ECHR) to take stock, and provide a comprehensive overview, of the Panel's work. They include information of a confidential nature and constitute the Panel's institutional memory.	Master	Word (RMS)	Permanent	Preservation	Confidential (Panel-Sec)	Shared with Panel members. Classification period to be indicated in amendment to CM resolution on establishment of Advisory Panel.	Chronologically

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
ECHR Election Advisory Panel's exchanges with CoE bodies Records documenting exchanges of the ECHR Advisory Panel with CoE instances. Include: - Relevant formal and informal exchanges concerning mandates, functioning, elections - Briefing notes to SG - Exchanges with Parliamentary Assembly on candidates for Election as Judge to the ECHR	Master	E-mail, Word (RMS)	10 years	Review for useful information	Confidential (Panel-Sec)		Chronologically
		Word (PF)	5 years		Confidential	Speeches become CM distributed documents (DD). Kept for re-use.	
Transitory records related to election of ECHR judges - Activity report transmission letter to CM - Advisory Panel contact list - Templates for Advisory Panel correspondence	Master	E-mail, mailbox of staff in charge	3 months		Confidential (Panel-Sec)		Chronologically
		Word (PF)	Keep current				
							n/a

2. Administrative support

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
➤ Business management							
A.10.020. Work planning							
DLAPIL duty rosters - DLAPIL summer and Christmas duty rosters intended for PO	Master	E-mail, Word (PF)	6 months	Destruction	Internal	Paper version kept in the Central Secretariat office for convenience.	n/a
- Duty rosters sent by PO to DLAPIL concerning all CoE entities	Copy						
- Director absence notification to PO and CM	Master	E-mail (mailbox of Director's assistant)	Delete after return to work		Confidential		
A.10.050. Conducting staff and management meetings							
DLAPIL internal meeting records Documenting meetings at directorate level. Includes: - Agenda - Minutes	Master	Word, E-mail (PF)	5 years	Destruction	Confidential		Chronologically
A.10.060. Internal CoE communication							
Contact lists Reference lists established at Directorate level. Include: - Personal details list - Staff list with office numbers	Master	Word (PF)	Keep current		Confidential		n/a

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure	
A.10.090. Document management								
Director correspondence Incoming and outgoing correspondence. Includes: - internal memoranda - letters - emails	Copy	E-mail, Word (PF)	5 years	Destruction	Confidential	Masters of director's correspondence are filed with the relevant activity.	By incoming/ outgoing, then by type, then by year or 5 years	
		Paper (Central Secretariat office)						
	- Correspondence follow-up tables	Master	Word (PF)				2 years	Chronologically
	Copy	Paper (Central Secretariat office)						
Mission reports Mission reports of all DLAPIL staff	Copy	PDF (PF)	5 years	Destruction	Confidential	Shared with entity concerned. The masters of mission reports are filed with the relevant activity	Chronologically	
		Paper (Central Secretariat office)						
Transitory records related to document management - Letter, memoranda, mission, meeting report templates and labels	Master	Word (PF)	Keep current		Internal	Templates themselves have no value as evidence (non- records).	n/a	

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
➤ Budget and finance							
A.20.020. Procurement							
Procurement supporting records Usually includes: - Specifications - Exchanges with bidders/suppliers	Master	Word, E-mail (PF)	5 years after finalisation of procure- ment procedure	Destruction	Confidential	Procurement files are kept together in PF during their active life.	By purchase order
Procurement accounting records - Purchase approval (FIMS print-out) - Orders - Invoices - Authorisations of payment	Master / Copy	Hybrid: Paper (Central Secretariat office), Word (RMS)	10 years after finalisation of procure- ment procedure	Destruction	Confidential		By year, then by budget head
B.60.020 Programme and budget elaboration							
Entity budget proposals Exchanges with DG1 Human Rights and Rule of Law and Directorate of Programme, Finance and Linguistic Services on the Advisory Panel's budget	Master	E-mail (RMS)	10 years	Destruction	Confidential	Retention period does not correspond to general retention and disposal schedule. The Advisory Panel's budget comes from DG1.	By activity
A.20.030. Expenditure management							
Mission and travel reimbursement records - Mission orders	Master	GDD application	10 years	Destruction	Confidential	Shared with DPFL	n/a

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
- Invoices linked to missions							
Transitory records related to expenditure management - Exchanges regarding missions, reimbursement of experts, etc.	Master	E-mail (PF)	6 months after reimbursement is finalised	Destruction	Confidential	Transient, no residual value	By entity, then chronologically
A. 20.100. Financial control							
Financial authority documentation Includes delegation of financial authority and responsibility to Cost Centre Managers.	Master	PDF, E-mail (RMS)	10 years	Destruction	Confidential	These financial documents to be kept separate from other types of documents, to be able to respond rapidly to requests from the auditor for example.	Chronologically
➤ Human resources management							
A.30.010. Management of posts and positions							
Job descriptions Descriptions of posts and functions.	Master/ Copy	Word (PF)	Keep current	n/a	Confidential	A part of this series is master kept by DHR	By post or function
A.30.020. Recruitment and career management							
Recruitment records Records documenting internal and external recruitment in DLAPIL. Usually include: - Copies of application files including CVs - Vacancy notice - Comparison table	Master / Copy	Hybrid: PDF, Word, E-mail (PF); paper (Central Secretariat office)	2 months after the vacancy is actually filled	Destruction	Confidential (Director)	<u>All</u> paper copies of application files have to be returned to DHR for secure destruction.	By vacancy

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
- Entity's recommendation - Exchanges related to recruitment							
Unsolicited applications Spontaneous applications (i.e. not referring to a vacancy announcement) and replies	Master	E-mail, Word, PDF (PF) ----- Paper (Central Secretariat office)	2 years	Destruction	Confidential	Attention to personal data protection: As these applications are retained for 2 years the applicant has to be informed and given the possibility to object to the retention (example).	Chronologically
A.30.050. Staff contract management / A.30.060. Remuneration and allowance management							
Staff issues follow-up records Staff records which are needed in DLAPIL. Usually include: - Decisions ad personam - Exchanges on staff requests	Master / Copy	E-mail with PDF or Word attachment (PF); Electronic (MSA)	5 years	Destruction	Confidential, shared with DHR	Special attention has to be paid to personal data protection: strict access restrictions apply. Personal administrative files are with DHR and must not be duplicated at entity level. MSA requests should not be printed out. They are kept in MSA.	By staff category or by year
	Copy	Paper, (Central Secretariat office)					
Staff overview records Records regrouping nominal HR information at DLAPIL level. Usually include: - Staff salary cost tables - Official exchanges with DHR on cost tables (validation etc.)	Master	Excel, E-mail (PF)	5 years	Destruction	Confidential, shared with DHR	For staff contact lists see record series "Contact lists" under "Internal CoE communication".	By staff category or by year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes/ Rationale	Folder structure
- Monthly confirmation of presence table for temporary and seconded staff salaries		E-mail, Excel (PF)	3 months				Chronologically
A.30.080. Monitoring staff absence							
Absence tables - General absence tables	Master	E-mail, Excel (PF)	1 year	Destruction	Confidential		Chronologically
- Sick leave tables			Keep current				
- Compensatory leave table	Master	E-mail, PDF (PF)	2 years	Destruction	Confidential		Chronologically
Notifications of absence Messages by staff to inform on absence	Master	E-mail, mailbox of staff in charge	1 year after entered into absence table	Destruction	Confidential	Once treated, no value, but risks due to personal data. Therefore swift deletion is required.	n/a
A.30.120. Traineeship management							
Traineeship records - Application forms	Master/ Copy	HR trainees selection tool	6 months after end of traineeship	Destruction	Confidential		By session
- Induction course programme		E-mail, Word (PF)					
- Leave requests - Traineeship certificate		Paper (Central Secretariat office)					

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes/ Rationale	Folder structure
Transitory records related to human resources management							
- Emails generated by HCMS - Exchanges with DHR (e.g. reminder of appraisal, etc.)	Master	E-mail (mailbox of Director's assistant)	Keep until procedure is finalised	Destruction	Confidential	Once treated, no value, but risks due to personal data. Therefore swift deletion is required.	Chronologically
➤ Information management							
A.40.070. Provision of information services							
Information request records Requests for information about DLAPIL and replies	Master	E-mail (PF)	5 years	Destruction		General record series	Chronologically