

DS/PACE(2010)1

20 April 2010

Disposal Schedule

Secretariat of the Parliamentary Assembly

This schedule applies to records regardless of medium or physical format, created or stored by the Department. It comes into force on the date of signature. The original document will be kept in the Central Archives and a copy kept by the Archive correspondent.

Inquiries and comments regarding this schedule should be directed to:
Council of Europe Central Archives, Archives@coe.int, tel. 4377

The purpose of the schedule is to distinguish documents that should be retained permanently from those which should be destroyed after a certain period.

Approval

	Nom	Signature	Date
Approval by the Director	H. SCHADE		
Approval by the archive correspondent	K. LAYLE		
Approval by the Head of Information Life Cycle Division	E. SODOMOVA		

Disposal schedules promote control over the records of an organisation, enable records managers to dispose of records promptly when their retention period has ended, and ensure the retention of the minimum volume of records consistent with effective and efficient operations. The retention of too many records is expensive in staff, time, space and equipment.

The Archive correspondent of the secretariat of the Parliamentary Assembly is responsible for ensuring that disposal action specified in the schedule is undertaken and that the schedule is regularly monitored to ensure that it is up to date.

Structure of the schedule

The disposal schedule distinguishes documents that should be retained permanently from those which should be destroyed after a certain period.

Description

The first column describes the category of document.

DUA

The second column indicates, in years, the “length of administrative value” of the series. This should take account of any legal requirements regarding retention as well as the length of time that the documents need to be kept in the Department for reference purposes.

Action

The third column indicates the disposal action. This will be one of the following four types:

- D destruction, after the approval of the Head of the Department concerned and notification sent (form 1603) and approval given by Central Archives
- C permanent preservation in Central Archives
- S permanent preservation in the Secretariat of the Parliamentary Assembly
- T partial preservation in Central Archives after selection

Notes

The fourth column gives practical information concerning the management of the documents.

Activities covered by this schedule

The principle task of the Secretariat of the Parliamentary Assembly is to serve the Parliamentary Assembly which is both a Council of Europe statutory organ and a political body. More specific priorities are:

- ensuring the smooth functioning of the Parliamentary Assembly and its bodies;
- managing in an efficient and effective way the resources at its disposal;
- following up the decisions taken by the Assembly and its bodies;
- preparing the groundwork for Assembly activities.

Conditions of access

All documents of the Parliamentary Assembly, not subject to any classification, are public. These documents are as far as possible accessible from the Parliamentary Assembly website and may be quoted with reference to the source.

If a committee decides to classify some of its working papers or documents the following possibilities exist:

- *restricted* documents will be declassified one year after being issued. They can be made available on request and under the responsibility of the committee concerned or the Secretary General of the Assembly but may not be publicly quoted without special authorisation;
- *confidential* documents will be declassified ten years after being issued. Unless the President of the Assembly or the Chairperson of the committee decides otherwise, they are only made available to members of the body concerned and some officials and must not be quoted;
- *secret* documents will be declassified thirty years after being issued. A register listing the numbered copies should be kept by the committee secretariat concerned.

However, on receipt of a well-founded request, the President of the Assembly has the authority, after consulting the Bureau or the Chairperson of the committee concerned, as well as the Secretary General of the Parliamentary Assembly, to allow consultation and quotation of all these types of documents.

Draft minutes of the Bureau and of committee meetings remain confidential at least until approved by the following Bureau or committee meeting after which they can be released on request.

In exceptional circumstances the President of the Assembly or the Secretary General of the Assembly may reassess conditions of access to Assembly documentation.

E-mails

E-mails will be kept in Enterprise Vault for a period of 5 years.

<i>Description</i>	<i>Format</i>	<i>DUA</i>	<i>Action</i>	<i>Storage space</i>	<i>Observations</i>
General					

Official referenced documents : AS/ Doc. Official reports of debates Minutes of proceedings	Word Paper PDF	5	C	PF	A paper copy is deposited in Central Archives (CA) after one year. A complete set is kept in the Secretariat of the Parliamentary Assembly. Should be kept in DRMS. Starting from 2013, paper deposits will no longer be accepted by Central Archives.
Finance, budget, administration	Word Paper PDF e-mail	10	D		
President of the Assembly					
Correspondance incoming-outgoing	PDF Word e-mail Paper	10	T	Since 2009 Sharepoint	
Official journeys : - communication by the president - speeches	Word PDF	20	C	PF	Will be kept in DRMS
Monthly diary	Word e-mail PDF	20	D	PF restricted access	President's meeting schedule
Country files	Paper Word PDF	20	S	Private Office of the President	
Secretary General of the Parliamentary Assembly					
Country files	Word Paper e-mails PdF	20	T	Office of the Secretary General of PACE	SG working files containing correspondence and documents regarding specific countries. Should be sorted by the Secretariat of PACE.
SG's incoming-outgoing correspondance	PDF Word Paper	term +2	S	Office of the Secretary General of PACE Since 2009 Sharepoint	

Table Office					
Credentials & membership	Paper E-mail	10	T		Composition of delegations, committees, political groups. This file should be sorted by the Table Office.
Assembly list	SQL database Paper	10	C		
Signatures (motions, declarations)	Word PDF Paper	5	C	PF	To be kept in DRMS
Lists of presence	Word Paper	10	D		
Voting results	SQL database hosted by DIT servers	10	C		
Table office administrative files	Paper	10	D		
Committee Secretariats					
Subject files	Word PDF Papier	20	T		Deposit in CA after 10 years should there be a lack of space. Documentation and correspondence to be selectively sorted by the Secretariat of the Committee concerned
Meeting files	Word PDF Papier E-mail	10	D		
Correspondence	Word PDF	10	T		
Country files (monitoring)	Word Paper e-mail PDF	dialogue + 10	S		