

Archives(2004)DS10

August 2004

Disposal schedule

Media Division – DG II

Activities covered by this schedule

The activities of the Council of Europe in the media field are aimed at promoting freedom of expression and information, as guaranteed by **Article 10 of the European Convention on Human Rights**, as well as the free flow of information at the pan-European level via the existence of a plurality of independent and autonomous media, while ensuring respect for other fundamental rights.

The activities of the Secretariat of the Media Division concern the following 3 major areas:

Intergovernmental Cooperation, falling within the competence of the **Steering Committee on the Mass Media (CDMM)**, which comprises experts representing the various member States of the Council of Europe as well as observers from a number of non-member States and interested intergovernmental and non-governmental organisations.

The **European Convention on Transfrontier Television**, which lays down a number of rules for the free and unhindered circulation of television programmes across the countries which are Parties to the Council of Europe treaty.

The Programme for **Assistance and Technical Co-operation in the media field (ATCM)**, in order to promote the functioning of professional, independent and pluralistic media in Europe, by organising activities addressed to representatives of official circles concerned with media-related questions as well as media professionals. These activities, organised in collaboration with the authorities of the States concerned, take the form of legal expertises of new draft laws or amendments to existing national legislation and training, information and awareness-raising workshops, seminars and conferences.

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Description	DUA	Action	Notes
ADMINISTRATIVE/GENERAL			
<i>Chronos/general correspondence</i>	5	D	
<i>Budget/Finance</i>	10	D	
<i>Missions (not ATCM)</i>	10	D	Transfer CA after 5 years in the Department (documents of value are in subject files)
<i>Contracts</i>	10	D	
<i>Documents/publications</i>	10	C	Selection by Department (publications are sent to Central Archives each year)
<i>Subject files</i>	15	T	
<i>General administrative</i>	5	D	
INTERGOVERNMENTAL/CONVENTIONS			
<i>Official reference documents</i>	*	C	A complete set is sent to Central Archives at the end of each year. Another set is kept in the Department and destroyed after 20 years
<i>Meeting files</i>	10	T	Selection by department at the end of each year
<i>Ministerial conferences files</i>	10	D	Last 2 conferences kept in Department (Conference reports are published as reference documents)
<i>Convention preparatory work</i>	30	C	
ASSISTANCE			
<i>Information country files</i>	*	S	Ongoing files – regular selection and updating by the department
<i>Activity files</i>	10	T	Transfer CA after 5 years in the service
<i>Expertises</i>	15	C	Transfer CA after 10 years in the service

DUA Length of administrative value (years)

D Destruction

C Permanent preservation in the Council of Europe Central Archives

T Partial preservation in the Council of Europe Archives after selection. Selection is carried out by Archives staff according to previously agreed criteria

* No limit

S Kept in Department