

Strasbourg, 30 January 2015

DS/Prot(2015)1

Retention/Disposal schedule Protocol

1. Activities

Protocol advises and assists the Organisation as a whole, as well as representatives of member states, observers and candidates, on matters related to protocol, privileges and immunities, official events and relations with host countries, in particular with France.

2. Notes

Paper records are kept in cupboards in the Protocol corridor; any exceptions are indicated in this schedule.

Abbreviations used in this schedule:

- CC: Computer Correspondent
- DHR: Directorate of Human Resources
- MSA: Multiservice Assistant
- RP: Permanent Representations

3. Signatures

	Nom	Signature	Date
Head of Protocol	Rafael Benitez		
Archives correspondent	Dorian Cohen		
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
Official hospitality and social events management = Gestion des hospitalités et des manifestations sociales officielles							
Official hospitality files Records documenting the organisation and monitoring of official lunches, dinners, receptions, etc., requested and financed by Directorates or Directorates General. Includes printed and signed MSA form 9207, quotes, exchanges.	Master	Paper (office of staff in charge)	5 years	Destruction	Confidential	An electronic workflow is recommended.	By year, then by entity
CoE social event records Records documenting the organisation of social events at the CoE with the following sub-series by type of event: ----- - CoE anniversaries Includes for each event exchanges, guest list, invitations, quotes, various MSA requests, programme. ----- - CM, PACE, Congress sessions Concerns organisation of luncheons, dinners, ceremonies, exhibitions, receptions, etc. during the sessions of CM, PACE or Congress, at their request. Includes for each event exchanges, guest list, quotes, programme, invitations, menu, seating plan and roadmap ("Fahrplan"). -----	Master	Word, e-mail, PDF (RMS, MSA)	10 years	Review for useful information	Confidential	Copy in paper version available	By type of event
				Destruction		Copy in paper version available Shared with concerned staff in institutions	By anniversary
							By institution, then by year, then by session

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- CoE summits Includes for each event exchanges, guest list, invitations, programme.			30 years	Review for useful information		Extension of retention due to low frequency of summits for internal business needs only. Before 2005: paper.	By summit
- (D)SG social events Concerns social events at the request of SG or DSG, at SG residence, CoE premises or elsewhere, including social events organised on the occasion of a ministerial conference. Includes for each event exchanges, guests list, quotes, invitations and seating plan.	Master	Paper	1 year after end of SG or DSG mandate	Destruction		Shared with concerned staff in Private Office	By year
	Copy	Word, PDF (RMS)				Copy file is not complete	
Pro Merito records Records documenting the organisation of Pro Merito awards and award ceremonies. Includes for each award request, MSA request for engraving, copy of diploma, guest list.	Master	Word, e-mail, PDF (PF and MSA)	5 years	Destruction	Confidential		By year
	Copy	Paper (office of staff in charge)					
Register of award recipients Covers: - List of Pro Merito Medal recipients - List of the Assembly Medal recipients - List of Honorary Member of the Congress Medal recipients - List of Congress Medal of Honour	Master	Word (RMS)	Keep current		Restricted	Current version is not declared as record. The Pro Merito list is available on Intranet. Assembly and Congress also keep	n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
recipients ----- - Annual snapshots of recipient lists			5 years	Destruction		lists of their respective medal recipients.	
Gift ceremony records Records documenting the ceremony organised around the presentation of a gift to CoE (such as a work of art). For those ceremonies organised during a session, use CM, PACE, Congress social events records. Includes for each ceremony exchanges, quotes, guest list, invitations.	Master	Word, e-mail, PDF (RMS)	10 years	Destruction	Confidential		By gift
	Copy	Paper					
Transitory records related to official hospitality and social events management Electronic exchanges concerning SG or DSG social events.	Master	E-mail, Word (personal mailbox)	1 year after social event	Destruction	Confidential		Chrono- logically
Official visits management = Gestion des visites officielles							
Official visit preparation records Records documenting the preparation of visits of personalities to the CoE. Includes for each visit security protection request (<i>saisine</i>), cortege plan, etc., as well as any exchanges within CoE and with guests. ----- - Arrival forms filled out by the personalities and attachments	Master	E-mail, Word (PF)	1 year	Destruction	Confidential		By visit
	Master	Word (RMS)	10 years	Destruction	Confidential		Alphabetically
	Copy	Paper	1 year	Destruction	Confidential		Chrono- logically

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Official visits file Table summarising all information on personalities that visited the CoE, taken from the arrival forms filled out by personalities. ----- - Previous versions of the list kept as back-up.	Master	Word (PF)	Keep current		Restricted		n/a
			1 year	Destruction			Chrono- logically
Official visit programmes Programmes especially prepared for the personalities and their entourage visiting the CoE (leaflet format)	Master	Word (RMS)	Permanent	Conservation	Restricted	Also published on Intranet. Previous versions (1990-1999) only available on paper have been digitised.	By year
	Copy	Paper (office of staff in charge)					
Provision of protocol advice and instructions = Fournir des conseils et instructions protocolaires							
Documentation regarding "etiquette" Material that serves to establish guidelines on forms of address and "etiquette" more generally.	Master	Hybrid: e-mail (PF) and paper (office of staff in charge)	2 years	Review for useful information	Restricted		n/a
Official contacts and addresses Protocol lists of contacts and addresses of importance for CoE diplomatic relations. Includes: - List of diplomatic missions - List of senior officials - List of local authorities - Lists of permanent representatives (various)	Master	Electronic (Intranet)	Keep current		Restricted		n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- List of Ministries of Foreign Affairs - List of Heads of State and Government							
- Previous versions of the: - list of senior officials - list of local authorities - list of permanent representatives	Master	Word, PDF, JPG (PF)	5 years	Destruction	Restricted	2 versions kept per year	By list
- Previous versions of the list of diplomatic missions		Hybrid: Word, PDF, JPG (RMS) Paper (older dates)	As long as the activity exists			Monthly versions. For internal business needs.	
Official contacts and addresses update documentation Information useful for the update of protocol lists. Includes notes from RP and DHR, Portal news, press clippings, exchanges with persons concerned, etc.	Master	Hybrid: Paper (office of staff in charge) and e-mail (PF)	5 years	Destruction	Restricted		By list
Managing privileges and immunities = Gérer les privilèges et immunités							
Instructions on privileges and immunities <i>Notes verbales</i> received from the French authorities on privileges and immunities for CoE staff members and RP diplomats. Includes translations established by CoE.	Master	PDF, e-mail (RMS)	10 years after superseded	Destruction	Confidential	<i>Notes verbales</i> of interest to staff members are scanned, translated and published on Intranet.	Chronologically
					Restricted		
Exchanges with French	Master	Word, e-mail	2 years after	Review for	Confidential	The paper copy is	By subject

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
authorities related to privileges and immunities Records documenting relations with local and national authorities.		(PF)	closure of the case	useful information		an extract "Security", kept by head of Protocol.	
	Copy	Paper					
CoE passport files Records documenting the establishment of CoE passports for parliamentarians, members of the Congress, experts of the CPT, etc.	Master	Paper	5 years after expiry of passport	Destruction	Confidential	Retention period recommended by DLAPIL. CoE passports are valid for 2 years.	By country
- List for numbering passports	Master	Excel (Hawking Share)	Keep current				n/a
- Previous versions of the list for numbering passports			2 years	Destruction			By year
Requests for badges and parking places Exchanges documenting the processing of requests of badges and car parking places for PACE delegates.	Master	Paper	5 years	Destruction	Restricted	Badge and parking records are kept by DLOG, the records owner.	By session, then by country
➤ Diplomats							
RP database Collaborative site related to privileges and immunities concerning RPs containing information on diplomats, their families, vehicles, etc.	Master	Electronic, Sharepoint (situation_rp)	Keep current		Confidential	Contains data as of 2007	n/a
RP residence and vehicle files Files kept for each RP documenting residence and vehicle related requests for the RP	Master	Paper (office of staff in charge)	5 years after termination of duties	Destruction	Confidential	Information on special residence permits also entered into RP database.	By country, then by name

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
<p>diplomats. Contains records which regard to:</p> <ul style="list-style-type: none"> - Applications addressed to French authorities for special residence permits requested by RP diplomats, their family and domestic staff and RP employees (non-diplomatic staff). (Includes for each member completed application form(s), copy of passport, supporting documents, copy of <i>note verbale</i> and copy of special residence permit.) - Requests sent to French authorities for registration of personal or official vehicles in a special series. (Includes completed form(s), supporting documents, copy of <i>note verbale</i> and copy of car registration certificate.) - Requests for tax exemption of taxe d'habitation and TV/radio licence. (Includes protocol form, tax assessment note, <i>note verbale</i> to the French authorities.) 						Files are sent to Archives after termination of duties if necessary due to a lack of space.	
<p>RP VAT files</p> <ul style="list-style-type: none"> - Records documenting the processing of requests for tax-free fuel (carte carburant). Includes insurance certificates, annual list of RP vehicle parc list - Records establishing the VAT reimbursement on purchases for 	Master	Paper	10 years	Destruction	Confidential	Sent to Archives after 5 years if necessary due to a lack of space.	By subseries, then by year, then by country

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
RPs' operational expenses. Includes invoice summary, Protocol and RP <i>notes verbales</i> , and reply by French authorities.							
RP non-diplomatic personnel overview records Records documenting the RP employees without diplomatic status. Includes listings established every year by each RP using the official form and cover-mail by Protocol to French authorities.	Master	E-mail with attachment in Word / Excel (RMS)	10 years	Destruction	Confidential	Previous versions (before 2012) only available on paper	Chronologically
Correspondence with RPs Includes <i>notes verbales</i> , e-mail or scanned faxes sent by RPs documenting badge requests, absence notifications, name of <i>Chargé d'Affaires</i> . Includes also exchanges about specific incidents.	Master	Hybrid: paper and e-mail (PF)	2 years	Review for useful information	Restricted		By subject, then by country
➤ CoE staff members							
CoE staff member residence and vehicle files - Application files addressed to French authorities for special residence permits requested by CoE staff members and their family members. Includes for each member completed application form(s), copy of passport, supporting documents, copy of	Master	Paper	5 years after termination of duties or end of contract whichever occurs first	Destruction	Confidential	CoE staff files <2009 kept by DHR (paper). Information on special residence permits also entered into PeopleSoft.	By sub-series, then by various criteria depending on active / inactive status

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
<p><i>note verbale</i> and copy of special residence permit.</p> <ul style="list-style-type: none"> - Records documenting the requests sent to French authorities for registration of personal or official vehicles in a special series. Includes completed form(s), supporting documents, copy of <i>note verbale</i> and copy of car registration certificate. - Application files addressed to French authorities for special residence permits requested by CoE staff members for their domestic staff. Includes for each member completed application form(s), copy of passport, supporting documents, copy of <i>note verbale</i>, <i>employment contract</i> and copy of special residence permit. 							
<p>CoE staff member tax files Records documenting the:</p> <ul style="list-style-type: none"> - Exemption of taxe d'habitation and TV/radio licence. Includes annual list of CoE staff members concerned (based on Peoplesoft). - Processing of requests for tax-free fuel (<i>carte carburant</i>). Includes insurance certificates, annual list of CoE staff members and vehicles concerned. - Management of the fuel cards (request, lost...) 	Master	Paper	10 years	Destruction	Confidential	<p>Local tax exemption and tax-free fuel files <2009 are kept by DHR (paper).</p> <p>Fuel cards are valid for 3 years.</p>	By sub-series, then by year or subject (fuel card)

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Tax-free import/export certificates Certificates documenting the right to tax exemption, e.g. for the import/export of CoE staff members' personal effects.	Copy	Paper	10 years	Destruction	Confidential		Alphabetically
Travel documentation assistance = Assistance pour la documentation des déplacements							
Visa support records Records documenting the establishment of <i>notes verbales</i> for visa requests (including D visas) by: - Staff members for mission - Staff members' relatives - Experts Includes scanned signed <i>notes verbales</i> , MSA form (9220), may also include supporting documents such as passport copies, CoE invitation letters and exchanges.	Master	Word, e-mail, PDF (MSA)	5 years	Destruction	Confidential	As from 2014, electronic version only. Previous years paper versions.	n/a
Travel documentation support exchanges Requests and replies concerning visa requirements and related information (MSA form 9221).	Master	Word, e-mail, PDF (MSA, PF)	Keep until procedure finalised	Destruction	Confidential		By country
External visa and passport information Information obtained from national authorities about visa requirements (national visa regimes and visa application procedures).	Master	E-mail, Word (PF)	Keep current		Confidential	Information is published on the Intranet.	By country

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Travel planning = Planification des déplacements							
Official notifications for CoE high officials travel Records documenting practical arrangements regarding a forthcoming mission of SG or DSG outside Strasbourg. Includes exchanges and signed letters sent to RP (arrival time, VIP lounge, official car, etc.).	Master	Word, e-mail (PF)	3 years	Destruction	Confidential	Scanned copy of the letter sent to Private Office.	By function, then by year
	Copy	Paper (office of staff in charge)					
Development of financial policies and procedures = Développement des politiques et procédures financières							
Réglementation en matière de douanes et taxes (TVA) Instructions reçues par les autorités françaises sous forme de <i>notes verbales</i> concernant les privilèges et immunités en matière de douanes et taxes.	Master	Paper (office of staff in charge)	10 years after superseded		Confidential	Deposit to Archives after 3 years	Chronologically
- Versions numérisées et traduites (à partir de 2009).	Master	PDF (RMS)	10 years after superseded		Restricted	Since 2009 a subset of relevant rules is scanned and translated and made available to staff-members.	By status (current, past)
Procédures de dédouanement et d'exonération fiscale Procédures et ordinogrammes mis à la disposition des services pour acheter des biens, solliciter une prestation de service externe, expédier les biens du CdE, etc.	Master	Powerpoint, Word (RMS)	Keep current		Restricted	Published on Intranet	By type

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Versions antérieures	Master	Powerpoint, Word (RMS)	10 years		Confidential		Chrono- logically
Tax and customs management = Gestion des taxes et des douanes							
Bases de données taxes et douanes - Union : base de données pour traiter les demandes de certificats d'exonération des droits et des taxes. - Import : base de données pour traiter les demandes de certificats d'exonération des droits et des taxes. - Export : base de données pour l'établissement des lettres de courrier diplomatique.	Master	Access (Share Douane)	Keep current		Confidential	Only current year is kept in the database.	By series
- Versions antérieures des bases de données	Master	Access (Share Douane)	3 years	Destruction	Confidential		By series
Dossiers Taxes et douanes - Import Concerne l'importation de produits achetés, de prestations de service ou de circulation de biens depuis un pays tiers. Comprend le contrat, la facture pro-forma, le(s) document(s) douanier(s), d'autres documents pertinents et éventuellement des échanges. - Union européenne Concerne l'établissement d'un certificat d'exonération de la TVA	Master	Paper (office of staff in charge)	10 years	Destruction	Confidential	Deposit to Archives after 3 years	By year

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
et/ou des droits d'accise pour la livraison depuis/vers un pays de l'UE hors France. Comprend le contrat, la facture pro-forma, le(s) document(s) douanier(s), d'autres documents pertinents et éventuellement des échanges. - Produits de réception Concerne les produits contingentés.							
Dossiers Stupéfiants et psychotropes Concerne les demandes de circulation et d'achat de substances ou produits sous contrôle sanitaire, médicamenteux ou vétérinaire.	Master	Paper (office of staff in charge)	10 years	Destruction	Confidential	Not sent to Archives	By year
Records transitoires relatifs à la gestion des taxes et des douanes Manuel et procédures d'utilisation des bases de données taxes et douanes.	Master	Paper (office of staff in charge)	Keep current		Internal	Some parts exist in Word (Share Douane)	n/a
- Echanges pour fournir des conseils techniques, logistiques et juridiques aux Services, RPs et partenaires commerciaux.	Master	E-mail (mailbox of staff in charge)	Keep until reply delivered		Confidential		Chronologically
- Avis de la DLAPIL concernant les taxes et douanes.	Copy	Paper (office of staff in charge)	10 years	Destruction	Confidential	Master is kept by DLAPIL. Access to the electronic version in RMS to be established.	Chronologically

Support activities

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
➤ Administration							
Internal procedures development							
Protocol procedures Protocol procedures, e.g. for the official arrival of a new permanent representative.	Master	Word (PF)	Keep current		Internal		n/a
Conducting staff and management meetings							
Internal meeting minutes Minutes documenting meetings within the Protocol entity.	Master	Word (PF)	5 years	Destruction	Confidential		By year
Internal collaboration networking							
Entity's Computer Correspondents exchanges	Master	E-mail (mailbox of the Protocol CC)	2 years	Destruction	Confidential		By year
Document management							
Chronos Chronological files of copies of outgoing correspondence: - Correspondence of Head of Protocol - <i>Notes verbales</i> related to privileges/immunities sent to RPs - <i>Notes verbales</i> related to privileges/immunities sent to French authorities.	Copy	Paper	2 years	Destruction	Confidential		By year

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Registry of <i>notes verbales</i> Inventories of <i>notes verbales</i> issued by Protocol related to visas, RPs and staff.	Master	Excel (Hawking Share)	Keep current		Confidential		n/a
Protocol forms Empty templates for requests addressed to Protocol	Master	Word (RMS)	Keep current		Restricted	Not declared as records in RMS. Forms are made available via Intranet.	Chrono- logically
Transitory records related to document management - Word version of <i>notes verbales</i> for reuse	Master	Word (PF)	Keep current		Restricted		n/a
➤ Finance and budget							
Local resources monitoring							
Financial follow-up records Administrative files regrouping all important documents regarding finance and budget, covering all expenses (HR, suppliers, telephone, production, translation etc.). Includes salary tables, RBB plans, webfocus/FIMS reports.	Master	Electronic (Hawking Share)	5 years	Destruction	Confidential		By theme/ type of expenses
- Exchanges with DPFL		E-mail (PF)					By in/out
Procurement							
Procurement supporting and accounting records Records documenting purchases and missions, including purchase	Master	Paper (office of staff in charge)	10 years	Destruction	Confidential	Includes financial delegation for the year. Procurement supporting records	By year then by type of purchase

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
approval, orders, contracts, invoices and exchanges.						are stored together with Procurement accounting records for simplification. Sent to the Central Archives after 5 years.	
➤ Equipment and consumables							
Inventory control							
Inventories of wine cellars Wine stock inventory tables of the: - Palais - SG residence	Master/ Copy	Excel (PF)	Keep current		Confidential	The Palais list is a copy of the record held by DLOG.	n/a
	Copy	Paper					
➤ Human resources							
Management of posts and positions							
Job descriptions	Copy	Word (PF)	Keep current		Confidential		By post
Staff contract management / Remuneration and allowances management							
Staff overview records Records regrouping nominal HR information at entity level. Includes documents such as requests for promotion and exchanges with DHR.	Master	E-mail, Word, Excel (Hawking Share)	5 years	Destruction	Confidential		By in/out
Monitoring staff absence							
Absence tables	Master	Excel, PDF	2 years	Destruction	Confidential	A PDF is made from	By month

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
		(PF)				the signed version and sent to DHR.	
Traineeship management							
Entity's files containing information on trainees and <i>visiteur d'étude</i> , the work carried out, etc. Includes traineeship applications.	Master	E-mail (Mailbox HR)	2 years	Destruction	Confidential		By name of trainee
	Copy	Paper (office of staff in charge)					
➤ Communication							
Web management							
Intranet Protocol section on Council of Europe Intranet.	Master	Electronic (Intranet)	Keep current		Restricted	Web archiving requested	Web content structure