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DS/DGA/DIT(2014)1

Retention/Disposal schedule Directorate of Information Technology

Extract for project management

Directorate General of Administration

The following is an extract of the forthcoming schedule prepared for a partial entry concerning project management records of the Project Management Office (PMO) into the Council of Europe's Records Management System.

Series: title, description	Master/ copy	Medium, for- mat & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
Project management							
Project records Records documenting the projects, carried out by DIT and managed by PMO. Includes: <ul style="list-style-type: none"> - Project plans - Progress reports - Minutes of project meetings - Risk and issue logs - Background documentation - Relevant exchanges - Project initiation document 	Master	Word, Excel, E-mail, PP, PDF, MSProject (collaborative space PMO and relevant project site)	5 years after project closure	Destruction	Internal	Project records are filed together during their active life, ensuring an authoritative source of the latest version. After closure of the project, records to be kept are transferred to RMS under Substantial project records. Project files in RMS have to be clearly labelled with an explicit name and the year(s) concerned.	By project
Substantial project records: <ul style="list-style-type: none"> - Business requirements - Technical and functional specifications - Business case - Final report and other evidence of project outcomes - Post-project review/lessons learned 		Word, PDF (RMS)	The lifetime of the outcome (IT system) + 5 years	Review for useful information			