

Strasbourg, 03 March 2023

DS/Prot(2023)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. Explanatory Notes

Disposition

The disposition "Preservation" in this schedule means that the records concerned will be kept permanently because of their historical (archival) value for the Organisation.
For preservation reasons electronic records to be kept more than ten years, should be transferred to the Records management system.

Access

Official documents are classified and declassified in line with the [Resolution Res\(2001\)6 on access to Council of Europe documents](#), adopted by the Committee of Ministers on 12 June 2001: restricted documents are declassified one year after being issued; confidential documents are declassified 10 years after being issued.

Access to internal documents (as defined by Resolution(2001)6) is aligned to the dispositions of the [Council of Europe Records and Archive policy](#), according to which internal documents are by default accessible to all internal users, unless specified otherwise. Archived internal documents are declassified after 30 years.

Exceptions to these rules are specified in the current schedule.

Vital records:

- *Notes verbales* of the French Ministry for Europe and Foreign Affairs

Abbreviations used in this schedule:

- CC: Computer Correspondent
- CM: Committee of Ministers
- CoE: Council of Europe / CdE : Conseil de l'Europe
- CPT: European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment
- DHR: Directorate of Human Resources
- DLAPIL: Directorate of Legal Advice and Public International Law
- DPC: Directorate of Programme Co-ordination
- DPB: Directorate of Programme and Budget
- DMS: Document management system
- DSG: Deputy Secretary General
- EDQM: European Directorate for the Quality of Medicines
- FIMS: Financial information management system
- MSA: Multiservice Assistant
- PACE: Parliamentary Assembly of the Council of Europe
- RP: Représentations permanentes/Permanent representations
- RBB: Results based budgeting database of the CoE
- RMS: Records management system
- SG: Secretary General
- TPA: Treasury Payments and Accounting
- UE: Union européenne/European Union

3. Signatures

	Nom	Signature	Date
Head of Protocol	Philippe Metz		
Records and Archive Correspondent	Saskia Daniell		
Head of Information Life Cycle Section	Philippe Reilhac		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
C.40.010. Official hospitality and official events management = Gestion des hospitalités et des manifestations officielles							
RS010 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	Word, e-mail, PDF (DMS)	5 years	Destruction	Confidential	Quotes are to be kept 10 years according to the disposition of Protocol procurement accounting records (see series p. 24) Paper for convenience copy (secured destruction)	Chronologica l
Reference rates		PDF (RMS for publication)		Review for useful information	Restricted		
RS020 CoE official event records Records documenting the organisation of ceremonies and official events in and outside Strasbourg such as CM ministerial sessions, PACE or Congress sessions. Include: - Exchanges	Master	Word, e-mail, PDF (DMS, RMS)	10 years	Review for useful information	Confidential	Access classification of official events to be changed manually to restricted for publication. Shared with concerned staff in institutions. Quotes are to be kept 10 years according to the disposition of	By type of event

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Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
<ul style="list-style-type: none"> - Guest list - Invitations - Quotes - Programme - Seating plan - Roadmap ("Fahrplan") 						Protocol procurement accounting records (see series p. 24) Paper copy for convenience (secured destruction).	
CoE summits and anniversaries Includes for each event exchanges, guest list, invitations, programme.	Master	PDF (RMS)	30 years	Review for preservation	Confidential	Before 2005: paper to be transferred to the Archives	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	Word, PDF, E-mail (DMS)	5 years after end of SG or DSG mandate(s)	Destruction	Confidential	Shared with concerned staff in Private Office Paper copy for convenience (secured destruction).	By year

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Pro Merito records Records documenting the organisation of Pro Merito awards and award ceremonies. Includes for each award request, MSA request for engraving, guest list, Pro Merito Diploma.	Master	Word, e-mail, PDF (DMS and MSA)	5 years	Destruction	Confidential	A copy of Pro Merito diploma is scanned and saved in DMS.	By year
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 recipients.	Master	Word (DMS)	Keep current For security reasons, it is recommended to save as new version, at least once a year or before any major change.	n/a	Restricted	The Pro Merito list is also available on Intranet in HTML. Assembly and Congress also keep lists of their respective medal recipients.	n/a
RS040 Gift ceremony records Records documenting the ceremony organised around the presentation of a gift to the CoE (such as a work of art). For those ceremonies organised during a session, use	Master	Word, e-mail, PDF (DMS)	10 years	Destruction	Confidential	Paper copy for convenience (secured destruction).	By theme

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Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
CM, PACE, Congress social events records. Includes for each ceremony exchanges, quotes, guest list, invitations.							
Programme		Word, PDF (RMS)			Restricted		Chronologica I
Transitory records related to official hospitality and official events management Electronic exchanges concerning SG or DSG social events.	Master	E-mail, Word (Personal mailbox)	1 year after social event	Destruction	Confidential		Chronologica I
C.40.030. Official visits management = Gestion des visites officielles							
RS010 Official visit preparation records Records documenting the preparation of visits of dignitaries 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.	Master	E-mail, Word (DMS)	1 year	Destruction	Confidential	Paper copy for convenience (secured destruction).	By visit

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
-VIP Arrival forms Contain practical information of VIP visits		Word (DMS, RMS (forms should be saved in the RMS as soon as finalised)	30 years	Review for preservation	Confidential	Declassification after 75 years for personal data protection. Paper copies for convenience (secured destruction).	
Official visits file Table summarising all information on dignitaries that visited the CoE, taken from the arrival forms filled out by dignitaries.	Master	Word (DMS)	Keep current For security reasons, it is recommended to save as new version, at least once a year or before any major change.	n/a	Confidential		n/a
RS030 Official visits substantial records Programmes especially prepared for official visits by dignitaries to the CoE and their entries in the CoE guestbook.	Master	Word, PDF (DMS/RMS) Paper version (Protocole "Coffre-fort")	Permanent	Preservation	Restricted (Declassified after 1 year; programmes containing personal data to be redacted)	Programmes are published on Intranet. Guestbook is hosted on external website. A pdf copy needs to be saved in the RMS for preservation. Previous versions of programmes (1976-1999) have been digitised (stored in the RMS Historical Archives).	By year

C.40.050. Provision of protocol advice and instructions = Fournir des conseils et instructions protocolaires

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Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
RS010 Official contacts and addresses Protocol lists of contacts and addresses of importance for CoE diplomatic relations, including former Secretary Generals and former Deputy Secretary Generals. Include CVs of Permanent Representatives.	Master	Excel, Word, PDF, JPG (DMS, RMS for publication)	Keep until updated	n/a	Restricted	Current versions are on the Protocol Intranet site (Web page HTML). For data protection reasons, an authorisation should be asked to the person concerned before publishing CVs. Non authorised CVs stay in the DMS and are confidential	Chronologica I
Previous versions of official contacts and addresses.		Word PDF, JPG (RMS) Paper (older dates, office of staff in charge)	10 years	Review for useful information	Restricted	Quarterly versions for internal business needs.	Chronologica I
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	E-mail, PDF (DMS)	5 years	Destruction	Confidential		By list

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Documentation regarding "etiquette" Material that serves to establish guidelines on forms of address and "etiquette" more generally.	Master	E-mail, Word (DMS)	2 years	Review for useful information	Restricted		n/a
C.40.090. Managing privileges and immunities = Gérer les privilèges et immunités							
RS010 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	Word, PDF (DMS, RMS for publication)	10 years	Review for useful information	Confidential (notes verbales for publication become restricted in RMS)	Paper versions of <i>Notes verbales</i> of interest are scanned, translated and published on Intranet.	Chronologica l
- Superseded <i>notes verbales</i>		Email, PDF (RMS)	10 years after superseded	Review for useful information	Confidential	Change access manually if the <i>Notes verbales</i> become confidential.	
Exchanges with authorities related to privileges and immunities Records documenting relations with local and national authorities.	Master	Word, e-mail (DMS) Paper (Office of staff in charge)	2 years after closure of the case	Review for useful information	Confidential	Paper documents are scanned and saved in DMS. Paper is kept for convenience (secured destruction).	By subject

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Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
RS030 RP informal meeting records Records documenting the meetings of the Protocol with Permanent Representations. May include: - Agenda - Annotated agenda - Meeting report	Master	Word (DMS, RMS for publication)	5 years	Review for useful information	Restricted		Chronologica I
- Speaking notes		Word (DMS)			Confidential		
RS070 CoE laissez-passer records Records documenting the establishment of CoE laissez-passer documents. Includes: - Exchanges with DRH - Signed forms and responsibility clauses - Passport copies	Master / copy	Word, e-mail, PDF (DMS) Paper (Office of staff in charge)	5 years after expiry	Destruction	Confidential	Secured destruction for passport copies. Electronic copy in the accreditation database.	By requester
- Template badges with different text for printing			Keep until superseded			Master version is kept by DGS-SPDP.	
Responses from member states Records recognising legitimacy of the laissez-passer by CoE member states.		E-mail, Word, PDF (RMS)	Permanent	Preservation			Chronologica I

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
CoE passport files Records documenting the establishment of CoE passports for parliamentarians, members of the Congress, experts of the CPT, etc. Includes: - Template of CoE - Passports	Master	Paper (Protocol Cupboards)	Permanent	Preservation	Public	Replaced by the CoE laissez-passer in 2016. To be transferred to the Archives.	n/a
Tax-free fuel requests Records documenting the processing of requests for tax-free fuel (<i>carte carburant</i>) for CoE service vehicles. Includes: - Insurance certificates - Tax- free follow-up for fuel cards.	Master	E-mail with attachment, Word, PDF (DMS), Paper (Protocol Cupboards)	10 years	Destruction	Confidential	Secured destruction for paper records.	By year
Requests for badges and parking places Exchanges documenting the processing of requests of badges and car parking places for PACE delegates.	Master	E-mail with attachment, Word (DMS)	5 years	Destruction	Confidential	Badge and parking records are kept by DGS, the records owner. Paper for convenience copy (secured destruction).	By session, then by country
Transitory records related to managing privileges and immunities	Master	E-mail, Word (DMS, Outlook)	2 years	Destruction	Confidential		n/a

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Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Exchanges by e-mail for invitation for RP informal meeting.							
➤ Diplomats							
RP database Database containing information on RPs' privileges and immunities. Includes information on diplomats, their families, vehicles, etc.	Master	Word, Excel, PDF (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 diplomats. Contains records which regard to: - 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),	Master	Word, Excel, e-mail (DMS) Paper (office of staff in charge)	5 years after termination of duties	Destruction	Confidential	Information on special residence permits also entered into RP database. Paper records to be destroyed by secured destruction.	By country, then by name

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
<p>copy of passport, supporting documents, copy of <i>note verbale</i> and copy of special residence permit.)</p> <p>- 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.)</p> <p>- 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.)</p>							
<p>RP VAT files</p> <p>- Records documenting the processing of requests for tax-free fuel (carte carburant). Includes insurance certificates, annual list of RP, vehicle parc list.</p>	Master	<p>Excel, PDF, E-mail with attachments (DMS)</p> <p>Paper (office of the person in charge)</p>	10 years	Destruction	Confidential	Since 2017, PRs have been managing fuel cards requests themselves.	By year, then by VAT

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Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Records establishing the VAT reimbursement on purchases for RPs' operational expenses. Includes invoice, RIB, expense summary tables, 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 Word / Excel (DMS)	10 years	Destruction	Confidential	Previous versions (before 2012) only available on paper (secured destruction).	Chronologica l
Correspondence with RPs Includes <i>notes verbales</i> , e-mail sent by RPs documenting badge requests, absence notifications (i.e. dates and name of Chargé d'affaires). Includes also	Master	Word, PDF, E-mail (DMS) Paper (Office of staff in charge)	2 years	Review for useful information	Confidential	HTML versions for absence notifications are published on Intranet. Paper to be destroyed by secured destruction.	By subject, then by country

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
exchanges about specific incidents.							
➤ 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 <i>note verbale</i> and copy of special residence permit. - 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>	Master	E-mail with attachments, Word, PDF (DMS) Paper (Protocol Cupboards)	5 years after termination of duties or end of contract whichever occurs first	Destruction	Confidential	Information on special residence permits also entered into PeopleSoft. Secured destruction for paper records.	By subject

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Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
and copy of car registration certificate.							
CoE staff member tax files Records documenting the: - Exemption of taxe d'habitation and TV/radio licence. Includes annual list of CoE staff members concerned (based on Peoplesoft), <i>notes verbales</i> - Management of tax fuel free cards for staff: emails.	Master	E-mail with attachments, Word (DMS), Paper (Protocol Cupboards)	10 years	Destruction	Confidential	Secured destruction for paper records.	By year and/or by subject
Tax-free import/export certificates Certificates documenting the right to tax exemption, (e.g. for the import/export of CoE staff members' personal effects). - CoE staff from EU countries: VAT exemption certificate - CoE staff from non-EU countries: Tax free certification for custom services.	Master	Word, e-mail, PDF (DMS, MSA)	10 years	Destruction	Confidential	Copies are with DHR Paper copies for convenience (secured destruction).	Chronological (documents kept within MSA requests)

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
A.70.050. 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, DMS)	Keep until procedure finalised	Destruction	Confidential		By country
External visa and passport information Information obtained from national authorities about visa	Master	E-mail, Word (DMS)	Keep until updated		Confidential	Information is published on the Intranet (Web page HTML).	By country

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
requirements (national visa regimes and visa application procedures).							
A.70.010. 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 with attachment (DMS)	5 years	Destruction	Confidential	Scanned copy of the letter sent to Private Office.	By function, then by year
A.20.005. Development of financial policies, regulations and procedures = Développement des politiques, règlements et procédures financières							
RS051 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	E-mail, PDF (DMS) Paper (Office of staff in charge)	10 years after superseded	Destruction	Confidential	Paper to be destroyed by secured destruction.	Chronologica l

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Versions numérisées et traduites (à partir de 2009)	Master	PDF (RMS)	10 years after superseded	Destruction	Restricted	Since 2009 a sub-set of relevant rules is scanned and translated and made available to staff-members.	By status (current, past)
RS052 Procédures de dédouanement et d'exonération fiscale Procédures et ordinogrammes mis à disposition des agents, indiquant la marche à suivre pour acheter des biens ou des prestations de service externes, expédier les biens du CdE etc. Incluant : Notes d'information sur l'achat hors taxe, memoranda d'accord (pour les bureaux externes), instructions pour les douanes.	Master / Copy	Word, PDF (DMS, RMS for publication)	Keep until updated	Destruction	Restricted	Published on Intranet Master of memoranda of understanding are kept by DPC and Treaty Office.	By type
- Versions antérieurs des memoranda d'accord.		PowerPoint, Word, PDF (RMS)	10 years	Review for useful information	Confidential		Chronologica I
A.20.050. Tax and customs management = Gestion des taxes et des douanes							
Dossiers taxes et douanes - <i>Import</i>	Master	MSA with PDF (attachment)	n/a	n/a	Confidential	PDF are downloaded from the French government platform and uploaded in the	n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
<p>Concerne l'importation de produits achetés, de prestations de service ou de circulation de biens depuis un pays hors UE.</p> <p>Comprend le contrat, la facture pro-forma, le(s) document(s) douanier(s), d'autres documents pertinents et éventuellement des échanges.</p> <p>- Union européenne</p> <p>Concerne l'établissement d'un certificat d'exonération de la TVA et/ou des droits d'accise pour la livraison depuis/vers un pays de l'UE hors France.</p> <p>Comprend le contrat, la facture pro-forma, le(s) document(s) douanier(s), d'autres documents pertinents et éventuellement des échanges.</p> <p>- Produits de réception</p> <p>Concerne les produits contingentés.</p>						MSA. Any local copies should be deleted.	

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Dossiers Stupéfiants et psychotropes Concerne les demandes de circulation et d'achat de substances ou produits sous contrôle sanitaire, médicamenteux ou vétérinaire. Incluant des formulaires d'autorisation.	Copy	Paper (office of staff in charge)	10 years	Destruction	Confidential	Originals are kept by EDQM Paper to be destroyed by secured destruction.	By year
Avis de la DLAPIL concernant les taxes et douanes Demandes d'avis complétées sur le site de la DLAPIL et leurs réponses.	Copy	PDF (DMS)	10 years	Destruction	Confidential	Master is kept by DLAPIL.	Chronologica I
Records transitoires relatifs à la gestion des taxes et des douanes - 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	Destruction	Confidential		n/a

Support activities

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
➤ Administration							
A.10.010. Internal procedures development = Développement des procédures internes							
RS010 Internal rules and procedures Includes the following sub-series:							
Protocol procedures Protocol procedures, information notes and memos to all staff, such as Procedure for the official arrival of a new RP, Vademecum, Information note on D visas and special residence permits for new staff members etc.	Master	Word (RMS)	5 years	Review for useful information	Restricted	When a document has to be kept current, it is not declared record.	Chronological
A.10.050. Conducting staff and management meetings = Conduire les réunions de gestion et du personnel							
RS010 Internal meeting records Includes the following sub-series:							
Protocol internal meeting records Minutes documenting meetings within the Protocol entity.	Master	Word (DMS)	5 years	Destruction	Confidential		By year
A.10.060. Internal Council of Europe communication = Communication interne du Conseil de l'Europe							
RS020 Intranet documents Includes the following sub-series:							
Protocol Intranet documents	Master	Word, PDF (RMS)	5 years	Destruction	Restricted	This series is for publication	Chronological

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Material used to back up or illustrate, or which serves as background information for the content published on the Council of Europe's Intranet, especially news items. Includes external publications.						purposes only. Records relevant to other Protocol activities should be filed in their respective series.	
A.10.070. Internal collaboration networking = Réseaux de collaboration interne							
Entity's Computer Correspondents exchanges	Master	E-mail (mailbox of the Protocol CC)	2 years	Destruction	Confidential		By year
A.10.090. Document management = Gestion des documents							
RS001 Forms and templates Includes the following sub-series:							
Protocol forms and templates Templates and forms related to various activities of the Protocol. Includes: templates for requests addressed to Protocol such as visitor Badge Request, CoE laissez-passer and also samples of Pro Merito diploma and CoE laissez-passer.	Master	Word, Excel, PDF (RMS)	Keep current	n/a	Restricted	Not declared as records in RMS. Forms are made available via Intranet. Templates and forms are manually destroyed when no longer valid.	Chronological

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[illegible]

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Job descriptions	Master / Copy	Word (DMS)	Keep current	n/a	Confidential	A part of this series is master kept by DHR.	By post
A.30.050./A.30.060. Staff contract management /Remuneration and allowances management = Gestion des contrats du personnel / Gestion des rémunérations et indemnités							
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 (DMS)	5 years	Destruction	Confidential		By in/out
A.30.080. Leave and attendance management = Gestion des congés et des présences							
Absence tables	Master	Excel, PDF (DMS)	2 years	Destruction	Confidential	A PDF is made from the signed version and sent to DHR.	By month
➤ Equipment and consumables							
A.60.080.030. Inventory control = Contrôle d'inventaire							
Inventories of wine cellars Wine stock inventory tables of the: - Palais - SG residence	Master / Copy	Excel, Word (DMS)	Keep current For security reasons, it is recommended to create a new version, at least once a year or	n/a	Confidential	The master of the Palais inventory is held by the SPDP-DGS.	n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
			before any major change.				