COUNCIL OF EUROPE · CONSEIL DE L'EUROPE

Strasbourg, 5 March 2014

DS/CM(2014)1

Retention/Disposal schedule Committee of Ministers

Secretariat

1. Activities

The Committee of Ministers is the Council of Europe's decision-making body. It comprises the Foreign Affairs Ministers of all the member states, or their permanent diplomatic representatives in Strasbourg. While the greater part of each session is usually devoted to political dialogue, the Ministers may discuss all matters of mutual interest with the exception of national defence.

The main objectives of the Secretariat of the Committee of Ministers are:

- To prepare and organise the meetings of the Ministers, their Deputies and subsidiary groups;
- to assist the Chairmanship in preparing and running meetings, communications and exchanges of views;
- to assist the chairpersons of rapporteur and working groups, and thematic coordinators in the discharge of their duties;
- to facilitate liaison between permanent representations and the Council of Europe Secretariat;
- to foster relations with other international institutions and organisations, in co-operation with the Directorate of External Relations; etc.

2. Explanatory notes

Access
Classification and declassification of official documents is applied according to Resolution Res(2001)6 on access to Council of Europe documents, unless otherwise indicated in this schedule. For the declassification of internal documents to be kept permanently, a general declassification period of 30 years is applied, unless otherwise indicated.

Vital records
The records series of the Committee of Ministers which are vital for the continuity of activities have been highlighted in italics in the schedule. These are the last version of
- CM rules of procedures and working methods
- SecCM practical guides
- Adopted texts
- RP contact list

3. Signatures

	Nom	Signature	Date
Secretary to the Committee of Ministers	Mireille Paulus		
Archives correspondent	Natacha Freyd		
Head of Information Management Division	Eva Sodomova		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
CM policies and procedures development							
CM rules of procedure and working methods Series comprising rules of procedures and records documenting the practical aspects of the CM work Ex. *iGuide*	Master	Word, PDF (RMS) (old versions in paper)	Permanent	Conservation	Public	Paper versions should be digitised	Chrono-logically
SecCM practical guides Internal guidelines for managing the CM work Ex. *All about CM sessions;* CM check-lists	Master	Word (PF)	Keep current		Confidential (SecCM)		Chrono-logically
Conducting CM at plenary level							
➢ **Sessions**							
CM session records Records documenting the sessions at ministerial level. - Agenda - *Texts adopted*/taken note of during the session - Reference documents - Public minutes (PVadd1) - List of participants	Master	Word or PDF (RMS)	Permanent	Conservation	Public	Public after the session PVadd1 have been introduced in 2003 Lists of participants include only name, country and function	By session, then document type
- Documents distributed at the request of Chairperson, Delega-tions and CoE Secretariat (DD) - Practical arrangement document(s)					Restricted	Declassified upon request. Some are public from the outset. Scanning of documents must include OCR.	

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Minutes (PV; PVadd2)					Confidential		
- Minutes (PV; PVadd1; PVadd2) reference collection	Copy	Paper (CM corridor cupboards)	Keep as long as needed	Destruction	Confidential	Reference collection for consultation	By session
CM session organisation records Records documenting the preparation and follow-up of CM sessions. May include any of the following : - Annotated draft agenda (OJprov) - List of documents in file - Speaking notes guiding the session (*Fahrplan)* - Convention signature table(s) - List of Heads of Delegations - Seating plan(s) - List of informal meeting/luncheon participants - Bilateral meeting table(s) - Relevant mission reports	Master	Word (PF and Share)	5 years after session	Review for useful information (session outside Strasbourg)	Confidential (SecCM)	No declassification	By session
CM session communications Records addressed to delegations. Includes: - Invitation letter - Information notes	Master	Word or PDF (RMS)	10 years	Destruction	Restricted	No declassification	By session, then document type
Transitory records related to conducting CM sessions - Exchanges with participants on practical issues around the session - Completed participation forms - Speeches pending inclusion into record	Master	E-mail, Word (PF and Share)	Until end of session	Destruction	Confidential (SecCM)		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
➢ **Ordinary and extraordinary CM meetings**							
CM ordinary and extraordinary meeting records Records documenting the ordinary and extraordinary meetings of the Ministers' Deputies. A meeting file includes: - Agenda - *Texts adopted*/taken note of during the meeting (including decisions and appendices	Master	Word or PDF (RMS)	Permanent	Conservation	Public	Public after the meeting	By document type, then year
- Documents referring to items on the agenda (CM, CM/Inf, SG/Inf, SG/Com, SG/AS, CommDH and other documents from CoE MAEs)					Restricted	Some are public from the outset. Documents containing CVs are not declassified. Many documents in this series are currently captured and indexed by SecCM and not by their owner. New procedures required.	
- Documents distributed at the request of Chairperson, Delegations and CoE Secretariat (DD)					Restricted	Declassified upon request. Some are public from the outset. Scanning of documents must include OCR.	
- CM meeting proceedings					Confidential	Summing-up	

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
"Records" (CM/Del/Act) - Summing-up (CM/Del/Dec add)						documents are usually restricted	
- Notes on the agenda (CM/Notes)			10 years	Review for conservation	Restricted		
- Provisional versions of documents referring to items on the agenda (CM/AS-Rec prov, CM/AS-Quest prov, CM/Cong prov)			5 years	Review for useful information	Restricted	Provisional versions of CM/AS and CM/Cong are not declassified; their finalised version is published as adopted text.	
- CM meeting orders of business: records documenting the order of items to be discussed in an ordinary or extraordinary CM meeting (CM/Del/OT)	Master	Word (RMS)	5 years	Destruction	Restricted		By year
- Volume of decisions: paper compilation of CM meeting proceedings of decisions (CM/Del/Concl; CM/Del/Dec; CM/Del/Act)	Copy	Paper (CM corridor cupboards)	Keep as long as needed	Destruction	Public Confidential	Reference collection for consultation	By meeting number
CM meeting organisation records Records documenting the preparation and follow-up of ordinary or extraordinary CM meetings. Includes: - Check-list for preparation of meeting - List of participants - List of exchange of views with personalities	Master	Word (PF and Share)	Keep current		Confidential (SecCM)		By year, then meeting number

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- List of thematic debates							
- Speaking notes guiding the meeting (including speeches) - List of interventions during meeting including results - Relevant mission reports			5 years	Review for useful information			
- List of signatures/ratifications of CoE conventions - List of actions taken on decision		Paper (CM corridor cupboards)	5 years	Destruction			
Exchanges related to CM meeting organisation - Communications to interested parties	Master	Word, PDF (Share) E-mail (Assistants' mailboxes)	2 years	Destruction	Confidential	Due to personal data protection	Chrono-logically
- Exchanges with Delegations					Restricted		
- Exchanges with CoE entities Includes letters and memoranda following recommendations and decisions					Confidential	Shared with concerned entity	
Transitory records related to conducting ordinary and extraordinary CM meetings - Exchanges with CoE entities requesting agenda items	Master	E-mail (mailbox SecCM Document manager)	Until end of procedure	Destruction	Confidential (SecCM)		n/a
➢ **Human rights meetings**							
CM human rights meeting records DH Records documenting the meetings concerning the execution of judgments of the ECHR - Order of business	Master	Word, PDF (RMS)	Permanent	Conservation	Public	Public after the meeting Scanning of documents must include OCR.	By year, then meeting, then document type

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
(CM/Del/OJOT/DH) as of 2011; before: Annotated order of business with decisions (CM/Del/OJ/DH) - *List of decisions and Volume of adopted resolutions* (CM/Del/Dec-DH) - Case lists (Appendices)							
- Information documents (CM/Inf/DH)					Restricted	Declassified document by document through special annual declassification procedure, or earlier by DH decision.	
- Documents distributed at the request of Chairperson, Delegations, CoE Secretariat, contracting parties, respondent states, applicants, NGOs and other institutions (DH-DD). Includes action plans and action reports about State action to execute judgments.					Public	Restricted or confidential on request. Scanning of documents must include OCR.	
- DH meeting proceedings "Records" (CM/Del/Act/DH)					Confidential		
Letters sent to applicants informing them on resolutions taken concerning their case	Master	Word (Share)	1 year	Destruction	Confidential	No declassification due to personal data protection	By year, then meeting
DH meeting preparation records Records documenting the preparation and follow-up of DH	Master	Word (Share)	5 years		Confidential (SecCM)	Declassification lists are filed under "Declassification	By year, then meeting, then document

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
meetings. Includes: - Overview listings (cases, group of cases, resolutions, etc.) - Internal notes including Speaking notes for DH meeting - Relevant mission reports						records" (Information compliance management)	type
- Chairmanship correspondence related to DH issues	Copy			Destruction		Master of chairmanship correspondence is filed under Conducting CM Chairmanships/ Chairmanship correspondence	
➢ **Monitoring meetings**							
CM monitoring meeting records Records documenting the monitoring meetings of the Ministers' Deputies from 1997 to 2007. A meeting file includes: - Agenda - *Texts adopted*/taken note of during the meeting (including decisions and appendices)	Master	Word or PDF (RMS)	Permanent	Conservation	Public	Public after the meeting	By document type, then year, then meeting
- Documents referring to items on the agenda (CM, CM/Monitor, Monitor/Inf) - CM monitoring meeting proceedings, summary "Records" (CM/Del/Act, CM/Del/Act add)					Confidential	Declassified document by document through special annual declassification procedure Documents containing CVs are	

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
						not declassified	
- Documents distributed at the request of Chairperson, Delegations, CoE Secretariat (DD)					Confidential	Declassification upon request. Scanning of documents must include OCR.	
➢ **General**							
CM reference information Records that are distributed to delegates as reference or background information related to CM purposes or interests, which do not require a decision and are not linked to a specific meeting (CM/Inf, DD).	Master	Word or PDF (RMS)	Permanent	Conservation	Restricted	Some are public from the outset.	By document type, then by year
Conducting CM chairmanships							
CM chairmanship records Record documenting the priorities, stocktaking, programmes of events, visit reports, declarations of the CM chairmanship and other related reference information (CM/Inf).	Master	Word (RMS)	Permanent	Conservation	Restricted	Some are public from the outset.	By chairmanship
CM chairmanship communications and correspondence - Communications made by the Chairperson and all relevant correspondence received by and	Master	Word or digitised PDF, e-mail (RMS)	10 years	Review for conservation	Restricted	Speeches are public.	By chairmanship, then by document type

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
sent to the Chairperson in the framework of the Chairmanship. Excludes statutory communications to CoE organs.							
- Letters to and from individuals or institutions					Confidential (SecCM)		
- Chairperson correspondence reference collection	Copy	Paper	Keep as long as needed	Destruction	Confidential (SecCM)	Reference collection for consultation	By chairmanship
List of chairmanships List updated as of 1949	Master	Word (PF)	Keep current	Conservation	Public	Liferay for Web publication	n/a
- Bi-annual snapshots Previous versions upon update in May and November			1 year	Destruction			
Chairmanship organisation records Records documenting the preparation and follow-up of CM chairmanships. Includes: - Programme of visits - Exchanges with COE entities - Draft list of guests for social events - Relevant mission reports	Master	Word, e-mail (PF)	5 years	Destruction	Confidential	Shared with relevant entity (e.g. Programme of visits to be shared between SecCM, Protocol and Security)	By chairmanship
Conducting CM at subsidiary and drafting group level							
CM Bureau meeting records Meeting report of the Bureau of the Deputies and documents to be transmitted to the Deputies (CM/Bur/Del)	Master	Word (RMS)	Permanent	Conservation	Restricted		By year

Series: title, description	Master/copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
CM Bureau meeting organisation records Records documenting the preparation and follow-up of CM Bureau meetings. Includes: - Annotated agenda - Exchanges with Chairperson - Invitation letter - Practical documents	Master	Word, e-mail (PF and Share)	5 years after meeting	Destruction	Confidential (SecCM)	Shared with relevant Bureau members	By year, then by meeting, then by document type
CM subsidiary group meeting records Records documenting the meetings of rapporteur and working groups. A meeting file usually includes: - Convocation (incl. agenda) - Annotated agenda - Synopsis - Information documents	Master	Word (RMS)	Permanent	Conservation	Restricted	Exception: GT-Suivi.AGO documents are mainly confidential and declassified document by document through special annual declassification procedure.	By activity status (active/inactive), then by group, then by type of document then by year
- Documents distributed at the request of Chairperson, Delegations, CoE Secretariat (DD)		Word or PDF (RMS)			Restricted	Declassified upon request. Some are public from the outset. Scanning of documents must include OCR.	
CM subsidiary group meeting organisation records Records documenting the preparation and follow-up of rapporteur and working group meetings. Includes: - List of Chairpersons of the subsidiary groups	Master	Word (Share)	Keep current		Public	Light version published on Liferay	n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Work calendar - Tables with deadlines					Confidential (SecCM)		
- Invitation letter to guests - Exchanges with participants concerning items on the agenda - Speeches and briefing notes for Chairperson - Relevant mission reports		Word (Share), e-mail (various mailboxes)	5 years	Destruction	Confidential (Sec CM)	Shared with relevant group members	By group, then by year
CM drafting group meeting records Records documenting the meetings of drafting groups, established on request of the CM Deputies to prepare the official texts for summits, sessions and other events. Includes : - Correspondence	Master	Word (RMS)	10 years	Review for conservation	Restricted		By group-event, then by document type
- Documents distributed (DD)			Permanent	Conservation			
CM drafting group meeting organisation records - Work calendar - Invitation letter	Master	Word, e-mail (Share and PF)	5 years	Destruction	Confidential (SecCM)		By group-event, then by year
Conducting Council of Europe summits							
CoE summit records Records documenting the Council of Europe summits gathering Heads of states and governments of member states. A summit file usually includes: - Declaration - Action Plan	Master	Word (RMS)	Permanent		Public		By summit

Series: title, description	Master/copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Minutes (SUM(year)PV)							
CoE summit organisation records Records documenting the preparation and follow-up of CoE summits including the visits of the Task Force to the hosting country. - Task Force meeting records - Exchanges with host country - Documentation on practical organisation - Relevant mission reports	Master	Word, e-mail (RMS)	30 years	Review for useful information	Confidential (SecCM)	Shared with respective Task Force	By summit
CoE institutional relations							
CM communications to CoE organs Records documenting the statutory relations with PACE and Congress. May include: - Statutory report of the CM - Reports and communications on CM activities (CM/AS) - CM requests for opinion - Replies to oral and written questions	Master	Word (RMS)	Permanent	Conservation	Public		By organ, then by type of document, then by year
CM organisation records related to CoE organs Records documenting the preparation and follow-up of statutory relations with CoE organs Tables for replies to written questions, PACE and Congress recommendations	Master	Word (Share)	Keep current		Confidential (SecCM)		By year

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Briefing notes for the Chairperson of the CM to present to the Assembly - Relevant mission reports			2 years	Destruction	Confidential (SecCM)		By year then by part-session
CM-PACE Joint Committee meeting records Records documenting the joint committee meetings between CM and PACE to coordinate activities	Copy	Word (Share)	5 years	Review retention	Confidential	Master with PACE; records to be shared between PACE and CM	
Informal CM-PACE meeting records Records documenting the meetings between CM Bureau and the Assembly's Presidential Committee. - Correspondence related to informal CM-PACE meetings - Relevant mission reports	Master	Word (Share), e-mail (various mailboxes)	5 years	Destruction	Confidential	To be shared with PACE	By meeting
Interinstitutional exchanges Records documenting exchanges with CoE organs and other bodies such as Commissioner of Human Rights, Court, Conference of NGOs.		Word, PDF, e-mail (RMS)	10 years	Review for useful information	Confidential (SecCM)	Shared with body concerned	By institution
Corporate governance							
General Affairs Team (GAT) records	Copy	Word, e-mail (PF)	5 years	Destruction	Confidential	Master with Private Office To be shared between participating directors and their	By meeting

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
						assistants	
Senior Management Group (SMG) records	Copy	Word, e-mail (PF)	5 years	Destruction	Confidential	Master with Private Office To be shared between senior managers and their assistants	By meeting
External relations with non-member entities							
External relations substantial records Records documenting the relations between CM and other international institutions such as EU, UN, OSCE, OECD, etc. - Meeting reports - Common activity reports ("Joint reports") - Joint declarations	Master	Word, e-mail, PDF (RMS)	Permanent	Conservation	Public	Scanning of documents must include OCR.	By external institution, then by year
- Correspondence - Speaking notes					Confidential (SecCM)		
External relations supporting records Records documenting the organisation of relations with external bodies. Includes: - Seating plans - Draft versions - List of participants - Relevant mission reports	Master	Word, e-mail (RMS)	10 years	Destruction	Confidential (SecCM)		By external institution, then by meeting

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Organisation of conferences and events							
Conference and event records Records documenting the content of conferences and events organised by CM such as CoE Exchanges on the religious dimension of intercultural dialogue, High-Level Roma meeting, etc.	Master	Word (RMS)	Permanent		Public		By conference, then year
Conference and event organising records - Relevant mission reports - Exchanges with participants (internal and external) - Invitation letters	Master	Word, PDF, e-mail (RMS)	10 years	Review for useful information	Internal		By conference
Communication and public information							
Audio recordings of CM meetings Sound recordings of ordinary and extraordinary, human rights, subsidiary group meetings which are used to establish the written records	Copy	MP3 (Share)	6 months	Destruction	Confidential (SecCM)	Master with DLOG For Deputies' meetings, recordings are also officially only kept for a period of six months (CM/Del/Dec(93)486/33)	By meeting type
CM Internet CM section on Council of Europe website	Master	HTML	Keep current		Public or Restricted (Extranet)		Web content structure
Work planning							
CM calendars	Master	Word (PF)	Keep current		Public	Liferay for Web	n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- CM meeting schedules: official calendar listing all meetings per year - CM meeting dates: list of Deputies meetings as of 1949						publication	
- CM subsidiary and working group meeting dates					Confidential (SecCM)		
- Previous versions of CM meeting schedules - Annual snapshots of CM meeting dates			3 years	Destruction			Chrono-logically
Duty tables List concerning presence at CoE during holidays	Copy	Excel (PF)	1 year	Destruction	Internal	Master with PO	n/a
Management and activity reporting							
Entity contributions to common reports	Master	Word (Share)	5 years	Destruction	Internal		By report type
Conducting staff and management meetings							
Internal meeting records Documenting meetings at Secre-tariat level and team meetings	Master	Word (PF)	5 years		Confidential (SecCM)		By year, then by meeting
Internal CoE communication							
Internal presentations Presentations given on the CM for example to trainees	Master	PPT, Word (PF)	Keep current		Internal		
Contact and distribution lists CM telephone book, *RP list*, Christmas card recipients, etc.	Master	Outlook, Word (PF)	Keep current		Confidential (SecCM)		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Document management							
Document references registries Registry by document series	Master	Excel, Word - (Share) for current version - RMS	Permanent	Conservation	Confidential (SecCM)	Since 2000	By series, and by year
Chronos Chronologically organised files of copies of SecCM IN and SecCM OUT	Copy	Paper	2 years		Confidential (SecCM)	Convenience collection	Chrono-logically
Documents distributed Collection of all DD documents	Copy	Paper	5 years		Confidential (SecCM)	Convenience collection	Chrono-logically
Templates All templates used by SecCM, e.g. for participation forms, participation tables, convention lists, etc.) . Includes also templates with texts for CM photos.	Master	Word (Share)	Keep current		Confidential (SecCM)		By type
Procurement							
Procurement accounting records Records documenting the actual outcome and commitments of the procurement process. Procurement accounting records typically include - Financial responsibility and authority delegations - Purchase approvals - Orders/Contracts	Master / Copy	Paper or electronic (PF)	10 years after finalisation of procurement procedure	Destruction	Confidential	Shared with Finances	By year and by purchase

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Contract amendment/waivers - Invoices							
Procurement supporting records: Records documenting the context in which procurement is carried out, including: - Requests for proposals - Exchanges with bidders	Master	Paper or electronic (PF)	5 years after finalisation of procurement procedure	Destruction	Confidential		By purchase
Expenditure management							
Mission and travel reimbursement records - Mission orders - Invoices linked to missions	Copy	Paper or electronic (PF)	5 years	Destruction	Confidential	Shared with Finances Master is with Finances	By year, then by mission
Transitory records related to expenditure management - Exchanges on missions, reimbursement of experts, etc.	Master	Electronic	Keep until reimbursement is finalised	Destruction	Confidential		By mission
Human resources management - general							
Staff issues follow-up records Staff recorded which are needed at entity level, e.g. for part-time requests, maternity leaves, reference letters etc. Includes also Decisions AP (preferably as link)	Master / Copy	E-mail, Word (PF)	5 years	Destruction	Confidential	Special attention has to be paid to personal data protection: strict access restrictions apply Personal administrative files are with DRH and must not be repeated at entity	By year

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
						level.	
Exchanges with DRH	Master	E-mail (PF)	Keep until procedure finalised	Destruction	Confidential		
Recruitment and career management							
Recruitment records Contains all or any of the following: - Copies of application files - Interview records - Comparison table - Entity's recommendation - Decision - Exchanges related to recruitment	Mixed	Hybrid (PF and cupboard in Secretary to CM office)	6 months	Destruction	Confidential		
Unsolicited applications - Applications	Master	E-mail, Word (PF)	Keep until treated	Destruction	Confidential	Personal data protection: Inform applicant of retention of two years and give possibility to get it deleted.	Chrono-logically
- Replies			2 years				
Monitoring staff absence							
Absence tables - Sick leave tables - Leave tables	Master	Excel (PF)	N + 1 year	Destruction	Confidential		Chrono-logically
Notification of absences Messages by staff to inform on absence	Master	Email	Keep until entered into absence table	Destruction	Confidential	Once treated, no value	n/a
Traineeship management							

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Traineeship files Entity's files containing info on trainee, the work carried out, replies to applicants etc. Includes traineeship applications.	Master	Word, e-mail (PF)	2 years	Destruction	Confidential		n/a
Provision of information services							
Information request records Records documenting the treatment of information requests. Usually includes final reply with request.	Master	Electronic (CM mailbox)	5 years	Review for information	Internal		Chrono-logically if not too many, else: by year
Information compliance management							
Declassification records Lists of classified documents and exchange with ambassadors on declassification of DH and monitoring meeting records	Master	Word, PDF (RMS)	Permanent	Conservation	Restricted		By year
Compiling reference information							
RS010 Summary and statistical reference information Includes the following sub-series							
CM history notes Records analysing CM meetings and other activities including statistics.	Master	Word (RMS)	10 years	Review for useful information	Confidential (SecCM)	Back collection in CM corridor cupboards.	By subject
CM thematic and country files Convenience copies of CM documents, decisions and verbal notes, for access by country or	Master / Copy	Word, PDF (PF and Share)	5 years	Review retention	Confidential (SecCM)	Sorting required	By country or theme

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
theme.							
Managing access permissions							
CM website access permissions Database containing names and passwords of authorised users to access classified information on the CM website. Used to produce letters with access credentials to authorised users.	Master	Access database, (Share)	Keep current		Confidential (SecCM)		
Space allocation and move management							
Moves and refurbishment records	Mixed	Electronic (E-mail, MSA)	2 years	Destruction	Internal		
Transitory records related to facilities management							
Logistical internal exchanges Confirmation of room and interpretation reservations; badge reservations, etc.	Master	Word, e-mail (Share)	1 year	Destruction	Internal		
Nameplate masters	Master	Word (Share)	Keep current				
Programme and budget elaboration							
Entity budget proposals	Master	Electronic (PF)	3 years	Destruction	Internal / Confidential		By year / biennium
Following the implementation of programme and budget							
Budget monitoring documentation Contains all or any of the following: - Budgetary situations (including	Master	Electronic (PF)	6 years	Destruction	Internal / Confidential	Retention refers to 3 biennia (DPFL recommendation)	By year / biennium

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
staff) - Budgetary forecasts							
Transitory records related to programme and budget management							
Exchanges with Finance Department	Master	Electronic (PF)	Keep until procedure in question is finalised	Destruction	Confidential		
RBB copies - RBB preparation/proposals	Copy	Electronic (PF)	Keep current		Internal / Confidential	Convenience copies	