

DIRECTORATE GENERAL OF ADMINISTRATION

DIRECTORATE OF INFORMATION TECHNOLOGY

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Strasbourg, 19 April 2016

DS/DG1(2016)1

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## **Retention/Disposal schedule Independence and Efficiency of Justice Division**

### **Extract for the Consultative Council of European Judges (CCJE)**

Justice and Legal Co-operation Department  
Directorate of Human Rights  
DGI – Directorate General of Human Rights and Rule of Law

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#### **1. Activities**

The Consultative Council of European Judges (CCJE) has an advisory function on general questions relating to independence, impartiality and competence of judges. This leads it to prepare opinions for the attention of the Committee of Ministers. The CCJE may also receive requests for opinions from other Council of Europe bodies. Although the opinions given by the CCJE take account of existing national situations, they mainly contain innovative proposals for improving the status of judges and the service provided to members of the public seeking justice.

#### **2. Access and declassification**

For access to its official documents the CCJE applies the rules laid down in the [Resolution\(2001\)6 on access to Council of Europe documents](#), adopted by the Committee of Ministers on 12 June 2001, unless otherwise stipulated in this schedule. Internal documents will be declassified after 30 years respecting provisions of personal data protection.

In this schedule, the access classification level “confidential” refers to access by CCJE Secretariat and CCJE members (to be defined), unless otherwise indicated.

**3. Signatures**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Head of Division	Stéphane Leyenberger		
Archives Correspondent	Christina Nicolaidou		
Head of Information Management Division	Eva Sodomova		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>C.50 Conducting committees</b>							
<b>RS010-Committee meeting preparation records</b> Includes the following sub-series:							
<b>CCJE document preparation records</b> Exchanges between CCJE members and Secretariat documenting the preparation of CCJE meetings with regard to content related issues and in particular concerning the documents to be prepared.	Master	E-mail, Word (PF)	5 years	Review for useful information	Confidential (SecCCJE)		By year/meeting
<b>RS030-Committee convocation records</b> Includes the following sub-series:							
<b>CCJE convocation records</b> Records documenting the convocation of delegates and members for CCJE meetings (plenary, bureau and working groups). Include cover e-mail with draft agenda.	Master	E-mail, Word (PF)	5 years	Destruction	Restricted		By meeting
<b>RS050-Committee meeting records</b> Includes the following sub-series:							
<b>CCJE Bureau meeting records</b> Records documenting the meetings of the Bureau of the Consultative Council of European Judges (CCJE-BU).	Master	Word (RMS)	30 years	Review for preservation	Confidential	Agenda is finalised and declared record after the meeting. A copy of the	By year/meeting

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
May include: - Agenda - Texts adopted by the Bureau such as draft opinions, questionnaires, replies to assistance requests (comments, positions, recommendations, declarations, contributions) - List of participants with personal data						draft texts is made available on the CCJE collaborative workspace. Replies to assistance requests adopted by the Bureau may be individually declassified before 10 years.	
- Meeting report including agenda and list of participants without personal data.	Master	Word, PDF (RMS)	Permanent	Preservation	Public		
<b>CCJE GT meeting records</b> Records documenting the meetings of the members of the Consultative Council of European Judges working party (CCJE-GT). Include: - Agenda - Preliminary texts (opinions, comments, positions and recommendations) - List of participants with personal data	Master	Word or PDF, E-mail (RMS)	10 years	Review for useful information	Confidential		By year/meeting
- Meeting report with agenda and short list of participants without personal data	Master	Word (RMS)	Permanent	Preservation	Public		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<p><b>CCJE plenary meeting records</b>                      Records documenting the plenary meetings of the Consultative Council of European Judges, active as of 2000. May include:</p> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Speeches</li> <li>- Working documents (e.g. report on the judges situation, synthesis of replies or compilation of replies with their questions to the CCJE questionnaires)</li> <li>- Adopted texts such as opinions and replies to assistance requests (comments, positions, recommendations, declarations)</li> <li>- Meeting report with agenda and short list of participants without personal data</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>- Abridged report prepared for the CM with the following addenda: opinion and report on judges situation</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Public except report on the judge's situation.  The report is confidential (to be changed manually) and declassified after the meeting. It is shared with CCJE members on CCJE collaborative workspace.	Agenda is finalised and declared record after the meeting. Adopted texts are declared records after the meeting for proofreading. Series may include Translations, prepared by member states, of adopted opinions. Opinions include Magna Carta of Judges of 2010. Selected documents are distributed on paper during the plenary.	By year/meeting
10 years			Destruction	Abridged reports are re-issued by CM with CM reference.			
<b>B.15 Managing CoE institutional relations</b>							

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>RS010-Inter-institutional relations records</b> Includes the following sub-series:							
<b>CCJE inter-institutional contributions</b> Contributions requested by other of Council of Europe bodies such as CCPE, CDCJ, CEPEJ, CM, CM-EXEC, Venice Commission on matters related to the situation of judges . Include original request, final contribution and substantial exchanges.	Master	Word, E-mail (RMS)	10 years	Review for useful information	Internal		By entity
<b>Transitory records related to managing CoE institutional relations</b> - Non substantial exchanges with others entities	Master	E-mail (mailbox)	Keep until reply delivered	Destruction	Confidential (SecCCJE)		n/a
<b>D.010 Development of standards</b>							
<b>RS010-Standards development preparation records</b> Includes the following sub-series:							
<b>CCJE questionnaire exchanges</b> Records documenting the exchanges with member countries on gathering information which will serve as	Master	E-mail, Word or PDF (RMS)	10 years	Review for useful information	Confidential (SecCCJE)	Raw replies arrived on paper or by fax have to be scanned (preferably with	By questionnaire, then by country

\* CCPE: Consultative Council of European Prosecutors, CDCJ: European Committee on Legal Co-operation, CEPEJ: European Commission for the Efficiency of Justice, CM: Committee of Ministers, CM-EXEC: Department for the Execution of Judgments of the ECHR.

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input to prepare CCJE opinions. Include the unedited "raw" reply to the CCJE questionnaires (not for publication).						OCR); these are not kept.	
<b>RS020-Standard elaboration records</b> Includes the following sub-series:							
<b>CCJE questionnaire replies</b> Single country replies to the CCJE questionnaires, including questions, prepared for online publication.	Master	Word or PDF (RMS)	30 years	Review for useful information	Public	Single country replies are published online.	By opinion, then by reply
<b>D.050 Provision of legal and policy advice</b>							
<b>RS050-Legal and policy advice</b> Includes the following sub-series:							
<b>CCJE legal assistance records</b> Records documenting the treatment of assistance requests received by CCJE from professional associations or justice professionals on specific problems concerning judges in legislative and practical terms. Include: - Request addressed to CCJE - Relevant exchanges between CCJE members - Reply signed by the CCJE president ( urgent cases)	Master	PDF, E-mail (RMS)	30 years	Review for preservation	Confidential	Requests arrived on paper are scanned (preferably with OCR); paper or fax versions are not kept. Shared with CCJE members on CCJE collaborative workspace.	By request

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Copy of reply adopted by the CCJE Bureau or Plenary (other cases)	Copy	Links (RMS)					
<b>➤ Communication and public information</b>							
<b>C.90.070 Managing publications</b>							
<b>RS050-Council of Europe awareness-raising material</b> Includes the following sub-series:							
<b>CCJE awareness-raising material</b> Communication versions of compilation of all of CCJE opinions prepared for a wider distribution.	Master	E-mail, Word, PDF (RMS)	10 years	Review for useful information	Public		By year
<b>C.90.080 Web management</b>							
<b>CCJE collaborative workspace</b> Restricted website for Secretariat and CCJE members for relevant documents such as draft opinions, requests addressed to CCJE etc.	Master	Collaborative workspace (SharePoint)	Keep current	Destruction	Confidential		n/a
<b>➤ Administration</b>							
<b>A.20.030 Expenditure management</b>							
<b>RS080-Mission and travel reimbursement records</b> Includes the following sub-series:							



<b>Series: title, description</b>	<b>Master / Copy</b>	<b>Medium, format &amp; storage</b>	<b>Retention period</b>	<b>Disposition</b>	<b>Access classification level</b>	<b>Notes / Rationale</b>	<b>Folder structure</b>
<b>CCJE mission and travel reimbursement records</b> - Mission orders - Invoices linked to missions	Master	Electronic (GDD)	10 years	Destruction	Confidential (Shared with finances)		n/a