

DIRECTORATE GENERAL OF ADMINISTRATION
DIRECTORATE OF INFORMATION TECHNOLOGY



Strasbourg, 21 October 2016

DS/DC(2016)2

Retention/Disposal schedule Web and Audio-Visual Communication Division

Extract concerning documents published online

Directorate of Communications

The following is an extract of the forthcoming schedule prepared for a partial entry of the Directorate of Communications (DC) into the Council of Europe's Records Management System. It covers the issuing of press releases, opinion articles, information documents and other public documents for journalists and other audiences, as well as communication procedures.

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
A.10.040. Management and activity reporting							
RS020 Progress and activity records Includes the following sub-series:							
DC presentations General presentations prepared by Directorate of Communications (DC) for Council of Europe staff members, covering DC and its sub-entities, and including information on activities and results.	Master	Word (RMS)	15 years	Review for useful information	Restricted		Chronologically
C.90.005. Development of communication policies, strategies and procedures							
RS010 Communication procedures and guidelines Includes the following sub-series:							
Procedures and guidelines for publishing Series includes procedures and guidelines for publishing and templates for communication documents and presentations.	Master	Word (RMS)	Keep current	n/a	Restricted or Public		By type
C.90.040. Media relations management							
RS090 Council of Europe press releases and news Includes the following sub-series:							
DC press releases Press releases ("CP"), including media advisories and notes to editors, on the activities and opinions of the Council of Europe, published by the Directorate of Communications (DC).	Master	Word (RMS)	30 years	Review for preservation	Public	Press releases should be declared as records 1 year after creation.	By year

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C.90.070. Managing publications							
RS050 Council of Europe awareness-raising material Includes the following sub-series:							
DC fact sheets Papers prepared by the Directorate of Communications (DC) to present key point of Council of Europe activities and principles in a concise format.	Master	Word (RMS)	Keep current	n/a	Public		Alphabetically