

Strasbourg, 14 October 2015

DS/CPT(2015)1

Retention/Disposal schedule European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment (CPT)

Extract concerning CPT core activities

Human Rights Directorate
Directorate General of Human Rights and Rule of Law (DGI)

1. Activities

The CPT was set up under the Council of Europe's "European Convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment" (ECPT), which came into force in 1989.

The Committee examines, by means of visits, the treatment of persons deprived of their liberty with a view to strengthening, if necessary, the protection of such persons from torture and inhuman or degrading treatment or punishment.

2. Access

Access to documents is governed by the ECPT and the Rules of Procedure of the CPT. Confidential access refers to access by the Secretariat of the CPT and, where applicable, to CPT members and experts. No declassification is foreseen, unless specified in the schedule.

3. Archives

Archived paper documents are stored in the CPT Archives. What is to be kept in these Archives has to be reviewed during the establishment of the full retention and disposal schedule.

4. Approval

	Nom	Signature	Date
Executive Secretary	Jeroen Schokkenbroek		
Archive correspondent	Patrick Müller		
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
D.20.040 Conducting monitoring instances							
RS005 Background information Includes the following sub-series:							
CPT country background information External information sources documenting the situation in a monitored country in general (not relating to a specific monitoring instance), such as press clippings and communications received.	Master	Hybrid (Share, CPT Doc Centre)	Keep current	Destruction	Confidential	Shared with visiting delegation. May contain public documents but compilation is confidential. Used for country briefing distributed on mobile devices.	By country
RS010 Specific monitoring preparation records Includes the following sub-series:							
CPT specific monitoring preparation records Records documenting the preparation and the follow-up of an instance of a CPT monitoring activity. May include: - Visit programme - Practical visit information - Briefing notes - Delegation notes - Photos	Master	Word, JPG, PDF, E-mail (RMS)	10 years	Review for useful information	Confidential	Shared with visiting delegation.	By country, then by visit date
RS020 Exchanges with monitored state Includes the following sub-series:							
CPT exchanges with monitored state Records documenting official exchanges with authorities about formal aspects of the monitoring	Master	Hybrid: Word, E-mail, PDF (RMS) or paper (CPT Doc Centre)	10 years	Review for useful information	Confidential	Shared with visiting delegation.	By country, then by visit date

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
instance. May include: - Notification letters - Acknowledgements of receipt - Authorisations for publication							
- Documentation on detention places received during the visit		Paper (CPT Doc Centre)					
RS030 Exchanges within monitoring mechanism							
Includes the following sub-series:							
CPT exchanges within monitoring mechanism Records documenting the exchange among the monitoring actors, i.e. between CPT Secretariat and Bureau or visiting delegation, and with other organisations.	Master	Word, E-mail (PF)	5 years	Destruction	Confidential		By country, then by visit date
RS040 Preliminary monitoring results							
Includes the following sub-series:							
CPT preliminary observations Preliminary observations communicated orally to the authorities during the visit and finalised as documents after the visit. May include: - Preliminary observations including, if applicable, immediate observations according to article 8.5 of the European Convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment - Government response(s) to immediate observations	Master	Word, E-mail (RMS)	30 years	Review for preservation	Confidential	Can be published at the request of the state concerned.	By country, then by visit date

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
RS050 Monitoring reports Includes the following sub-series:							
CPT monitoring reports Records documenting the monitoring of a state within the ECPT. Covers several sub-series which may include the following: Non-published monitoring reports: - Visit report - Government response(s) - Reply to government - Government declaration in response to public statement	Master / Copy	Word or (if not available in Word) PDF, Links (RMS)	Permanent	Preservation	Confidential (No declassification due to article 11 of the ECPT unless authorisation by monitored State)	Shared with CPT members via CPT SharePoint site. Records which are filed under CPT meeting records appear in this series as a link. Documents received on paper are scanned and become official CPT documents. Certain appendices to government responses are not part of official CPT documents and kept on paper in CPT Archives.	By access level, then by visit (country and date)
Published monitoring reports: - Published visit report - Published government response(s) - Published reply to government - Public statement	Master				Public	Edited owing to personal data protection. Scanning of documents must include OCR.	
Search copies: Collection of all visit reports and public statements containing segment-level indexing for exploitation by the HUDOC search engine.	Copy	Word (Hawking-share)	Keep current	As long as needed for search	Confidential	Files are copied manually into HUDOC.	Alphabetically

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Transitory records relating to the monitoring activity - Draft versions and copies other than those noted in this schedule - List of points for discussion of visit report - Exchanges which need to be kept only until the relevant procedure is finalised.	Master	Electronic (PF, P-drive or mailbox of staff concerned)	Keep until relevant procedure is finalised	Destruction	Confidential	Draft versions discussed in CPT meetings are kept as CPT meeting records.	By country, then by visit date
B.15 Managing CoE institutional relations							
RS010 Activity reports addressed to Committee of Ministers							
Includes the following sub-series:							
CPT general reports to Committee of Ministers General reports on its activities submitted every year by the CPT to the Committee of Ministers according to article 12 of the European Convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment. - General reports (original version)	Master	Word (RMS)	Permanent	Preservation	Public	If a communication version exist, the original word version (required for re-use) is changed to confidential to avoid multiple versions being available publicly. Series can be accessed by SecCM staff for addition of metadata (Write access permission). For reports prepared with DLOG, master kept by DLOG. Should be replaced by links when they become available in RMS.	By report type
- General reports (communication version) with a different layout and possibly editorial changes	Copy	PDF (RMS)					

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
C.50 Conducting committees							
RS005 Committee membership records Includes the following sub-series:							
CPT membership records Official exchanges with Parliamentary Assembly and Committee of Ministers concerning expiring mandates and elections of CPT members (CPT members are elected by the Committee of Ministers from a list of candidates drawn up by the Parliamentary Assembly). Includes CM notifications on elected members. Information is entered into the CPT Planning Database.	Master	E-mail, Word (RMS)	15 years	Review for useful information	Confidential		By country
CPT members list List of CPT members established, when needed, as report from the CPT Planning Database (see below under A.10.020 Work planning).	Master	PDF (RMS)	Keep current	Destruction	Public	Published on Internet. The list is not declared record in the RMS to ensure continuous updating.	n/a
RS010 Committee meeting preparation records Includes the following sub-series:							
CPT plenary meeting preparation records Records documenting the preparation of CPT plenary and working group meetings such as exchanges between Secretariat and Bureau or exchanges within CPT working groups.	Master	E-mail, Word, PDF (RMS)	10 years	Destruction	Confidential	Selected information is made available on CPT SharePoint site.	By group, then by meeting

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
RS030 Committee convocation records Includes the following sub-series:							
CPT plenary convocation records Convocations and invitations to CPT plenary meeting.	Master	E-mail, Word (PF)	5 years	Destruction	Confidential		By meeting
RS050 Committee meeting records Includes the following sub-series:							
CPT plenary meeting records Records documenting the plenary meetings of the CPT: - Draft agenda - Draft order of business - Working documents - List of decisions - Meeting report	Master	Word or (if not available in Word) PDF (RMS)	Permanent	Conservation	Confidential	Made available to CPT members via CPT SharePoint site where relevant. Selected working documents may be individually declassified, as decided by the CPT Plenary. Selected CPT meeting records are filed as links also in other series (e.g. CPT monitoring reports).	By meeting
CPT working group meeting records Records documenting the meetings of CPT working groups (e.g. Medical group, Jurisprudence group). A meeting file usually includes: - Draft agenda - Working documents - List of decisions or meeting reports	Master	Word or PDF (RMS)	10 years	Review for useful information	Confidential	Shared with relevant members via CPT SharePoint site.	By working group, then by meeting or by subject

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
C.70 Organisation of conferences and events							
RS010 Conference and event organising records Includes the following sub-series:							
CPT conference and event organising records Records documenting the organisation of conferences by the CPT. May include: - Exchanges with participants - Invitation letters - List of participants with personal data	Master	Word, E-mail (RMS)	10 years	Review for useful information	Confidential	Can be shared with CPT members.	By conference
RS050 Conference and event records Includes the following sub-series:							
CPT conference and event records Records documenting the conferences organised by the CPT. May include: - Programme - List of participants without personal data - Contributions / Speeches / Presentations - Conclusions - Proceedings	Master	Word or (if not available in Word) PDF, PowerPoint (RMS)	30 years	Review for preservation	Public	Selected videorecordings of the conferences to be kept by DC (not the rushes). Extracts published on various video streaming hosts.	By conference
➤ Communication							
C.90.070 Managing publications							
RS050 Council of Europe awareness-raising material Includes the following sub-series:							

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
<p>CPT publications Published material on the CPT, including previous versions.</p> <p>Includes the following publication types:</p>	Master/ Copy	Word or PDF (RMS)	10 years	Review for preservation	Public	If previous versions are kept for administrative reasons they are given confidential access permission to avoid multiple versions of these records being available publicly. For publications prepared with DLOG, master kept by DLOG. Should be replaced by links when they become available in RMS.	By publication, then by language
<p>Communication versions of existing texts prepared for a wider distribution (Convention (ECPT), CPT rules of procedure, agreements) with translations provided by Council of Europe or national authorities.</p>	Copy		10 years	Review for information		Originals are kept or filed elsewhere (Treaty Office; CPT plenary meeting records).	
<p>Original publications Originally created publications such as the CPT leaflet or CPT standards (compilation of extracts from annual reports).</p>	Master / Copy		Keep current			Current version is not declared record to allow continuous update.	
			Final version: permanent	Preservation			
<p>CPT video clips Edited videorecordings produced in co-operation with DC.</p>	Copy	mp4, (Shared drive Hawking- share)	5 years	Review for useful information		Master with DC	

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
C.90.080 Web management							
CPT SharePoint site Restricted website for CPT members and Secretariat containing copies of recent relevant documents including reference documents.	Master	Collaborative SharePoint site	Keep current	Destruction	Confidential		Depends on web content structure
CPT Website CPT section on Council of Europe website, consisting of web pages	Master	Electronic (Liferay)	Keep current	n/a	Public	Web pages can be archive via Archive-IT.	Web content structure
➤ Administration							
A.10.020 Work planning							
CPT Planning Database This database contains information on CPT visits, meetings, reports, publications and participation by CPT members, Secretariat staff, experts and interpreters.	Master	Access Database (Hawking-share)	Keep current	n/a	Confidential	Secure back-up of database is required.	n/a
CPT annual visit plans Table providing an overview of visit activities during the current year. ----- - Previous versions	Master	Excel (PF)	Keep current 2 years	Destruction	Confidential		n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
A.20.030 Expenditure management							
RS080 Mission and travel reimbursement records Includes the following sub-series:							
CPT mission and travel reimbursement records - Mission orders - Invoices linked to missions	Master	Electronic (GDD)	10 years	Destruction	Confidential	Shared with Finances.	n/a