COUNCIL OF EUROPE

CONSEIL DE L'EUROPE

Strasbourg, 17 August 2017

DS/CM(2017)1

Retention/Disposal schedule Committee of Ministers

Secretariat

1. Activities

The Committee of Ministers is the Council of Europe's decision-making body. It comprises the Foreign Affairs Ministers of all the member states, or their permanent diplomatic representatives in Strasbourg. While the greater part of each session is usually devoted to political dialogue, the Ministers may discuss all matters of mutual interest with the exception of national defence.

The main objectives of the Secretariat of the Committee of Ministers are:

- To prepare and organise the meetings of the Ministers, their Deputies and subsidiary groups;
- to assist the Chairmanship in preparing and running meetings, communications and exchanges of views;
- to assist the chairpersons of rapporteur and working groups, and thematic coordinators in the discharge of their duties;
- to facilitate liaison between permanent representations and the Council of Europe Secretariat;
- to foster relations with other international institutions and organisations, in co-operation with the Directorate of External Relations; etc.

2. Explanatory notes

Access
Classification and declassification of official documents is applied according to Resolution Res(2001)6 on access to Council of Europe documents, unless otherwise indicated in this schedule. For the declassification of internal documents to be kept permanently, a general declassification period of 30 years is applied, unless otherwise indicated, respecting protection of personal data. The access classification level 'secret' refers to the group of all or selected Ambassadors/Chargés d'affaires.

Vital records
The records series of the Committee of Ministers which are vital for the continuity of activities have been highlighted in italics in the schedule. These are the last version of
- CM rules of procedures and working methods
- SecCM practical guides
- Adopted texts
- RP contact list

Paper copies
Paper copies mentioned in this schedule are kept for convenience reasons as long as needed at the Committee of Minsters Secretariat. They will not be archived in the Archives of the Council of Europe. This does not concern the paper masters already archived in the Archives of the Council of Europe.

Abbreviations
CM: Committee of Ministers
PACE: Parliamentary Assembly of the Counci of Europe
RP: Représentants permanents = Permanent representatives
SecCM: Secretariat of the Committee of Ministers

3. Signatures

	Nom	**Signature**	**Date**
Secretary to the Committee of Ministers	Bjørn Berge		
Archives correspondent	Natacha Freyd		
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
B.10.010 CM policies and procedures development							
RS010-*CM rules of procedure and working methods* Series comprising rules of procedures and records documenting the practical aspects of the CM work Ex. *iGuide*	Master	Word, PDF (RMS) (old versions in paper)	Permanent	Preservation	Public	Paper versions should be digitised	Chrono-logically
SecCM practical guides Internal guidelines for managing the CM work Ex. *All about CM sessions;* CM check-lists	Master	Word (PF)	Keep current		Confidential (SecCM)		Chrono-logically
B.10.020 Conducting CM at plenary level							
➢ **Sessions**							
RS010-CM session records Records documenting the sessions at ministerial level. - Agenda - *Texts adopted*/taken note of during the session - Reference documents - Public minutes (PVadd1) - List of participants	Master	Word or PDF (RMS)	Permanent	Preservation	Public	Public after the session PVadd1 have been introduced in 2003 Lists of participants include only name, country and function	By session, then document type
- Documents distributed at the request of Chairperson, Delega-tions and CoE Secretariat (DD) - Practical arrangement document(s)					Restricted	Declassified upon request. Some are public from the outset. Scanning of documents must include OCR.	

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Minutes (PV; PVadd2)					Confidential		
- Minutes (PV; PVadd1; PVadd2) reference collection	Copy	Paper (CM corridor cupboards)	Keep as long as needed	Destruction	Confidential	Reference collection for consultation	By session
CM session organisation records Records documenting the preparation and follow-up of CM sessions. May include any of the following : - Annotated draft agenda (OJprov) - List of documents in file - Speaking notes guiding the session (*Fahrplan)* - Convention signature table(s) - List of Heads of Delegations - Seating plan(s) - List of informal meeting/luncheon participants - Bilateral meeting table(s) - Relevant mission reports	Master	Word (PF and Share)	5 years after session	Review for useful information (session outside Strasbourg)	Confidential (SecCM)	No declassification	By session
RS020-CM session communications Records addressed to delegations. Includes: - Invitation letter - Information notes	Master	Word or PDF (RMS)	10 years	Destruction	Restricted	No declassification	By session, then document type
Transitory records related to conducting CM sessions - Exchanges with participants on practical issues around the session - Completed participation forms - Speeches pending inclusion into record	Master	E-mail, Word (PF and Share)	Until end of session	Destruction	Confidential (SecCM)		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
➢ **Ordinary and extraordinary CM meetings**							
RS030-CM ordinary and extraordinary meeting records Records documenting the ordinary and extraordinary meetings of the Ministers' Deputies. A meeting file includes: - Agenda - *Texts adopted*/taken note of during the meeting (including decisions and appendices) - Volume of decisions	Master	Word or PDF (RMS)	Permanent	Preservation	Public	Public after the meeting	By document type, then year
						A paper copy of the volume of decisions: (CM/Del/Concl; CM/Del/Dec; CM/Del/Act), organised by meeting number, is kept at the CM for consultation as reference collection.	
- Documents distributed at the request of Chairperson, Delegations and CoE Secretariat (DD)					Restricted	Declassified upon request. Some are public from the outset. Scanning of documents must include OCR.	
- Notes on the agenda (CM/Notes)					Restricted		
- Documents referring to items on the agenda (CM, CM/Inf, SG, SG/Inf, SG/Com, and other documents from CoE MAEs)	Master/ Copy				Restricted	Some are public or confidential from the outset. Documents containing CVs are not declassified except those transmitted to PACE. Many documents in this series are currently captured	

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
						and indexed by SecCM and not by their owner. New procedures required.	
- Summing-up (CM/Del/Dec add)	Master				Restricted or confidential		
- CM meeting proceedings "Records" (CM/Del/Act)					Confidential		
- Provisional and previous versions of documents referring to items on the agenda (CM/AS-Rec prov, CM/AS-Quest prov, CM/Cong prov)			30 years	Review for useful information	Restricted	No declassification; the final version is published as adopted text.	
- CM meeting orders of business: records documenting the order of items to be discussed in an ordinary or extraordinary CM meeting (CM/Del/OT)			10 years	Destruction	Restricted		
CM meeting organisation records Records documenting the preparation and follow-up of ordinary or extraordinary CM meetings. Includes: - Check-list for preparation of meeting - List of participants - List of exchange of views with personalities - List of thematic debates	Master	Word (PF and Share)	Keep current		Confidential (SecCM)		By year, then meeting number
- Speaking notes guiding the meeting (including speeches) - List of interventions during meeting including results			5 years	Review for useful information			

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Relevant mission reports							
- List of signatures/ratifications of CoE conventions - List of actions taken on decision		Paper (CM corridor cupboards)	5 years	Destruction			
Exchanges related to CM meeting organisation - Communications to interested parties	Master	Word, PDF (Share) E-mail (Assistants' mailboxes)	2 years	Destruction	Confidential	Due to personal data protection	Chrono-logically
- Exchanges with Delegations					Restricted		
- Exchanges with CoE entities Includes letters and memoranda following recommendations and decisions					Confidential	Shared with concerned entity	
Transitory records related to conducting ordinary and extraordinary CM meetings - Exchanges with CoE entities requesting agenda items	Master	E-mail (mailbox SecCM Document manager)	Until end of procedure	Destruction	Confidential (SecCM)		n/a
➤ **Human rights meetings**							
RS040-CM human rights meeting records DH Records documenting the meetings concerning the execution of judgments of the ECHR. Include: - Notes on the agenda (CM/Notes) - Case lists (appendices etc. CM/Del/OJ/DH) - Human rights resolutions (CM/ResDH) - Volume of decisions	Master	Word, PDF (RMS)	Permanent	Preservation	Public	Public after the meeting. − Notes on the agenda introduced as of December 2015. Volume of adopted resolutions (CM/Del/Dec) only until 2012. Resolutions also published in hudoc.echr.coe.int.	By year, then meeting, then document type

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Documents distributed at the request of Chairperson, Delegations, CoE Secretariat, contracting parties, respondent states, applicants, NGOs and other institutions (DH-DD). Includes action plans and action reports about State action to execute judgments.						Restricted or confidential on request. Scanning of documents must include OCR.	
- Order of business (CM/Del/OJOT/DH)					Restricted	Orders of business are not subject to declassification. Their contents will be declassified after the meeting in the Volumes of decisions adopted. Before 2011: Annotated order of business with decisions.	
- Information documents (CM/Inf/DH)					Restricted	Declassified document by document through special annual declassification procedure, or earlier by DH decision.	
- DH meeting proceedings "Records" (CM/Del/Act/DH)					Confidential		
- List of Human rights resolutions (ResDHList)					Public		Chrono-logically
DH meeting preparation records	Master	Word (Share)	5 years		Confidential	Declassification lists	By year, then

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Records documenting the preparation and follow-up of DH meetings. Includes: - Overview listings (cases, group of cases, resolutions, etc.) - Internal notes - Relevant mission reports					(SecCM)	are filed under "Declassification records" (Information compliance management)	meeting, then document type
➢ **Monitoring meetings**							
RS050-CM monitoring meeting records Records documenting the monitoring meetings of the Ministers' Deputies from 1997 to 2007. A meeting file includes: - Agenda - *Texts adopted*/taken note of during the meeting (including decisions and appendices)	Master	Word or PDF (RMS)	Permanent	Preservation	Public	Public after the meeting	By document type, then year, then meeting
- Documents referring to items on the agenda (CM, CM/Monitor, Monitor/Inf) - CM monitoring meeting proceedings, summary "Records" (CM/Del/Act, CM/Del/Act add)					Confidential	Declassified document by document through special annual declassification procedure Documents containing CVs are not declassified	
- Documents distributed at the request of Chairperson, Delegations, CoE Secretariat (DD)					Confidential	Declassification upon request. Scanning of documents must	

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
						include OCR.	
➤ **General**							
RS090-CM reference information Records that are distributed to delegates as reference or background information related to CM purposes or interests, which do not require a decision and are not linked to a specific meeting (CM/Inf, DD).	Master	Word or PDF (RMS)	Permanent	Preservation	Restricted	Some are public from the outset.	By document type, then by year
Documents distributed Collection of all "distributed documents" (DD), documents distributed a the request of chairperson, delegations, etc. at CM sessions and meetings organised at plenary, subsidiary and drafting group level.	Copy	Paper (CM corridor cupboards)	Keep as long as needed	Destruction	Confidential (SecCM)	Convenience collection/Electronic unavailability	Chrono-logically
B.10.030 Conducting CM chairmanships							
RS010-CM chairmanship records Record documenting the priorities, stocktaking, programmes of events, visit reports, declarations of the CM chairmanship and other related reference information (CM/Inf).	Master	Word (RMS)	Permanent	Preservation	Restricted	Some are public from the outset.	By chairman-ship
RS020-CM chairmanship communications and correspondence - Communications made by the Chairperson and all relevant	Master	Word or digitised PDF, e-mail (RMS)	10 years	Review for preservation	Restricted	Speeches are public.	By chairman-ship, then by document type

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
correspondence received by and sent to the Chairperson in the framework of the Chairmanship. Excludes statutory communications to CoE organs.							
- Letters to and from individuals or institutions					Confidential (SecCM)		
- Chairperson correspondence reference collection	Copy	Paper	Keep as long as needed	Destruction	Confidential (SecCM)	Reference collection for consultation	By chairmanship
List of chairmanships List updated as of 1949	Master	Word (PF)	Keep current	Preservation	Public	Liferay for Web publication	n/a
- Bi-annual snapshots Previous versions upon update in May and November			1 year	Destruction			
Chairmanship organisation records Records documenting the preparation and follow-up of CM chairmanships. Includes: - Programme of visits - Exchanges with COE entities - Draft list of guests for social events - Relevant mission reports	Master	Word, e-mail (PF)	5 years	Destruction	Confidential	Shared with relevant entity (e.g. Programme of visits to be shared between SecCM, Protocol and Security)	By chairmanship
B.10.040 Conducting CM at subsidiary and drafting group level							
RS010-CM Bureau meeting records Meeting report of the Bureau of the Deputies and documents to be transmitted to the Deputies (CM/Bur/Del)	Master	Word (RMS)	Permanent	Preservation	Restricted		By year

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
CM Bureau meeting organisation records Records documenting the preparation and follow-up of CM Bureau meetings. Includes: - Annotated agenda - Exchanges with Chairperson - Invitation letter - Practical documents	Master	Word, e-mail (PF and Share)	5 years after meeting	Destruction	Confidential (SecCM)	Shared with relevant Bureau members	By year, then by meeting, then by document type
RS020-CM subsidiary group meeting records Records documenting the meetings of rapporteur and working groups. A meeting file usually includes: - Convocation (incl. agenda) - Annotated agenda - Synopsis - Information documents	Master	Word (RMS)	Permanent	Preservation	Restricted	Exception: GT-Suivi.AGO documents are mainly confidential and declassified document by document through special annual declassification procedure.	By activity status (active/inactive), then by group, then by type of document then by year
- Documents distributed at the request of Chairperson, Delegations, CoE Secretariat (DD)		Word or PDF (RMS)			Restricted	Declassified upon request. Some are public from the outset. Scanning of documents must include OCR.	
CM subsidiary group meeting organisation records Records documenting the preparation and follow-up of rapporteur and working group meetings. Includes: - List of Chairpersons of the subsidiary groups	Master	Word (Share)	Keep current		Public	Light version published on Liferay	n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Work calendar - Tables with deadlines					Confidential (SecCM)		
- Invitation letter to guests - Exchanges with participants concerning items on the agenda - Speeches and briefing notes for Chairperson - Relevant mission reports		Word (Share), e-mail (various mailboxes)	5 years	Destruction	Confidential (Sec CM)	Shared with relevant group members	By group, then by year
RS030-CM drafting group meeting records Records documenting the meetings of drafting groups, established on request of the CM Deputies to prepare the official texts for summits, sessions and other events. Includes : - Correspondence	Master	Word (RMS)	10 years	Review for preservation	Restricted		By group-event, then by document type
- Documents distributed (DD)			Permanent	Preservation			
CM drafting group meeting organisation records - Work calendar - Invitation letter	Master	Word, e-mail (Share and PF)	5 years	Destruction	Confidential (SecCM)		By group-event, then by year
B.10.050 Conducting Council of Europe summits							
RS010-CoE summit records Records documenting the Council of Europe summits gathering Heads of states and governments of member states. A summit file usually includes: - Declaration - Action Plan - Minutes (SUM(year)PV)	Master	Word (RMS)	Permanent		Public		By summit

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
RS020-CoE summit organisation records Records documenting the preparation and follow-up of CoE summits including the visits of the Task Force to the hosting country. - Task Force meeting records - Exchanges with host country - Documentation on practical organisation - Relevant mission reports	Master	Word, e-mail (RMS)	30 years	Review for useful information	Confidential (SecCM)	Shared with respective Task Force	By summit
B.10.090 Registering official CM correspondence							
RS020-Official CM correspondence Letters, memoranda and circulars and other correspondence received and sent by the Committee of Ministers both within and from outside the Council of Europe. Each piece receives a running number.	Master/ Copy	PDF (RMS)	30 years	Review for preservation	Confidential (SecCM) or Restricted	Correspondence of relevance to RP are restricted.	By year
	Copy	Paper (CM corridor cupboards)	Keep as long as needed	Destruction	Confidential (SecCM)	Convenience collection	Chrono-logically
B.15 Managing CoE institutional relations							
RS001-CM communications to CoE organs Records documenting the statutory relations with PACE and Congress. May include: - Statutory report of the CM - Reports and communications on CM activities (CM/AS) - CM requests for opinion - Replies to oral and written	Master	Word (RMS)	Permanent	Preservation	Public		By organ, then by type of document, then by year

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
questions							
CM organisation records related to CoE organs Records documenting the preparation and follow-up of statutory relations with CoE organs Tables for replies to written questions, PACE and Congress recommendations	Master	Word (Share)	Keep current		Confidential (SecCM)		By year
- Briefing notes for the Chairperson of the CM to present to the Assembly - Relevant mission reports			2 years	Destruction	Confidential (SecCM)		By year then by part-session
CM-PACE Joint Committee meeting records Records documenting the joint committee meetings between CM and PACE to coordinate activities	Copy	Word (Share)	5 years	Review retention	Confidential	Master with PACE; records to be shared between PACE and CM	
Informal CM-PACE meeting records Records documenting the meetings between CM Bureau and the Assembly's Presidential Committee. - Correspondence related to informal CM-PACE meetings - Relevant mission reports	Master	Word (Share), e-mail (various mailboxes)	5 years	Destruction	Confidential	To be shared with PACE	By meeting
RS040-Inter-institutional relations records Records documenting exchanges with CoE organs and other bodies such as Commissioner of Human Rights, Court, Conference of NGOs.	Master	Word, PDF, e-mail (RMS)	10 years	Review for useful information	Confidential (SecCM)	Shared with body concerned	By institution

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
B.20 Corporate governance							
RS010-General Affairs Team (GAT) records	Copy	Word, e-mail (PF)	5 years	Destruction	Confidential	Master with Private Office To be shared between participating directors and their assistants	By meeting
Senior Management Group (SMG) records	Copy	Word, e-mail (PF)	5 years	Destruction	Confidential	Master with Private Office To be shared between senior managers and their assistants	By meeting
External relations with non-member entities							
External relations substantial records Records documenting the relations between CM and other international institutions such as EU, UN, OSCE, OECD, etc. - Meeting reports - Common activity reports ("Joint reports") - Joint declarations - - - - - - - - - - - - - - Correspondence - Speaking notes	Master	Word, e-mail, PDF (RMS)	Permanent	Preservation	Public Confidential (SecCM)	Scanning of documents must include OCR.	By external institution, then by year
External relations supporting records Records documenting the organisation of relations with	Master	Word, e-mail (RMS)	10 years	Destruction	Confidential (SecCM)		By external institution, then by meeting

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
external bodies. Includes: - Seating plans - Draft versions - List of participants - Relevant mission reports							
Organisation of conferences and events							
Conference and event records Records documenting the content of conferences and events organised by CM such as CoE Exchanges on the religious dimension of intercultural dialogue, High-Level Roma meeting, etc.	Master	Word (RMS)	Permanent		Public		By conference, then year
Conference and event organising records - Relevant mission reports - Exchanges with participants (internal and external) - Invitation letters	Master	Word, PDF, e-mail (RMS)	10 years	Review for useful information	Internal		By conference
Communication and public information							
Audio recordings of CM meetings Sound recordings of ordinary and extraordinary, human rights, subsidiary group meetings which are used to establish the written records	Copy	MP3 (Share)	6 months	Destruction	Confidential (SecCM)	Master with DLOG For Deputies' meetings, recordings are also officially only kept for a period of six months (CM/Del/Dec(93)486/ 33)	By meeting type
CM Internet	Master	HTML	Keep current		Public or		Web content

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
CM section on Council of Europe website					Restricted (Extranet)		structure
Work planning							
CM calendars - CM meeting schedules: official calendar listing all meetings per year - CM meeting dates: list of Deputies meetings as of 1949	Master	Word (PF)	Keep current		Public	Liferay for Web publication	n/a
- CM subsidiary and working group meeting dates					Confidential (SecCM)		
- Previous versions of CM meeting schedules - Annual snapshots of CM meeting dates			3 years	Destruction			Chrono-logically
Duty tables List concerning presence at CoE during holidays	Copy	Excel (PF)	1 year	Destruction	Internal	Master with PO	n/a
Management and activity reporting							
Entity contributions to common reports	Master	Word (Share)	5 years	Destruction	Internal		By report type
Conducting staff and management meetings							
Internal meeting records Documenting meetings at Secretariat level and team meetings	Master	Word (PF)	5 years	Destruction	Confidential (SecCM)		By year, then by meeting
Internal CoE communication							
Internal presentations Presentations given on the CM for	Master	PPT, Word (PF)	Keep current		Internal		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
example to trainees							
Contact and distribution lists CM telephone book, *RP list*, Christmas card recipients, etc.	Master	Outlook, Word (PF)	Keep current		Confidential (SecCM)		
Document management							
Document registries Registry by document series, including correspondence.	Master	Excel, Word - (Share) for current version - RMS	Permanent	Preservation	Confidential (SecCM)	Since 2000	By year
Templates All templates used by SecCM, e.g. for participation forms, participation tables, convention lists, etc.) . Includes also templates with texts for CM photos.	Master	Word (Share)	Keep current		Confidential (SecCM)		By type
Procurement							
Procurement accounting records Records documenting the actual outcome and commitments of the procurement process. Procurement accounting records typically include - Financial responsibility and authority delegations - Purchase approvals - Orders/Contracts - Contract amendment/waivers - Invoices	Master / Copy	Paper or electronic (PF)	10 years after finalisation of procurement procedure	Destruction	Confidential	Shared with Finances	By year and by purchase
Procurement supporting records: Records documenting the context in	Master	Paper or electronic	5 years after finalisation of	Destruction	Confidential		By purchase

Series: title, description	Master/copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
which procurement is carried out, including: - Requests for proposals - Exchanges with bidders		(PF)	procurement procedure				
Expenditure management							
Mission and travel reimbursement records - Mission orders - Invoices linked to missions	Copy	Paper or electronic (PF)	5 years	Destruction	Confidential	Shared with Finances Master is with Finances	By year, then by mission
Transitory records related to expenditure management - Exchanges on missions, reimbursement of experts, etc.	Master	Electronic	Keep until reimbursement is finalised	Destruction	Confidential		By mission
Human resources management - general							
Staff issues follow-up records Staff recorded which are needed at entity level, e.g. for part-time requests, maternity leaves, reference letters etc. Includes also Decisions AP (preferably as link)	Master / Copy	E-mail, Word (PF)	5 years	Destruction	Confidential	Special attention has to be paid to personal data protection: strict access restrictions apply Personal administrative files are with DRH and must not be repeated at entity level.	By year
Exchanges with DRH	Master	E-mail (PF)	Keep until procedure finalised	Destruction	Confidential		
Recruitment and career management							
Recruitment records	Mixed	Hybrid (PF	6 months	Destruction	Confidential		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Contains all or any of the following: - Copies of application files - Interview records - Comparison table - Entity's recommendation - Decision - Exchanges related to recruitment		and cupboard in Secretary to CM office)					
Unsolicited applications - Applications - - - - - - - - - - - - - - - - - - Replies	Master	E-mail, Word (PF)	Keep until treated - - - - - - - - 2 years	Destruction	Confidential	Personal data protection: Inform applicant of retention of two years and give possibility to get it deleted.	Chrono-logically
Monitoring staff absence							
Absence tables - Sick leave tables - Leave tables	Master	Excel (PF)	N + 1 year	Destruction	Confidential		Chrono-logically
Notification of absences Messages by staff to inform on absence	Master	Email	Keep until entered into absence table	Destruction	Confidential	Once treated, no value	n/a
Traineeship management							
Traineeship files Entity's files containing info on trainee, the work carried out, replies to applicants etc. Includes traineeship applications.	Master	Word, e-mail (PF)	2 years	Destruction	Confidential		n/a
Provision of information services							

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
Information request records Records documenting the treatment of information requests. Usually includes final reply with request.	Master	Electronic (CM mailbox)	5 years	Review for information	Internal		Chrono-logically if not too many, else: by year
Information compliance management							
Declassification records Lists of classified documents and exchange with ambassadors on declassification of DH and monitoring meeting records	Master	Word, PDF (RMS)	Permanent	Preservation	Restricted		By year
Compiling reference information							
RS010 Summary and statistical reference information Includes the following sub-series							
CM history notes Records analysing CM meetings and other activities including statistics.	Master	Word (RMS)	10 years	Review for useful information	Confidential (SecCM)	Back collection in CM corridor cupboards.	By subject
CM thematic and country files Convenience copies of CM documents, decisions and verbal notes, for access by country or theme.	Master / Copy	Word, PDF (PF and Share)	5 years	Review retention	Confidential (SecCM)	Sorting required	By country or theme
Managing access permissions							
CM website access permissions Database containing names and passwords of authorised users to access classified information on the CM website. Used to produce letters with access credentials to authorised	Master	Access database, (Share)	Keep current		Confidential (SecCM)		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
users.							
Space allocation and move management							
Moves and refurbishment records	Mixed	Electronic (E-mail, MSA)	2 years	Destruction	Internal		
Transitory records related to facilities management							
Logistical internal exchanges Confirmation of room and interpretation reservations; badge reservations, etc.	Master	Word, e-mail (Share)	1 year	Destruction	Internal		
Nameplate masters	Master	Word (Share)	Keep current				
Programme and budget elaboration							
Entity budget proposals	Master	Electronic (PF)	3 years	Destruction	Internal / Confidential		By year / biennium
Following the implementation of programme and budget							
Budget monitoring documentation Contains all or any of the following: - Budgetary situations (including staff) - Budgetary forecasts	Master	Electronic (PF)	6 years	Destruction	Internal / Confidential	Retention refers to 3 biennia (DPFL recommendation)	By year / biennium
Transitory records related to programme and budget management							
Exchanges with Finance Department	Master	Electronic (PF)	Keep until procedure in question is finalised	Destruction	Confidential		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
RBB copies - RBB preparation/proposals	Copy	Electronic (PF)	Keep current		Internal / Confidential	Convenience copies	