

Archives(2003)DS 11

15 October 2003

Disposal schedule

Social Policy Department - DG III

Activities covered by this schedule

The Social Policy Department is responsible for the following sectors of activity:

- **Social Policy**
 - access to social rights
 - access to social protection (including assistance programme)
 - housing (including assistance programme)
 - employment (including assistance programme)
 - social services
 - elderly persons
 - children and family
 - Assistance programmes on children and elderly
 - Ministerial conference on family affairs
- **Social Security**
 - coordinating instruments
 - European Code of Social Security
 - social security assistance programmes
 - Ministerial conference
- **Social Cohesion Development**
 - social cohesion indicators
 - social cohesion studies and fora
 - researchers network
 - information and publications
- **Population**

Description	DUA¹	Action²	Notes
Referenced documents	-	C	a complete set is sent to Central Archives as the beginning of each year
Budget, finance	10	D	
Personnel files	10	D	
Chrono	2	D	copies
Missions	5	D	
Preparation of ministerial conferences	last 2 conf	D	
Preparation of committee meetings and seminars	10	D	
Research studies	3	D	
Correspondence, head of department	3	T	retain correspondence on issues of substance

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

² C - conservation in the archives ; D - destruction