

Strasbourg, 5 June 2014

DGA/DIT/IMD(2014)1

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# Archiving procedures at the Council of Europe

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## 1. Transferring historical archives (files to be kept indefinitely)

In keeping with their mission to constitute the Organisation's collective memory, the Council of Europe Archives collect archival material from the different entities.

For this to be possible, it is of the utmost importance that the different entities regularly transfer their historical archives (administrative files and referenced documents) to the Council of Europe Archives for permanent preservation.

For more details on the documents considered as historical archives within the Council of Europe, please see the [collection policy](#).

The procedure is as follows:

1. Check that the archives to be transferred comply with the entity's [Retention/Disposal schedule](#).
2. Sort the files in accordance with the instructions in the "[Weeding guide](#)" (remove duplicates and other unnecessary documents, as well as any plastic sleeves, etc.).
3. Fill in [form 1600](#) in the Multiservice Assistant.
4. Click on "Template file" and fill in the fields required, incorporating the inventory of files to be sent at the end. Ensure that the inventory shows the correct numbers and titles of the files to be transferred.
5. Save this file on your P: drive or on your desktop.
6. Close the file.
7. Submit the request.
8. Complete your request by clicking on "Modify".
9. Click on the "Browse" button and look for the file you saved previously on P: or on your desktop, in order to attach it to your request.
10. Resubmit your request.
11. If necessary, the Council of Europe Archives will make an appointment with you to check the content of the files to be sent.
12. Important! No dispatches will be accepted without the prior agreement of the Council of Europe Archives. If no agreement has been given, all boxes or files will be returned to the sender.
13. Once the Council of Europe Archives have given their agreement, a date will be set for sending the files.
14. Send the files to the Council of Europe Archives together with the inventory and the form for permanent records preservation, validated by the administrator responsible.
15. Once your deposit has been processed, both your archive correspondent and yourself will receive a copy of the form validated by the Council of Europe Archives.

## 2. Storing intermediate archives / documentation in the basement of the Agora building

The basement of the Agora building provides a storage area in which entities may keep both general documentation and intermediate archives (closed administrative files).

Entities are responsible for transporting their files to this area and placing them in storage.

- To obtain a storage space, you must make a request using the Multiservice Assistant: [form 1604](#).
- To receive [training for registering intermediate archives](#) (French only) on WebCat (on-line catalogue), contact [archives@coe.int](mailto:archives@coe.int).

## 3. Destroying intermediate archives

The files marked with the letter D (destruction) in the Action column of your entity's [Retention/Disposal schedule](#) may in theory be destroyed when the specified preservation period expires.

The procedure is as follows:

1. Check that the intermediate archives to be destroyed comply with the entity's [Retention/Disposal schedule](#).
2. Fill in [form 1603](#) in the Multiservice Assistant.
3. Click on "Template file" and fill in the fields required, incorporating the inventory of files to be destroyed at the end.
4. Save this file on your P: drive or on your desktop.
5. Close the file.
6. Submit the request.
7. Complete the request by clicking on "Modify".
8. Click on the "Browse" button and look for the file you saved previously on P: or on your desktop, in order to attach it to your request.
9. Resubmit the request.
10. You must not destroy documents before receiving authorisation from the Council of Europe Archives. This is because some documents may need to be incorporated into the historical archives collection in line with the [collection policy](#).
11. Send the 'notification of the destruction of records' form, validated by the administrator responsible and the archive correspondent, together with the inventory of files, to the Council of Europe Archives.
12. A copy of this form is to be kept by the entity. It will serve as evidence of authorised destruction in the event of an external audit.