

Disposal schedule

Integrated Projects

Activities covered by this schedule

The objectives of the Integrated Projects are as follows:

- helping member states set up or improve a framework of dynamic democracy and good governance (IP1);
- helping member states implement consistent policies for combating violence in everyday life (IP2);
- contributing to the renewal of working methods and opening up unnecessary boundaries between departments within the organisation (both IPs).

Description	DUA ¹	Action ²	Notes
<i>Activities files</i>			
1) Working documents (official reference documents)	5	C	Transfer to Central Archives (CA) at the end of the project.
2) Meeting reports (official reference documents)	5	C	Transfer to Central Archives (CA) at the end of the project.
3) Internal meetings	5	C	Transfer to CA at end of project.
4) Correspondence	5	D	Transfer to CA at end of project.
Budget, finance	10	D	Transfer to CA at end of project.
Private Office correspondence	5	D	Transfer to CA at end of project.
Speaking notes for SG/SGA	5	C	Transfer to CA at end of project.
Missions	5	T	Transfer to CA at end of project. Keep mission reports,
Contracts for experts	Contract +10	D	Transfer to CA at end of project. Destroy 10 years after end of

¹ DUA – durée d'utilité administrative / length of administrative value (years)

² C - conservation in the archives ; D - destruction ; T - conservation of selected documents

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			contract
Project Steering Board	10	C	Transfer to CA at end of project.
Rap-Prog	10	C	Transfer to CA at end of project. (Rap-Prog = CM Rapporteur on the Programme of Activities)
IP working methods	10	C	Transfer to CA at end of project.