

Strasbourg, 18 June 2020

DS/DG1(2020)1

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# Retention/Disposal Schedule Department for the Execution of Judgments of the Court of Human Rights

## Directorate of Human Rights DG1 - Directorate General Human Rights and Rule of Law

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### 1. Activities

The Department for the Execution of Judgments of the European Court of Human Rights advises and assists the Committee of Ministers in supervising the execution of final judgments and decisions of the Court by States. It also provides support to the member States to achieve full, effective and prompt execution of judgments.

### 2. Explanatory notes

#### Access

Official documents in this schedule are classified and declassified according to [Resolution\(2001\)6 on access to Council of Europe documents](#) adopted by the Committee of Ministers on 12 June 2001 at the 756th meeting of the Ministers' Deputies. The declassification of internal documents is specified in this schedule.

Declassification has to respect personal data protection provisions.

#### *Abbreviations used in the schedule*

CM: Committee of Ministers  
CM-EXEC: Department for the Execution of Judgments of the European Court of Human Rights  
H-EXEC: Human Rights Execution  
ECHR: European Court of Human Rights  
DH: Droits de l'homme  
DGS-SPDP: Directorate of General Services – Division of Documents and Publications Production  
DHR: Directorate of Human Resources  
PF: Public Folders  
RMS: Records Management System  
DMS: Document Management System  
CEC: CMIS Exec Client

**3. Signatures**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Head of Department	Clare Ovey		
Records and Archive Correspondent	Delphine Leleu		
Head of Information Life Cycle Section	Alain Mielle		

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>D.40.070 Supervision of the execution of judgments</b>							
<b>RS010 Supervision of execution of judgments co-ordination records</b> Records related to co-ordination of the activities for the supervision of execution of judgments. May include: - Just satisfaction follow-up table - H/Exec follow-up table - Final resolutions follow-up table - Follow-up table for the visa procedure - Outgoing mail table - Case grouping tables - Archiving follow-up table - Planning tables	Master	Excel (DMS)	Keep current	n/a	Confidential		n/a
- Previous versions		Excel (RMS)	10 years	Review for useful information			Chronologically
<b>CEC database</b> Case execution database used to manage the supervision of the pending and closed cases related to the execution of judgments and decisions of ECHR.	Master	CEC database	Keep current	n/a	Confidential	Back-up is managed by the ECHR.	n/a

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classi- fication level	Notes / Rationale	Folder structure
<p><b>RS020 Supervision of execution of judgments case files</b> Records documenting the execution of ECHR judgments and decisions, supervised by the Committee of Ministers (CM). The series contains both leading cases and those repetitive cases of interest for which relevant documents have been created or received.</p> <p>A case file may include:</p> <ul style="list-style-type: none"> <li>- ECHR judgment or decision</li> <li>- Communication with applicant, government (including action plans and reports), ECHR, IGOs, NGOs and other organisations, as well as internal correspondence</li> <li>- Technical notes (“Fiches techniques”)</li> <li>- Relevant working documents</li> <li>- Briefings</li> <li>- Speaking notes</li> <li>- Analysis</li> <li>- Relevant legislation and case law</li> <li>- Individual information related to just satisfaction (contentious issues)</li> <li>- Press articles</li> </ul> <hr/> <ul style="list-style-type: none"> <li>- Department’s Memoranda (H/EXEC) (<a href="#">link</a>)</li> <li>- CM resolution (<a href="#">link</a>)</li> </ul>	Master / Copy	Word, PDF, E-mail, Link (DMS)	Permanent	Preservation (RMS when case is closed)	Confidential  Declassification after 75 years after the closure of the case in compliance with data protection regulation.	The original judgments are kept by the ECHR.	By country and case number
		Paper (Socle, Agora)	1 year after digitisation	Destruction		Some masters are on paper and are being digitised.	
		Public	H/EXEC are kept under the series – H-EXEC department memoranda.				

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>RS025 H-EXEC department memoranda</b> Records documenting the analysis of the pending issues relating to a specific group of cases or a violation. Includes: H/EXEC, DGHL-EXEC/Inf.	Master	Word (RMS)	Permanent	Preservation	Public	Access classification of H/EXEC to be changed manually to confidential when needed.	Alphanumeric
<b>Just satisfaction records</b> Records documenting follow-up standard information on payment or the (non-) payment of the just satisfaction. May include: - Supporting documents - Relevant exchanges	Master / Copy	Word, Excel, E-mail (DMS)	10 years after case is closed	Review for useful information	Confidential	Non-contentious information	By case
		Paper (Socle, Agora)					By closure meeting
<b>RS040 Supervision of execution of judgments overview records</b> Records providing overview of the activities of the CM-EXEC. Series include: - Country fact sheets - Thematic sheets - Summary of decisions - Collections of final resolutions - Payments information tables - Statistics	Master	Word, Excel (RMS)	10 years	Review for useful information	Public		By document type, and then by country (if necessary)
					Confidential (to avoid confusion with versions in force)		
-Previous versions of the Country factsheets and Thematic sheets							
<b>HUDOC-EXEC Database</b>	Copy	HUDOC database	Keep current	n/a	Public	The official documents concerning the	n/a

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Database containing the communications (governments, NGOs, applicants and other organisations), action plans and action reports, CM final resolution, CM decisions, H-EXEC, etc.						execution of a judgment are published on hudoc.exec.coe.int, together with the adopted texts of the Committee of Ministers and documents of the ECHR.	
<b>Transitory records related to supervision of the execution of judgments</b> Records documenting the preliminary exchanges with ECHR on the administrative issues related to judgments.	Master	E-mail with, without attachment (mailbox of persons concerned)	1 year after case is closed	Destruction	Confidential		n/a
<b>Non-violation judgment files</b> Files containing the judgments of the non-violations received from the ECHR.	Copy	Paper (Office of the person concerned)	1 year after case becomes final	Review for useful information	Confidential		By case
<b>D.20.010 Establishing monitoring procedures and guidance</b>							
<b>RS010-Monitoring procedures and evaluation standards</b> Includes the following sub-series:							
<b>CM-EXEC monitoring procedures</b> Records documenting the practical guidelines developed for authorities and NGOs, e.g. Vademecum.	Master	Word (RMS)	30 years	Review for preservation	Public		Chrono- logically
- Previous versions					Confidential (to avoid confusion with		

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classi- fication level	Notes / Rationale	Folder structure
					versions in force)		
<b>B.10.020 Conducting CM at plenary level</b>							
<b>CM-EXEC DH meeting preparation records</b> Records documenting the preparation and follow-up of DH meetings. Include: - Thematic debates - Briefings - Speaking notes - Notes for DH meeting	Master / Copy	Word, Links (DMS)	5 years	Review for useful information	Confidential		By meeting
<b>B.15 Managing CoE institutional relations</b>							
<b>RS010-Activity reports addressed to Committee of Ministers</b> Includes the following sub-series:							
<b>CM-EXEC annual reports</b> Annual report submitted by the CM-EXEC to the Committee of Ministers as a statutory requirement.	Master / Copy	PDF (RMS)	Permanent	Preservation	Public	Published version is also produced by DGS-SPDP. Copies will be kept until masters are available in RMS, then replaced by links.	Chrono- logically
		Printed versions (Socle, Agora)					
<b>CM-EXEC annual reports preparation records</b> Records documenting the preparation of the CM-EXEC annual report. Series include draft annual reports, analyses, statistics, etc.	Master	Word, Excel (Shared drive)	10 years	Destruction	Confidential		By year
<b>RS040-Inter-institutional relations records</b> Includes the following sub-series:							

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>CM-EXEC contributions</b> Explanatory notes sent to CoE entities or to member States regarding specific issue or a situation in the country related to execution of judgments.	Master	Word (RMS)	30 years	Review for preservation	Confidential		By theme or by entity
<b>C.20. Managing external relations</b>							
<b>RS010 Conference and event participation records</b> Includes the following sub-series:							
<b>CM-EXEC conference and event participation records</b> Records documenting the preparation and the participation of the <b>CM-EXEC in events and conferences organised by other organisations</b> . May include: - Declarations - Speeches - Presentations - Analysis - Notes - Mission report	Master	Word, PDF (RMS)	10 years	Review for useful information	Confidential	Selected documents are public. Access classification to be changed manually in RMS from confidential to public.	By conference
<b>CM-EXEC conference and event participation photos</b> Photos of the CM-EXEC conferences and events participation.	Master	JPEG, TIFF (Liferay)	10 years	Review for useful information	Public	Videos are hosted on Vimeo.	n/a
<b>C.70. Organisation of conferences and events</b>							
<b>RS010 Conference and event organising records</b> Includes the following sub-series:							



Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classi- fication level	Notes / Rationale	Folder structure
<b>CM-EXEC conference and event organising records</b> Records documenting the preparation and organisation of <b>conferences and events by the CM-EXEC</b> . May include: <ul style="list-style-type: none"> <li>- Exchanges with potential speakers and participants</li> <li>- Draft programme</li> <li>- Invitation letters</li> </ul>	Master	E-mail, Word (RMS)	10 years	Review for useful information	Internal	Selected documents are confidential. Access classification to be changed manually in RMS from internal to confidential.	By conference
<b>RS050 Conference and event records</b> Includes the following sub-series:							
<b>CM-EXEC conference and event records</b> Records documenting the content and results of an <b>event or a conference organised by the CM-EXEC</b> . May include: <ul style="list-style-type: none"> <li>- Programme</li> <li>- List of speakers, participants</li> <li>- Speeches, contributions, presentations</li> <li>- Conclusions, recommendations</li> <li>- Conference report or conference proceedings</li> <li>- Non-official exchanges and follow-ups</li> </ul>	Master	Word, PDF, PowerPoint (RMS)	Permanent	Preservation	Public	Selected documents are confidential. Access classification to be changed manually in RMS from public to confidential.	By conference
<b>CM-EXEC conference and event audio-visual records</b> Photos from the conferences and events organised by CM-EXEC.	Master	JPEG, TIFF (Shared drive, Liferay)	Permanent	Preservation	Public		By conference
<b>C.90.040 Media relations management</b>							

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classi- fication level	Notes / Rationale	Folder structure
<b>RS090-Council of Europe press releases and news</b> Includes the following sub-series:							
<b>CM-EXEC press releases</b> CM-EXEC press releases and related records used also as links on the press release web page (e.g. agenda, conference programmes).	Master	Word (RMS)	30 years	Review for preservation	Public		By year
<b>C.90.070. Managing publications</b>							
<b>RS010 Council of Europe awareness-raising material</b> Includes the following sub-series:							
<b>CM-EXEC awareness-raising material</b> Information or promotional material on the CM-EXEC and its activities. May include: - Organisational chart - Mandate - Booklet - Brochure	Master	Word, PDF (RMS)	10 years	Review for preservation	Public		Chrono- logically
<b>C.90.080 Web management</b>							
<b>CM-EXEC Internet</b> CM-EXEC section on Council of Europe website, consisting of web pages.	Master	Electronic	Keep current	n/a	Public	Archiving of web pages via Archive-IT	Web content structure
<b>A.10.010. Internal procedures development</b>							
<b>RS010 Internal rules and procedures</b> Includes the following sub-series:							
<b>CM-EXEC internal procedures</b>	Master	Word (DMS)	Keep current	n/a	Confidential		By activity

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classi- fication level	Notes / Rationale	Folder structure
Internal procedures of the CM-EXEC, such as CEC manual, manual for new staff, procedures for the treatment of cases, etc.							
- Previous versions of the internal procedures		Word (RMS)		Review for preservation		When no longer current, internal procedures might be preserved for business needs.	
<b>A.10.050. Conducting staff and management meetings</b>							
<b>RS010 Internal meeting records</b> Includes the following sub-series:							
<b>CM-EXEC internal meeting records</b> Records documenting the internal meetings of the CM-EXEC.	Master	Word (DMS)	10 years	Review for useful information	Confidential		By meeting
<b>A.20.020. Procurement</b>							
<b>RS020 Procurement accounting records</b> Includes the following sub-series:							
<b>CM-EXEC procurement accounting records</b> Records documenting the procurement activities of the CM-EXEC. May include: - Invoices - Purchase orders - Request for payments	Master / Copy	Word (DMS) Paper (office of the person concerned)	10 years after finalisation of purchase or termination of contract.	Destruction	Confidential		By year, then by provider
<b>A.20.030. Expenditure management</b>							
<b>RS010 Expenditure overview records</b> Includes the following sub-series:							

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>CM-EXEC expenditure overview records</b> Overview records used for validation of monthly expenses of the CM-EXEC, such as missions, round tables and conferences.	Copy	Excel (DMS)	10 years	Destruction	Confidential	Master is kept by DG1 financial department.	By year
<b>RS080 Mission and travel reimbursement records</b> Includes the following sub-series:							
<b>CM-EXEC mission and travel reimbursement records</b> Records concerning the reimbursement of missions and travels of staff members of the CM-EXEC. Series include authorised mission orders and expense reports.	Master	GDD application	10 years	Destruction	Confidential	Shared with TPAD.	n/a
<b>A.20.100. Financial control</b>							
<b>RS010 Financial authority records</b> Includes the following sub-series:							
<b>CM-EXEC financial authority records</b> Records documenting the yearly delegation of financial authority and responsibility within the CM-EXEC.	Master	E-mail, PDF (DMS)	10 years	Destruction	Confidential		Chronologically
<b>A.30.020. Recruitment and career management</b>							
<b>CM-EXEC recruitment records</b> Records documenting an internal or external recruitment instance. Contain all or any of the following:	Master / Copy	E-mail, Word, PDF (DMS); Paper (secure filing)	2 months	Destruction	Confidential	Series contain personal data.	By vacancy

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classi- fication level	Notes / Rationale	Folder structure
<ul style="list-style-type: none"> <li>- Copies of application files including CVs</li> <li>- Interview records</li> <li>- Candidate evaluation records (both written and oral evaluations)</li> <li>- Candidate comparison table</li> <li>- Entity's recommendation</li> <li>- Exchanges related to recruitment</li> <li>- Copy of the Appointment Board's minutes with decision</li> </ul>						Paper records to be destroyed by secure shredding.	
<p><b>CM-EXEC unsolicited applications</b> Spontaneous applications (i.e. not referring to a vacancy announcement) and replies.</p>	Master	E-mail, Word, PDF (DMS); Paper (secure filing)	2 years	Destruction	Confidential	Attention to personal data protection: If entity wishes to retain applications for a certain time, the applicant has to be informed and given the possibility to object to the retention.	Chrono- logically
<b>A.30.050 / 060. Staff contract management / Remuneration and allowances management</b>							
<p><b>CM-EXEC staff issues follow-up records</b> Nominal staff records which are needed at entity level. May include:</p> <ul style="list-style-type: none"> <li>- Staff requests to work part time, take special leave, etc. and subsequent exchanges and memos</li> <li>- Decisions ad personam (AP) (preferably as links to DHR)</li> </ul>	Master / Copy	E-mail, Word (MSA; DMS)	5 years	Destruction	Confidential shared with DHR	Personal administrative files are kept by DHR and must not be duplicated at entity level. MSA requests should not be printed out. They are kept in MSA.	By staff category or by year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
- Records linked to compensation for overtime - Follow-up of hours worked - Reference letters							
<b>CM-EXEC staff overview records</b> Records regrouping nominal HR information at unit or entity level. May include: - Staff salary cost tables - Official exchanges with DHR on cost tables (validation etc.) - PeopleSoft reports to create statistics	Master	Word, Excel (DMS)	5 years	Destruction	Confidential shared with DHR		By staff category or by year
- Staff lists by grade, gender - Staff contact information table			Keep current	n/a			
<b>A.30.080. Leave and attendance management</b>							
<b>CM-EXEC absence tables</b> - General absence tables - Sick leave tables	Master / Copy	Excel (DMS)	Current year + 1 year	Destruction	Confidential		Chronologically
<b>CM-EXEC notifications of absence</b> Messages by staff to inform about absence. Input for updating absence table to be transmitted to DRH.	Master	Email (mailbox of staff in charge)	2 months after absence table sent	Destruction	Confidential	Contains sensitive data; swift deletion required.	n/a
<b>A.30.120. Traineeship management</b>							
<b>CM-EXEC traineeship records</b> Records documenting information on trainees, the work carried out such as traineeship applications,	Master	E-mail, Word, PDF (Collab. site)	2 years	Destruction	Confidential		By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
trainee overview table, questionnaires, etc.							
<b>A.50.040. IT system and applications operations management</b>							
<b>RS010 Systems and applications user guides</b> Includes the following sub-series:							
<b>CM-EXEC applications user guides</b> Instructions, practical guidelines and tutorials for the use of databases and applications, such as HUDOC-EXEC, CM-EXEC Collaborative Site (SharePoint), etc.	Master	Word (RMS) MP4 (HUDOC)	Keep current	n/a	Restricted		Chronologically