

Strasbourg, 30 September 2020

DS/ESC(2020)1

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## **Retention/Disposal schedule Department of the European Social Charter**

### **Extract concerning core activities and online information**

Directorate of Human Rights  
Directorate General of Human Rights and Rule of Law (DGI)

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#### **1. Activities**

The European Social Charter is a treaty of the Council of Europe which sets out human rights for everyday life and requires their respect by the States which have accepted it. The 1996 Revised European Social Charter is gradually replacing the initial 1961 treaty. The Charter guarantees the fundamental freedoms and rights of every day, such as, housing, health, education, employment, legal and social protection, movement of persons and non-discrimination.

The European Committee of Social Rights (ECSR) rules on the conformity of national law and practice with the Charter. The Committee delivers its rulings in the framework of two procedures: a reporting procedure and a collective complaints procedure. The Governmental Committee of the European Social Charter and of the European Code of Social Security (GC) is composed of representatives of the states party to the European Social Charter and assisted by representatives of the European social partners participating as observers. The Governmental Committee considers the follow-up given to conclusions of non-conformity.

## 2. Explanatory notes

### *Access*

For documents of the European Committee of Social Rights, access and declassification is specified in the [Rules of the Committee](#) (adopted on 29 March 2004 and amended the last time on 9 September 2014).

For documents of the Governmental Committee of the European Social Charter, access and declassification is specified in the [Protocol amending the European Social Charter](#) (CETS no. 142, 21 October 1991), the [Governmental Committee 101<sup>st</sup> meeting report](#) (T-SG(2002)12, 9–13 September 2002) and the [Rules of procedure of the Governmental Committee](#).

For other documents, access is specified in this schedule. Confidential documents will be declassified after 30 years. Any declassification has to comply with the rules governing personal data protection.

In this schedule, the access classification level "confidential" refers to access by the Department of the European Social Charter and members of the European Committee of Social Rights or the Governmental Committee, unless otherwise indicated.

As regards its official documents, including those produced prior to this retention and disposal schedule, the European Social Cohesion Platform applies the rules laid down in [Resolution\(2001\)6 on access to Council of Europe documents](#) adopted by the Committee of Ministers on 12 June 2001. Any declassification has to comply with the rules governing personal data protection. Internal documents will be declassified after 30 years. Declassification has to respect personal data protection provisions.

### *Storage*

Photos and digital images that are not part of the official Council of Europe photographic material are to be stored in MyCloud.

### *Disposition*

The disposition "Preservation" in this schedule means that the records concerned will be kept permanently in the Archives because of their historical (archival) value for the Organisation.

### *Abbreviations used in this schedule*

ESC: European Social Charter

ECSR: European Committee of Social Rights

GC: Governmental Committee of the European Social Charter and of the European Code of Social Security

ECSS: European Code of Social Security

MISSCEO: Mutual Information System on Social Protection of the Council of Europe

PECS: European Social Cohesion Platform

CM: Committee of Ministers

ILO : International Labour Organisation

DMS: Document Management System

RMS: Records Management System

MAM: Media Asset Management System

**3. Signatures**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Head of Department	Jan MALINOWSKI		
Records and Archive Correspondent	Danijela GERDIJAN		
Head of Information Life Cycle Section	Philippe REILHAC		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>C.50. Conducting committees</b>							
<b>RS003 Committee procedures</b> Includes the following sub-series:							
<b>ECSR rules</b> Shortcuts to the rules of the European Committee of Social Rights, adopted by the Committee. Include both current and historical versions.	Copy	Link (RMS)	Keep as long as needed	Review for useful information	Public	Master is kept with permanent ECSR session records (adopted Committee document)	Chronologically
<b>ECSR working methods</b> Shortcuts to the working methods of the European Committee of Social Rights, adopted by the Committee to govern the practical aspects of its work. Series includes current and historical versions.	Copy	Link (RMS)	Keep as long as needed		Confidential	Master is kept with permanent ECSR session records (adopted Committee document). Can be shared with ECSR members.	Chronologically
<b>GC rules of procedure</b> Shortcuts to the rules of procedure of the Governmental Committee of the European Social Charter and of the European Code of Social Security, adopted by the Committee. Include both current and historical versions.	Copy	Link (RMS)	Keep as long as needed	Review for useful information	Public	Master is kept with permanent GC meeting records (adopted working document)	Chronologically
<b>RS005 Committee membership records</b> Includes the following sub-series:							
<b>ECSR nomination and election records</b> Records documenting the nomination and election of	Master / Copy	E-mail with Word and/or PDF	10 years	Review for preservation	Confidential (ESC Department)		By year

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
members of the European Committee of Social Rights. Include: - Relevant exchanges with permanent representations - Nomination letters by states including supporting material - Links to CM resolutions		attachments, links (RMS)					
<b>ECSR member records</b> Records documenting activities and biographies of current and former members of the European Committee of Social Rights throughout their mandate, including personal information.	Master	Word, Excel, E-mail (RMS)	Permanent	Preservation	Confidential	Can be shared with ECSR members.	By member
<b>ECSR order of precedence list</b> List of members of the European Committee of Social Rights according to their order of precedence as defined in the ECSR rules. - Current version - Previous versions	Master	Word (RMS)	Permanent	Preservation	Public  Restricted	Previous versions will be manually changed to restricted to avoid multiple versions of the list being available publicly.	By election
<b>ECSR members contact details</b>	Master	Electronic (Outlook)	Keep current		Confidential	Can be shared with ECSR members.	n/a
<b>RS010 Committee meeting preparation records</b> Includes the following sub-series:							
<b>ECSR Bureau meeting preparation records</b> Records documenting the preparation of meetings of the Bureau of the European	Master	E-mail, sometimes with attachment (RMS)	10 years after ECSR Bureau meeting	Review for useful information	Confidential	Can be shared with ECSR members.	By meeting

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Committee of Social Rights, such as exchanges between Secretariat and Bureau members. Include also draft documents.							
<b>ECSR session preparation records</b> Records documenting the preparation of sessions of the European Committee of Social Rights. Consists of exchanges with ECSR President and members on content-related issues, such as issues to be covered, documents to be finalised, etc.	Master	E-mail with Word in attachment (RMS)	10 years after ECSR session	Review for useful information	Confidential	Can be shared with ECSR members.	By session
<b>GC Bureau meeting preparation records</b> Records documenting the preparation of meetings of the Governmental Committee Bureau such as exchanges between Secretariat and Bureau members.	Master	E-mail, Word, PDF (RMS)	10 years after Bureau meeting	Review for useful information	Confidential	Can be shared with GC members.	By meeting
<b>GC meeting preparation records</b> Records documenting the preparation of Governmental Committee meetings, such as exchanges between Secretariat and Committee members. Include also draft agenda.	Master	E-mail, Word, PDF (RMS)	10 years after Committee meeting	Review for useful information	Confidential	Can be shared with GC members.	By meeting
<b>MISSCEO meeting preparation records</b>	Master	E-mail, Word, PDF (RMS)	10 years after the meeting	Review for useful information	Confidential		By meeting, then by year

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Records documenting the preparation of MISSCEO meetings, including exchanges between Secretariat, consultants and representatives.							
<b>PECS working group preparation records</b> Records documenting the preparation of the PECS working groups, such as exchanges between Secretariat and the Social Cohesion experts and designation of participants in working groups.	Master	E-mail, Word, PDF (RMS)	10 years after working group meeting	Review for useful information	Confidential		By working group, biannual meeting
<b>PECS plenary preparation records</b> Records documenting the preparation of the plenary meetings of the PECS, such as exchanges between Secretariat and the PECS representatives, and the preparation of two reports: one for the SG and the other for the CM.	Master	E-mail, Word, PDF (RMS)	10 years after the meeting	Review for useful information	Confidential	Can be shared with PECS members.  The two reports are published by the CM with a CM reference and by the SG with a SG/Inf reference.	By meeting
<b>RS030 Committee convocation records</b> Includes the following sub-series:							
<b>ECSR convocation records</b> Records documenting the convocation of representatives or experts for ECSR sessions and ECSR Bureau meetings. Include: - Convocation letters - Invitation letters	Master	E-mail, Word (DMS)	5 years after Committee meeting	Review for useful information	Confidential	Can be shared with ECSR members.	By session or meeting

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<ul style="list-style-type: none"> <li>- Cover e-mails</li> <li>- Administrative exchanges</li> </ul>							
<p><b>GC convocation records</b> Records documenting the convocation of representatives or experts for GC or GC Bureau meetings and the MISSCEO meetings. Include:</p> <ul style="list-style-type: none"> <li>- Convocation letters</li> <li>- Invitation letters</li> <li>- Cover e-mails</li> <li>- Administrative exchanges</li> </ul>	Master	E-mail, Word (DMS)	5 years after Committee meeting	Review for useful information	Confidential	Can be shared with GC members.	By meeting
<p><b>PECS convocation records</b> Records documenting the convocation of representatives or experts for PECS plenary meetings and meetings of PECS's three working groups. Include:</p> <ul style="list-style-type: none"> <li>- Convocation letters</li> <li>- Invitation letters</li> <li>- Cover e-mail</li> <li>- Administrative exchanges</li> <li>- Detailed list of participants</li> </ul>	Master	E-mail, Word (DMS)	5 years after meeting	Review for useful information	Confidential	Can be shared with PECS members.	By meeting
<p><b>RS050 Committee meeting records</b> Includes the following sub-series:</p>							
<p><b>ECSR Bureau meeting records</b> Records documenting the meetings of the Bureau of the European Committee of Social Rights. Include:</p> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Minutes</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Confidential	Can be shared with ECSR members.	By meeting



Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>ECSR session records</b> Records documenting sessions of the European Committee of Social Rights. Include: - Annotated agenda - Committee documents including case law related documents - Sub-committee documents - Notes of session - List of participants <hr/> - Agenda - Synopsis <hr/> - Information documents	Master	Word or (if not available in Word) PDF (RMS)	Permanent	Preservation	Confidential	Can be shared with ECSR members.	By session
			10 years	Destruction	Public		
					Confidential	Can be shared with ECSR members.	
<b>GC Bureau meeting records</b> Records documenting the meetings of the Bureau of the Governmental Committee. Include: - Agenda - Working documents <hr/> - Meeting report	Master	Word or (if not available in Word) PDF (RMS)	30 years	Review for useful information	Confidential	Can be shared with GC members.	By meeting
					Public		
<b>GC meeting records</b> Records documenting the meetings of the Governmental Committee. Include: - Agenda - Working documents <hr/> - Meeting report - Information document	Master	Word or (if not available in Word) PDF (RMS)	30 years	Review for useful information	Confidential	Can be shared with GC members.	By meeting
					Public		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<p><b>MISSCEO meeting records</b> Records documenting the meeting of the Mutual Information System on Social Protection of the CoE. Include</p> <ul style="list-style-type: none"> <li>- Working documents</li> </ul> <hr/> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Meeting report with list of participants</li> <li>- Overview trends</li> </ul>	Master	Word or (if not available in Word) PDF (RMS)	30 years	Review for preservation	Confidential	Can be shared with MISSCEO members. Agenda and meeting report with list of participants are finalised and declared records after the meeting.	By meeting, then by year
Public					They are declassified after the meeting		
<p><b>PECS working groups meeting records</b> Records documenting the meetings of the PECS working groups GT1, GT2, GT3. The working groups are dedicated to issues such as the Revision of the Strategy on Social Cohesion. Include:</p> <ul style="list-style-type: none"> <li>- Detailed list of participants</li> <li>- Country contributions</li> <li>- Working documents</li> </ul> <hr/> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Compilation of replies to the PECS questionnaires</li> <li>- Meeting report with brief list of participants</li> </ul>	Master	PPT, XL, Word or (if not available in Word) PDF (RMS)	Permanent	Preservation	Confidential	Can be shared with PECS members.	By working group, biannual meeting
Public							
<p><b>PECS plenary meeting records</b> Records documenting the plenary meetings of the PECS. May include:</p>	Master	PPT, XL, Word or (if not available in	Permanent	Preservation	Confidential	Can be shared with PECS members.	By meeting

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
- Annotated agenda - Working documents (e.g. report by the WG rapporteur) - Meeting report with brief list of participants		Word) PDF (RMS)					
- Agenda (OJ) - List of decisions - Good practices					Public		
<b>CS-SS meeting records</b> Records documenting the meetings of the Committee of Experts on Social Security (CS-SS, active 2006-2012), covering documents such as final meeting reports.	Master	Word (RMS)	Permanent	Preservation	Closed series		By year
<b>Transitory records related to Conducting committees</b> - Documents printed for the ECSR session or GC meeting	Copy	Paper	Keep until end of meeting	Destruction	Confidential	Shared with ECSR or GC members.	n/a
<b>D.20.010. Establishing monitoring procedures and guidance</b>							
<b>RS010 Monitoring procedures and evaluation standards</b> Includes the following sub-series:							
<b>ESC monitoring procedures</b> Committee of Ministers decisions on the European Social Charter monitoring procedures including forms for national reports.	Copy	Links (RMS)	As long as needed		Public	Masters are kept with adopted texts of the Committee of Ministers.	
- Forms for national reports (reproduced for practical use)	Master	Word (RMS)	Permanent			Reproduced documents have to carry a reference to the master.	

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>ESCR monitoring practical guidelines</b> Records documenting the practical guidelines developed for monitoring and evaluation, such as digest case-law.	Master	Word (RMS)	Keep current		Public		n/a
Previous versions			30 years	Review for preservation	Confidential (to avoid confusion with versions in force)		Chronologically
<b>D.20.040. Conducting monitoring instances</b>							
<b>RS005 Country and thematic background information</b> Includes the following sub-series:							
<b>ESC monitoring background information</b> External or internal information sources documenting the situation in a monitored country (or on certain provisions of the Charter) in general (i.e. not relating to a specific instance of monitoring), such as trade union comments, academic writings, internet searches, press clippings, reports established by other organisations, links to external sources etc.	Master	Word, PDF (DMS)	Keep current		Confidential	Can be shared with ECSR members.	By country or by theme
<b>ESC individual complaints exchanges</b>	Master	E-mail, PDF (RMS)	10 years	Review for useful information	Confidential	Can be shared with ECSR members.	By year

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Complaints received by individuals (therefore not admissible) and replies. Used as information source.	Copy	Paper	Kept as long as needed	Destruction		Individual complaints received on paper are scanned. Paper copy for convenience.	
<b>RS010 Specific monitoring preparation records</b> Includes the following sub-series:							
<b>ESC XML database (XMLESC)</b> Database used for the elaboration of ECSR Conclusions containing external resources and the various versions of the ECSR Conclusions.	Master	XML application (dghlxml.coe.int production server)	Keep current		Confidential	ECSR members have read only access. Database contains links to external resources.	n/a
<b>ESC reporting procedure database</b> Database used for the reporting procedure providing information on the status, key dates and relevant exchanges with regard to national reports, comments by social partners/NGOs and Conclusions.	Master	Access database (hawking-share)	Keep current		Confidential (ESC Department)		n/a
<b>ESC reporting procedure preparation records</b> Records documenting the preparation of ECSR Conclusions, in particular exchanges with rapporteurs.	Master	E-mail with Word attachments (DMS)	5 years	Review for useful information	Confidential	Shared with rapporteurs	By year
<b>ESC collective complaints database</b> Database of collective complaints providing information on their	Master	Access database (hawking-share)	Keep current		Confidential (ESC Department)		n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
status, key dates and relevant exchanges.							
<b>ECSR draft decisions</b> Draft versions of decisions the ECSR adopts in respect of collective complaints under the Additional Protocol of the European Social Charter. Can include: <ul style="list-style-type: none"> <li>- Draft decision on admissibility</li> <li>- Draft decision on the merits</li> <li>- Draft decision on immediate measures</li> <li>- Draft decision to strike out</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Confidential	Shared with rapporteurs  Final versions are kept in the ESC Caselaw Database (HUDOC).	By complaint number
<b>RS020 Exchanges with monitored state</b> Includes the following sub-series:							
<b>ESC formal exchanges with monitored state</b> Records documenting official exchanges with the monitored state with regard to the ESC monitoring cycle. Includes: <ul style="list-style-type: none"> <li>- Request for annual report</li> <li>- Notification of ECSR Conclusions to state</li> <li>- Exchanges related to non-accepted provisions</li> </ul>	Master	E-mail with Word or PDF attachments (RMS)	10 years	Review for useful information	Confidential	Shared with state concerned	By year
<b>GC (ECSS) formal exchanges with monitored state</b> Records documenting official exchanges with monitored state and ILO with regard to the ECSS monitoring cycle. Includes:	Master	E-mail with Word or PDF attachments (RMS)	10 years	Review for useful information	Confidential		By year

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
- Request for annual report to RP - Exchanges with ILO and governments on national reports and draft resolutions							
<b>RS050 Monitoring reports</b> Includes the following sub-series:							
<b>ESC Caselaw Database</b> (HUDOC-ESC) Database containing the Conclusions and Decisions adopted by the European Committee of Social Rights.	Master	XML application	Keep current		Public	Database hudoc.esc.coe.int is part of the HUDOC database managed by the IT Department of the ECHR.	
<b>ESC reporting procedure records</b> Records documenting the assessment of a state's compliance with regard to the European Social Charter. Include for each monitoring cycle: - National report - Comments (observations) by social partners/NGOs - Government replies to comments and complementary questions	Master	Word, PDF, E-mail with attachments (RMS)	Permanent	Preservation	Public	National report and replies may be published in the official language of the country on the government's website.	By year, then by country
- ECSR Conclusions and, if applicable, separate opinions and statements of interpretation	Master	XML (RMS)				Copy is kept in the ESC Caselaw Database (HUDOC).	
<b>GC (ECSS) reporting procedure records</b> National reports documenting the assessment of a state's compliance with ECSS with	Master	Word or (if not available in Word) PDF (RMS)	Permanent	Preservation	Public		By country

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
regard to the Governmental Committee of the European Social Charter and the European Code of Social Security.							
<p><b>ESC collective complaints procedure records</b> Records documenting the assessment of a state's compliance with regard to the Additional Protocol to the European Social Charter providing for a System of Collective Complaints. May include for each collective complaints case:</p> <ul style="list-style-type: none"> <li>- Collective complaint</li> <li>- Case documents ("pièces") such as submissions, observations and replies by government and third parties</li> <li>- Report on collective complaint to the Committee of Ministers</li> </ul> <hr/> <ul style="list-style-type: none"> <li>- Decision on admissibility</li> <li>- Decision on merits</li> <li>- Decision on provisional or immediate measures</li> <li>- Decision to strike out</li> <li>- Separate opinion</li> </ul>	Master	Word, PDF (RMS)	Permanent	Preservation	Public	<p>The Department of the ESC gives a number to each collective complaint.</p> <p>The report on collective complaint is republished by the CM.</p>	By complaint number
<p><b>RS060 Monitoring follow-up records</b> Includes the following sub-series:</p>							
<b>Follow-up of ECSR Conclusions records</b>	Master	Word (RMS)	Permanent	Preservation	Public	State contributions have no document reference.	By year, then by article



Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Records documenting the follow-up of Conclusions of non-conformity of the monitored state with regard to the European Social Charter by the Governmental Committee (reporting procedure). May include: - Written State contributions - Detailed report on follow-up to ECSR Conclusions prepared by the Governmental Committee						Abridged reports are also prepared each year for the Committee of Ministers. They become CM documents.	
<b>Follow-up of ESC non-accepted provisions</b> Records documenting the action plan meetings concerning non-accepted provisions by member states. Includes: - Agenda - List of participants - Report on the non-accepted provisions - Presentation	Master	Word, PDF, PPT (RMS)	Permanent	Preservation	Public		By country
<b>ECSR assessments</b> Assessments of the follow-up of ECSR Decisions (collective complaints procedure).	Master	Word (RMS)	Permanent	Preservation	Public	Copy is kept in the ESC Caselaw Database (HUDOC).	By year, then by complaint number
<b>D.30.030. Conducting co-operation projects</b>							
<b>RS030 Co-operation project management records</b> Includes the following sub-series:							
<b>ESC Co-operation project management records</b>	Master / Copy	Word, E-mail (DMS)	10 years after project end		Confidential		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<p>Records documenting the organisation of co-operation projects such as country-specific projects, carried out with financial support from member states (voluntary contributions) or the EU (joint programmes). May include:</p> <ul style="list-style-type: none"> <li>- Relevant exchanges with project stakeholders- Analysis</li> <li>- Evaluation mission</li> </ul>				<p>Review for useful information</p> <p>RMS if retention period is extended</p>		<p>Master of financial documents are kept by ODGP.</p>	<p>By country then by project</p>
<ul style="list-style-type: none"> <li>- Project work plan</li> <li>- Agenda</li> <li>- List of participants for public use</li> <li>- Presentatuions</li> </ul>		RMS			Public		
<p><b>RS090 Co-operation project substantial records</b> Includes the following sub-series:</p>							
<p><b>ESC Co-operation project substantial records</b> Substantial records documenting the result and outcome of co-operation projects such as country-specific projects, carried out with financial support from member states or the EU and in co-operation with ODGP. May include:</p> <ul style="list-style-type: none"> <li>- Relevant exchanges</li> <li>- Technical report</li> <li>- Interim report</li> <li>- Final report</li> <li>- External evaluation report</li> </ul>	Master	Word, E-mail, PDF (RMS)	30 years	Review for preservation	Public	Activity started in 2019	By country then by project
<p><b>D.30.040. Information gathering and research for sharing</b></p>							

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>RS030 Country or thematic information</b>							
Includes the following sub-series:							
<b>MISSCEO country information database</b> Database which provides information concerning the legislation on social protection systems across the MISSCEO countries.	Master	Web application maintained by DIT	Keep current		Public		n/a
<b>MISSCEO country information</b> Records providing information on social protection systems across the MISSCEO countries including introductions to social systems, charts and description, comparative tables, etc.	Master	Word or (if not available in Word) PDF (RMS)	10 years	Review for useful information	Public		By country
<b>B.15. Managing CoE institutional relations</b>							
<b>RS040 Inter-institutional relations records</b>							
Includes the following sub-series:							
<b>ESC inter-institutional relations records</b> Records documenting relations between ESC or ESC committees (e.g. ESCR) and CoE organs and other bodies. Includes exchanges, notes, etc.	Master	Word, PDF, E-mail (RMS)	10 years	Review for useful information	Confidential		By entity
- Speeches of the ECSR President or other ECSR members to the Ministers' Deputies.					Public	Only after the CM meeting	
<b>C.20.030. External relations with non-member entities</b>							

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>RS010 Conference and event participation records</b> Includes the following sub-series:							
<b>ESC conference and event participation records</b> Records documenting the participation of ECSR representatives or ESC Secretariat in seminars and conferences organised by external partners. May include programmes, presentations, speeches, etc.	Master	Word, PDF, PPT (RMS)	10 years	Review for useful information	Public		By event
<b>C.70. Organisation of conferences and events</b>							
<b>RS010 Conference and event organising records</b> Includes the following sub-series:							
<b>ESC conference and event organisation records</b> Records documenting the organisation of conferences or events of the ECSR or ESC, also in collaboration with external organisations. May include: - Invitations - Exchanges with participants	Master	Word, PDF, E-mail (DMS)	5 years	Review for useful information	Confidential		By event
<b>RS050 Conference and event records</b> Includes the following sub-series:							
<b>ESC conference and event records</b> Records documenting the outcome of a conference, event or seminar (e.g. Turin Process, Enhri-Equinet Platform) organised	Master	Word, PDF, PPT (RMS)	30 years	Review for preservation	Public		By type of event, then by year

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
under the ESC or the ECSS, also in collaboration with external partners. May include: <ul style="list-style-type: none"> <li>- Programme</li> <li>- Brief list of participants</li> <li>- Speeches</li> <li>- Speaking notes</li> <li>- Contributions, studies</li> <li>- Presentations</li> <li>- Conference report or meeting report</li> <li>- Conclusions</li> </ul>							
<b>➤ Communication</b>							
<b>C.90.070. Managing publications</b>							
<b>RS010 Council of Europe awareness-raising material</b> Includes the following sub-series:							
<b>ESC awareness-raising material</b> Information or promotional material on the activities under ESC and ECSS activities. May include: <ul style="list-style-type: none"> <li>- Leaflets, booklets</li> <li>- Signatures and ratifications table,</li> <li>- Collected "Travaux préparatoires" (preparatory work on Social Charter, 1953-1958)</li> <li>- Country fact sheets</li> <li>- Activity reports</li> <li>- Events photos</li> </ul>	Master / Copy	Word, PDF, HTML, JPEG, PNG (RMS)	10 years	Review for preservation	Public	"Travaux préparatoires" are kept permanently.  The master of the activity reports are kept with ECSR session records.  Include local languages.  Only events photos taken by external photographers to be published on the ESC	By theme

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
						WebSite are to be saved in RMS. Photos selected for preservation are to be stored in MAM.	
<b>PECS newsletter</b> Bi-monthly newsletter about the social cohesion activities within the Council of Europe.							By year, then by newsletters and pictures
<b>RS050 Council of Europe publications</b> Includes the following sub-series:							
<b>ESC publications</b> Material produced for the European Social Charter. May include free publications.	Master / Copy	Word, PDF (RMS)	Permanent	Preservation	Public	Master of publications produced by DGS-SPDP are kept by them. Copies will be kept until masters are available in RMS, then replaced by links.	By year then by theme
<b>&gt; Administration</b>							
<b>A.20.030. Expenditure management</b>							
<b>RS080 Mission and travel reimbursement records</b> Includes the following sub-series:							
<b>ESC mission and travel reimbursement records</b> Records concerning the reimbursement of missions and travels. May include: authorised mission orders, expense reports, copies of mission reports.	Master / Copy	Electronic (GDD )	10 years	Destruction	Confidential (Shared with finances)	Master of mission report is filed with relevant activity.	n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>A.90.030. Information compliance management</b>							
<b>RS050 Public disclosure authorisations</b> Includes the following sub-series:							
<b>ESC public disclosure authorisations</b> Records documenting individuals' consent to the public disclosure of information resources that identify them, such as contact details or photos. Public disclosure refers for example to the publication on the Internet or in other media.	Master	E-mail with attachments, PDF (RMS)	For as long as the information resource is used + 10 years	Destruction	Confidential		By event or publication