

DIRECTORATE GENERAL OF ADMINISTRATION  
DIRECTORATE OF INFORMATION TECHNOLOGY



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

### **Extract for the Consultative Council of European Prosecutors (CCPE) – documents published online**

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

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The following is an extract of the forthcoming full retention/disposal schedule of the Consultative Council of European Prosecutors (CCPE). It has been prepared for receiving in the Council of Europe's Records Management System the CCPE's documents currently published in the *WebCubeDocumentaire* (WCD) legacy application; the WCD is to be phased out due to obsolete technology.

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>RS050-Committee meeting records</b> Includes the following sub-series:							
<b>CCPE Bureau meeting records</b> Records documenting the meetings of the Bureau of the Consultative Council of European Prosecutors (CCPE-BU). 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	Master	Word (RMS)	30 years	Review for preservation	Confidential	Agenda is finalised and declared record after the meeting.  A copy of the draft texts is made available on the CCPE collaborative workspace. Replies to assistance requests adopted by the Bureau may be individually declassified before 10 years.	By year /meeting
	- Meeting reports including agenda and list of participants without personal data.	Master	Word, PDF (RMS)	Permanent	Preservation		
<b>CCPE GT meeting records</b> Records documenting the meetings of the members of the Consultative Council of European Prosecutors working party (CCPE-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 reports with agenda and short list of participants without personal data	Master	Word (RMS)	Permanent	Preservation		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>CCPE plenary meeting records</b> Records documenting the plenary meetings of the Consultative Council of European Prosecutors, active as of 2005. May include: <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Speeches</li> <li>- Working documents (e.g. report on the prosecutors situation, synthesis of replies or compilation of replies with their questions to the CCPE 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>	Master	Word (RMS)	Permanent	Preservation	Public except report on the prosecutors situation.  The report is confidential (to be changed manually) and declassified after the meeting. It is shared with CCPE members on CCPE 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. 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>C.70 Organisation of conferences and events</b>							
<b>RS050- Conference and event records</b>							
Includes the following sub-series:							
<b>CCPE conference records</b> Records documenting the contents of conferences and other events, organised by the CCPE, such as the European Conference of Prosecutors. Include: <ul style="list-style-type: none"> <li>- Programme</li> <li>- Proceedings</li> <li>- Speeches / presentations</li> </ul>	Master	Word, PDF (RMS)	30 years	Review for preservation	Public		By conference

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Conclusions - List of participants without personal data							
<b>D.10.010 Development of standards</b>							
<b>RS020-Standard elaboration records</b> Includes the following sub-series:							
<b>CCPE questionnaire replies</b> Single country replies to the CCPE 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>C.90.070 Managing publications</b>							
<b>RS050-Council of Europe awareness-raising material</b> Includes the following sub-series:							
<b>CCPE awareness-raising material</b> Communication versions of compilation of all of CCPE opinions prepared for a wider distribution.	Master/ Copy	E-mail, Word, PDF (RMS)	10 years	Review for useful information	Public		By year