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Retention/Disposal Schedule European Commission against Racism and Intolerance (ECRI)

Extract concerning documents published online

Directorate of Democratic Governance and Anti- discrimination DG2 - Directorate General of Democracy

The following is an extract of the forthcoming schedule prepared for a partial entry of the European Commission against Racism and Intolerance into the Council of Europe's Records Management System. It covers the documents published in the HUDOC database and on the ECRI website.

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
B.15 Managing CoE institutional relations							
RS010 Activity reports addressed to Committee of Ministers Includes the following sub-series:							
ECRI activity reports Annual reports on ECRI's activities submitted to the Committee of Ministers according to Article 7 of the Statute of the European Commission against Racism and Intolerance.	Master	Word (RMS)	Permanent	Preservation	Public	The activity report is also published by the Committee of Ministers with a CM reference.	Chronologically
C.90.040 Media relations management							
RS090 Council of Europe press releases and news Includes the following sub-series:							
ECRI press releases Media communications released by ECRI on its monitoring work.	Master	Word (RMS)	30 years	Review for preservation	Public	A copy is kept in the online HUDOC database. Selected press releases are also published by the Directorate of Communications.	By country
C.90.070 Managing publications							
RS050 Council of Europe publications Includes the following sub-series:							
ECRI publications Studies, conference proceedings, and other published material on ECRI activities	Master/Copy	Word or PDF (RMS)	Permanent	Preservation	Public	The master of publications produced by SPDP (Pre-Press and Printing Section) is kept by SPDP. Should be replaced by links once available in RMS.	Chronologically

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D.20.040 Conducting monitoring instances							
RS050 Monitoring reports Includes the following sub-series:							
ECRI monitoring reports Records documenting the assessment of a state's legislation, policies and other measures to combat racism, xenophobia, anti-semitism and intolerance, and their effectiveness. May include: - ECRI country report - Government comments - ECRI follow-up conclusions	Master	Word (RMS)	Permanent	Preservation	Public Some country reports remain confidential if the state authority opposes its publication.	A copy of the public reports is kept in the online HUDOC database.	By country
D.30.010 Provision of legal and policy advice							
RS050 External legal and policy advice records Includes the following sub-series:							
ECRI general policy recommendations Recommendations combating racism, xenophobia, anti-semitism and intolerance adopted by ECRI and addressed to member states.	Master	Word (RMS)	Permanent	Preservation	Public	A copy is kept in the online HUDOC database. The compilation of all recommendations is not to be declared record to allow continuous updating.	Chronologically