

Strasbourg, 11 March 2022

DS/ECML(2022)1

Retention/Disposal Schedule European Centre for Modern Languages (ECML)

Directorate of Democratic Participation
DG II – Directorate of General Democracy

1. Activities

The Enlarged Partial Agreement on the European Centre for Modern Languages (ECML) was established in Graz, Austria in 1994. Its mission is to encourage excellence and innovation in language teaching and support its member states in the implementation of effective language education policies. It does so by working with decision makers in 35 member states (status: December 2021) on and bringing together language experts to develop innovative, research-informed solutions to challenges in language education. Through dialogue and exchange with relevant stakeholders and by drawing on the underlying values of the Council of Europe, the ECML is ideally equipped to act as a pioneering institution and a catalyst for reform in the teaching and learning of languages.

In co-operation with leading European specialists in the field, the ECML initiates and coordinates 4 years programmes which provide the framework for innovative projects and activities. These are embedded in ongoing policy developments and address key challenges.

2. Explanatory notes

Note

The local infrastructure in Graz – including the computer network – necessary to run the activities is put at the disposal of the Centre by the City of Graz. The cost of this infrastructure at the time of writing estimated at around € 387 k. The Association "Vech en d'Espè" maintains the premises, provides assistance with day-to-day logistics and acts as intermediary between the Centre and the national, regional and local bodies. The ECML computer network is not fully integrated into the Council of Europe network and access is via a VPN link.

Access and declassification

With regard to its official documents, including those produced prior to this retention and disposal schedule, the ECML 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: restricted documents are declassified one year after being issued; confidential documents are declassified 10 years after being issued; secret documents are declassified 30 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.

Any declassification must comply with the rules governing personal data protection and copyright.

Disposition

The disposition “ Preservation ” in this ~~schedule~~ ^{permanently e} means in the Archives located within the premises of the ECML because of their historical (archival) value for the Organisation.

Vital records

European Cultural Convention ([ETS No. 018](#))

[Resolution \(94\) 10](#) on an Enlarged Partial Agreement establishing the European Centre for Modern Languages (adopted by the Committee of Ministers on 8 April 1994 at the 511th meeting of the Ministers' Deputies)

[Resolution \(98\) 11](#) confirming the continuation of the European Centre for Modern Languages (adopted by the Committee of Ministers on 2 July 1998, at the 638th meeting of the Ministers' Deputies)

Rules of procedure of the Governing Board of the European Centre for Modern Languages [[DECS/EDU/GRAZ\(1994\)6rev2](#)]

Abbreviations used in the schedule

CCM: Cost Centre Manager

CoE: Council of Europe

DGA: Directorate General of Administration

DHR: Directorate of Human Resources

DIO: Directorate of Internal Oversight

DIT: Directorate of Information Technology

ECML PF: ECML public folders (on the ECML server)

GDD: Travel management system (“Gestion Des Déplacements”)

MAE: major administrative entities

MSA: Multi service Assistant (Council of Europe ’ s o n l i

TPAD: Treasury, Payments and Accounting Department

WINDREAM DMS is a document management system used by the ECML specifically for the storage of financial information

n/a: not applicable

3. Signatures

	Name	Signature	Date
ECML Executive Director	Sarah Breslin		
Records and Archive Correspondent	Catherine Seewald		
Head of Information Life Cycle Section (DIT)	Philippe Reilhac		

Contents

C.50. Conducting Committees.....	4
RS003- Committee governance and procedures	4
RS005- Committee membership records	5
RS010- Committee meeting preparation records	5
RS030- Committee convocation records.....	6
RS050- Committee meeting records	6
B.15. Managing CoE institutional relations	8
RS010- Activity reports addressed to Committee of Ministers	8
D.30.030. Conducting co-operation projects	9
RS030- Co-operation project management records	9
RS050 Co-operation project action records	9
RS090 Co-operation project substantial records	10
C.20.030. External relations with non-members entities.....	11
RS010- Conference and event participation records	11
C.70. Organisation of conferences and events.....	11
RS010- Conference and event organising records.....	11
RS050- Conference and event records	12
C.90.020. Public event management.....	12
C.90.030. Visitor service.....	13
C.90.040. Media relations management.....	13
RS090- Council of Europe media releases and news	13
C.90.070. Managing publications	14
RS010- Council of Europe awareness-raising material	14
RS030- Council of Europe audiovisual productions	15
RS050- Council of Europe publications.....	15
C.90.080 Web management.....	16
Strategic management and oversight	
B.60. Programme and budget management.....	16
RS070- Programme and budget monitoring records.....	16
Business support	
A.90.020. Intellectual property rights management	17
RS0050- External copyright reproduction authorisations	17
RS060- Requests for reproduction and translation of Council of Europe material	17
A.90.030. Information compliance management	17
RS050- Public disclosure authorisations	17
A.10.010. Internal procedures development.....	18
RS010- Internal rules and procedures.....	18
A.10.010. Conducting staff and management meetings	19
RS010- Internal meeting records.....	19
A.10.040. Management and activity reporting	19
RS010- Progress and activity records	19
A.20.020. Procurement.....	20
RS010- Procurement supporting records	20
RS020- Procurement accounting records	20
A.20.030. Expenditure management	21
RS010- Expenditure overview records	21
RS080- Mission and travel reimbursement records.....	21
A.20.100. Financial control	22
RS010- Financial authority records	22
A.30.020. Recruitment and career management.....	22
A.30.050 / 060. Staff contract management / Remuneration and allowances management	23
A.30.080. Leave and attendance management.....	24
A.30.120. Traineeship management.....	24
A.60.90. Provision of logistic support to meetings	24

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
C.50. Conducting Committees							
RS003- Committee governance and procedures Includes the following sub-series:							
<p>ECML official procedures The ECML Governing Board has established its rules of procedure, including meeting procedures of the Board and its Bureau, how members, substitutes, observers of the Board are appointed, procedures relating to the preparation of the invitations to the meetings, agenda and documents, working languages, voting rules, meeting reports, annual report to the Committee of Ministers.</p> <p>The operating procedures of the ECML were established at the inception of the Partial Agreement and are updated periodically.</p> <p>Series may include:</p> <ul style="list-style-type: none"> - Rules of procedure of the Bureau and Governing Board of the ECML - ECML Statutes 	Master	Word, PDF (ECML PF and Governing Board website)	Permanent	Preservation	Public		By ECML statutory, then by meeting number

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
RS005- Committee membership records Includes the following sub-series:							
ECML membership records Records documenting the selection of representatives as members of the ECML Governing Board, Nominating Authorities and National Contact Points, and National Relays for the European Day of Languages. May include: - Exchanges with Permanent Representations - Official notifications from the ECML representatives in the member states and non-member states	Master	Word, PDF, e-mail, paper (ECML PF)	30 years	Review for preservation	Confidential	Documents received in paper format are scanned (image scans) and the paper version discarded.	By member state, then by year
RS010- Committee meeting preparation records Includes the following sub-series:							
ECML Bureau preparation records Records documenting the preparation of the ECML Bureau meeting. Include exchanges between the ECML Secretariat, Bureau members, other participants (e.g. experts) and Council of Europe staff on content related issues, such as issues to be covered, documents to be finalised, detailed list of	Master	E-mail, Word, Excel, PDF (ECML PF)	10 years after committee meeting	Review for useful information	Confidential		By statutory meeting, then by number

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
participants, follow-up of invitations.							
<p>ECML Governing Board preparation records Records documenting the preparation of a specific ECML Governing Board meeting. Include exchanges between the ECML Secretariat, the Governing Board members, and other participants and Council of Europe staff on content-related issues, such as issues to be covered, documenting the preparation of ECML documents, detailed list of participants, follow-up of invitations.</p>	Master	E-mail, Word, Excel, PDF (ECML PF)	10 years after committee meeting	Review for useful information	Confidential		By statutory meeting, then by number
<p>RS030- Committee convocation records Includes the following sub-series:</p>							
<p>ECML convocation records Records documenting the convocation of members for ECML Bureau, expert groups and Governing Board. May include invitation letters and cover emails.</p>	Master	E-mail, Word, PDF (ECML PF)	10 years after committee meeting	Destruction	Restricted		By ECML Governing Board and its Bureau, then by meeting
<p>RS050- Committee meeting records Includes the following sub-series:</p>							
<p>ECML Expert Group meeting records ECML expert groups bring</p>	Master	Word, PDF	Permanent	Preservation	Confidential	This type of group is very rarely established. It normally results from an	

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<p>together language professionals from ECML member states who are involved in work on specific topics to explore current practice and develop proposals for supporting the work in the field of language education. The main aims of the expert group meetings are to build up an overview of the current state ECML member states, and to develop proposals for guidelines and other resources that will be useful to language educators. Records documenting the individual Bureau meetings. Include:</p> <ul style="list-style-type: none"> - Agenda - Working documents - Information documents - Proposals for guidelines - Meeting reports 		(ECML PF and ECML website)				<p>Area of work addressed by a project where the expected results have not been able to be achieved.</p> <p>Meeting reports with list of participants is declassified if participants have given their consent.</p>	
<p>ECML Bureau meeting records Records documenting the individual ECML Bureau meetings. Include:</p> <ul style="list-style-type: none"> - Agenda - Working documents - Information documents - List of decisions 	Master	<p>Word, PDF (ECML PF)</p> <p>ECML Bureau records on the ECML Governing Board website</p>	Permanent	Preservation	Confidential	Meeting reports with list of participants is declassified if participants have given their consent.	By ECML Bureau, then by meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
- Meeting reports							
ECML Governing Board meeting records Records documenting the individual meetings of a given committee and their outcome. Covers intergovernmental committees in the sense of CM/Res(2011)24, committees established by a convention or resolution, and those set up under a partial agreement. Include: <ul style="list-style-type: none"> - Agenda - Working documents - Information documents - Adopted texts - List of decisions - Meeting reports 	Master	Word, PDF (ECML PF, ECML Governing Board records on the ECML Governing Board website)	Permanent	Preservation	Confidential	Meeting reports with list of participants is declassified if participants have given their consent.	By ECML Governing Board, then by meeting
B.15. Managing CoE institutional relations							
RS010- Activity reports addressed to Committee of Ministers Includes the following sub-series:							
ECML activity reports Annual reports activities submitted to the Committee of Ministers.	Master	Word, PDF (ECML PF and ECML Governing Board website)	Permanent	Preservation	Public	The activity report is also published by the Committee of Ministers with a CM reference.	By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
D.30.030. Conducting co-operation projects							
RS030- Co-operation project management records Includes the following sub-series:							
ECML co-operation project management records Records documenting the organisation of co-operation projects carried out in the context of co-operation programmes such as those co-funded by the European Commission (e.g. RELANG, Supporting Multilingual Classrooms). Include: <ul style="list-style-type: none"> - Initial reports - Project plans (work plans, communication plan, etc.) - Briefing notes - Background documents - Initiative meeting records (agenda, participants, presentations, minutes, report) - Evaluation documents (e.g. forms) 	Master	E-mail, Word, Excel, PDF (ECML PF)	10 years after action end	Review for useful information	Confidential	Substantial project documents can be transferred after 10 years after project closure into the series RS090 ECML project substantial records.	By year, then by ECML action number
RS050 Co-operation project action records Includes the following sub-series:							
ECML co-operation project action records Records documenting activities such as workshops, seminars, training courses,	Master	E-mail, Word, PPT, PDF	10 years	Review for useful information	Public		By year, then by ECML action number

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
etc. carried out in the context of co-operation projects with the European Commission (such as RELANG and Supporting Multilingual Classrooms). May include: <ul style="list-style-type: none"> - Invitation letters - Programme - Training material 		(ECML PF, ECML website)					
RS090 Co-operation project substantial records Includes the following sub-series:							
ECML project substantial records Records documenting the outcome of co-operation projects with the European Commission (such as RELANG and Supporting Multilingual Classrooms) and the co-operation activities undertaken with the ECML Professional Network Forum. May include: <ul style="list-style-type: none"> - Relevant exchanges - Meeting report - Interim report - Final report - Lessons learned - Memorandum of co-operation 	Master	E-mail, Word, PDF (ECML PF, ECML website)	30 years	Review for preservation	Public		By year, then by ECML action number

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Transitory records related to co-operation projects Non-substantial exchanges with the ECML secretariat.	Master	E-mail (Mailbox of the person concerned)	Keep as long as needed	Destruction	Confidential		n/a
C.20.030. External relations with non-members entities							
RS010- Conference and event participation records Includes the following sub-series:							
ECML conference and event participation records Records documenting the participation representatives in seminars and conferences organised by external partners. May include: programmes, presentations, speeches, etc.	Master	E-mail, Word, PDF, PPT (ECML PF)	10 years	Review for useful information	Public	The ECML is invited at the event or conference.	By programme number, then by event
C.70. Organisation of conferences and events							
RS010- Conference and event organising records Includes the following sub-series:							
ECML conference and event organising records Records documenting the preparation and organisation of an ECML event or conference. Include: - Exchanges with national authorities in the member states, the Professional Network Forum of the ECML, NGO	Master	Word, PDF, e-mail, Excel (ECML PF)	15 years	Review for useful information	Confidential	The ECML is the organiser of the event or conference.	By programme of activities, then by project and by year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
representatives, (potential) speakers, participants, interpreters - (Draft) Concept paper - (Draft) Programme - Calls for participation - Invitation letters - Briefing notes - Speaking notes							
RS050- Conference and event records Includes the following sub-series:							
ECML conference and event records Records documenting ECML event or conference. May include: - Speeches - Contributions - Conclusions and recommendations - Conference report or conference proceedings - Videos and photos of the ECML event presentations - Practical information - List of speakers - Brief list of participants	Master	Word, PDF, PTT, Photo, video and audio (ECML PF)	Permanent	Preservation	Public	The ECML is the organiser of the event or conference. Only declassified if participants have given their consent.	By programme of activities, then by project and by year
C.90.020. Public event management							
ECML organisation of exhibitions for the public Records documenting:	Master / Copy	E-mail, Word, PDF, paper (ECML PF)	5 years	Review for useful information	Public		By programme of activities, then by year

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"> - Organisation of exhibitions for the public - Organising public information and communication meetings - Exchanges, orders, agreements, notes 							
C.90.030. Visitor service							
ECML external visits Records documenting external visits at the ECML: <ul style="list-style-type: none"> - Visit request forms (contact details, aim of the visit, thematic focus, proposal of c - Exchange with the Austrian Association of the ECML - Confirmation e-mail - Presentations - Follow-up correspondence (thank you e-mail, additional in 	Master	E-mail, PDF, Word, PPT, Excel (ECML PF)	10 years	Destruction	Confidential		By year
C.90.040. Media relations management							
RS090- Council of Europe media releases and news Includes the following sub-series:							
ECML media releases and news Media communications released by the Council of Europe or any of its bodies	Master	HTML, Word, PDF, PPT, video	30 years	Review for preservation	Public		By theme

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
and entities, comprising press releases and news items published on the Organisation's		(ECML PF, ECML website)					
C.90.070. Managing publications							
RS010- Council of Europe awareness-raising material Includes the following sub-series:							
ECML awareness-raising material Information or promotional material on the ECML and its activities. Series may include materials in many languages: <ul style="list-style-type: none"> - ECML newsletter "The European Language Gazette" / "La Gazette européenne des langues" - Information brochures - PPT presentations of the ECML - Flyers (programme of activities, training and consultancy offer, resource website) - Publication catalogues - Posters (ECML, publications, European Day of Language) - Games 	Master	HTML, Word, PDF, PPT, Video (ECML PF, ECML website)	10 years	Review for preservation	Public		By theme

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
RS030- Council of Europe audiovisual productions Includes the following sub-series:							
ECML audiovisual productions Audiovisual documentaries, publicity, TV spots, videokits, etc. elaborated for ECML publications.	Master	Video files, e-mail (ECML PF, ECML website)	10 years	Review for preservation	Public		Chronological
RS050- Council of Europe publications Includes the following sub-series:							
ECML publications Covers publications with ISBNs and free publications issued or commissioned by the ECML on language education issues. Includes brochures, flyers, manuals, guidelines, toolkits, portfolios, conference publications, posters, etc.	Master	Word, PDF (databases) (ECML archive, ECML PF, ECML website)	Permanent	Preservation	Public	ECM archive = ECML storage room for publications and PR material	By programme of activities, then by project
ECML cooperation project publications Publications deliverables and other evidence of initiative outcomes from co-operation projects with the European Commission (such as RELANG and Supporting Multilingual Classrooms) and Professional Network Forum.		Html, Word, PDF, video (ECML PF, ECML website)					By year, and then by ECML action number

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
C.90.080 Web management							
ECML Internet www.ecml.at and related domains	Master	Electronic	Keep current	n/a	Public	Archiving of web pages on ECML website	Web content structure
Web exchanges Exchanges with other entities (e.g. DG2, DC, DIT) and programmer concerning website contents (launch of new ECML resources, European Day of Languages ...)	Master	E-mail with attachment (ECML PF)	5 years	Review for useful information	Confidential		By year
➤ Strategic management and oversight							
B.60. Programme and budget management							
RS070- Programme and budget monitoring records Includes the following sub-series:							
ECML programme and budget monitoring records Records documenting the implementation of the budget throughout the budgetary cycle at cost-centre level. May include: Budgetary situations (including staff), Budgetary forecasts.	Master	Excel, Word, PDF (Windream DMS)	To be kept for as long as the information resource is used + 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
➤ Business support							
A.90.020. Intellectual property rights management							
RS0050- External copyright reproduction authorisations Includes the following sub-series:							
ECML External copyright reproduction authorisations Records documenting the authorisation given to the Council of Europe (ECML) by external right holders to reproduce an information resource (publication, document, picture etc.) at the Council of Europe.	Master	E-mail with attachments, PDF (ECML PF)	To be kept for as long as the information resource is used + 10 years	Review for useful information	Confidential		By programme of activities, then by project
RS060- Requests for reproduction and translation of Council of Europe material Includes the following sub-series:							
Requests for reproduction and translation of ECML material Requests for reproduction, translation and adaptation of Council of Europe (ECML) material	Master	E-mail with attachments, Word, PDF (ECML PF)	Permanent	Preservation	Confidential		By programme of activities, then by project
A.90.030. Information compliance management							
RS050- Public disclosure authorisations Includes the following sub-series:							
Public disclosure authorisations	Master	Hybrid: paper, e-mail with attachments,	To be kept for as long as the	Destruction	Confidential	Paper stored in folders at the ECML premises (d o c u m e n t a l i s	By programme of activities and project

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Records documenting individuals to the public disclosure of information resources which identify them, such as contact details or photos. Public disclosure refers for example to the publication on the Internet or in other media.		Word, PDF, Excel (ECML PF)	information resource is used + 10 years	after the end of publication on the ECML website.			
A.10.010. Internal procedures development							
RS010- Internal rules and procedures Includes the following sub-series:							
ECML internal rules and procedures Internal rules and procedures of the ECML. Include: - Programme activity - Procedures and templates - Statutory meeting procedures and rules - Guidelines relating to new staff members and trainees relating to the areas - Administration - Programme - Website - Resources	Master	Word, PDF (ECML PF)	Keep current	n/a	Confidential		By type of area concerned
Previous versions of the internal procedures		Word, PDF (ECML PF)	30 years	Review for preservation		For each new version of a rule of procedure, it is necessary to refer back to previous versions.	

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
A.10.010. Conducting staff and management meetings							
RS010- Internal meeting records Includes the following sub-series:							
ECML internal meeting records Records documenting internal meetings at the ECML. Include: - Agenda - Meeting minutes - Presentations - Working documents (not related to any ECML project)	Master	Word, PPT, e-mail (ECML PF)	10 years	Review for useful information	Confidential	ECML project meetings are documented under the specific project.	By meeting
A.10.040. Management and activity reporting							
RS010- Progress and activity records Includes the following sub-series:							
ECML Progress and activity records Records documenting for example statistics or activity reports of project teams that have been produced for management or for informing larger audiences, but without engaging in a formal publication process. Also includes workshop reports that highlight the benefits of the workshop (organised within	Master	Word, Excel (ECML PF)	15 years	Review for preservation	Public	Refers to full finalised reports. Not to be confused with finalised statistics.	By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
the framework of a project) and aims to inform the larger audience in their countries about a given ECML project.							
A.20.020. Procurement							
RS010- Procurement supporting records Includes the following sub-series:							
ECML procurement supporting records Records documenting the context in which procurement is carried out, including: <ul style="list-style-type: none"> - Declarations of interest in the context of procurement - Specifications - Request for proposals - Unsuccessful proposals - Exchanges with bidders / suppliers - Proposal analysis - Draft contracts - Negotiations 	Master	E-mail, Word, PDF (ECML document management system Windream)	5 years after finalisation of procurement procedure	Destruction	Confidential		By purchase
RS020- Procurement accounting records Includes the following sub-series:							
ECML procurement accounting records Records documenting the procurement activities of the ECML. May include: <ul style="list-style-type: none"> - Proposals by suppliers - Successful proposals 	Master	E-mail, Word, PDF (ECML document management system Windream)	10 years after finalisation of procurement procedure or after end of contract	Destruction	Confidential	Procurement files should be kept together during their active life.	By year

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"> - Purchase request and approval - amendments/waivers - Invoices - Acceptance of work - Authorisation of payment - Order - Contracts - Co-operation agreements and budgets - Outsourcing grant agreements 							
A.20.030. Expenditure management							
RS010- Expenditure overview records Includes the following sub-series:							
ECML expenditure overview records Overview records used for validation of monthly expenses of the ECML, such as missions, events or conferences.	Master	Excel (ECML document management system Windream)	10 years	Destruction	Confidential		By year
RS080- Mission and travel reimbursement records Includes the following sub-series:							
ECML mission and travel reimbursement records Records concerning the reimbursement of missions and travels of staff members of the ECML. Series include authorised mission orders and expense reports.	Master	GDD application	10 years	Destruction	Confidential	Shared with TPAD.	n/a

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
A.20.100. Financial control							
RS010- Financial authority records Includes the following sub-series:							
ECML financial authority records Records documenting the yearly delegation of financial authority and responsibility within the ECML.	Master	E-mail, PDF (Document management system Windream)	10 years	Destruction	Confidential		Chronologically
A.30.020. Recruitment and career management							
ECML recruitment records Records documenting an internal or external recruitment instance. Contain all or any of the following: - Copies of application files including CVs - Interview records - Candidate evaluation records (both written and oral evaluations) - Candidate comparison table - Entity's records - Exchanges related to recruitment	Master / Copy	Hybrid: e-mail, Word, PDF (ECML PF), paper (secure filing)	2 months	Destruction	Confidential	Series contain personal data. Paper records to be destroyed by secure shredding.	By vacancy
ECML unsolicited applications Spontaneous applications (i.e. not referring to a vacancy announcement).	Master	E-mail, Word, PDF (ECML PF)	Keep until reply sent	Destruction	Confidential	Attention to personal data protection: If entity wishes to retain applications for a certain time, the applicant has to be informed and	Chronologically

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Replies of Secretariat			2 years			given the possibility to object to the retention.	
A.30.050 / 060. Staff contract management / Remuneration and allowances management							
ECML staff issues follow-up records Nominal staff records which are needed at entity level. May include: - Staff requests to work part time, take special leave, etc. and subsequent exchanges and memos - Records linked to compensation for overtime - Follow-up of hours worked - Reference letters	Master / Copy	E-mail, Word (MSA; ECML PF)	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 members
ECML staff overview records 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 - Staff lists by grade, gender - Staff contact information table	Master	Word, Excel (ECML PF: password protected access)	5 years	Destruction	Confidential shared with DHR		Chronologically
			Keep current	n/a			

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
A.30.080. Leave and attendance management							
ECML absence tables - General absence tables - Sick leave tables	Master	Excel (ECML PF and server (password protected access))	Current year + 1 year	Destruction	Confidential		Chronologically
ECML notifications of absence 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
A.30.120. Traineeship management							
ECML traineeship records Records documenting traineeships, carried out in ECML, including letters of invitation and other documents relating to traineeships, certificates.	Master	E-mail, Word, PDF, Excel (Web database for applications)	2 years	Destruction	Confidential	For legal reasons the traineeship records cannot be retained for longer than 2 years.	By year
A.60.90. Provision of logistic support to meetings							
Internal exchanges on logistics Confirmation of room bookings, request for interpretation and for	Master	E-mail, Word, Excel, PDF (ECML PF and mailbox of the person concerned)	5 years	Destruction	Confidential		By programme of activities, then by project and by year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
badges, restaurant bookings etc. Includes also exchanges with Protocol Directorate.							