

Strasbourg, 01 July 2021

DS/EUR(2021)1

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# **Retention/Disposal Schedule European Support Fund for the Co-production and Distribution of Creative Cinematographic and Audiovisual Works (Eurimages)**

## **Extract concerning core activities**

Directorate of Democratic Participation  
DG2 - Directorate of General Democracy

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### **1. Activities**

Eurimages, established in 1988, is the Council of Europe's Fund for co-operation in the cinematographic field. The Fund aims to promote the European film industry by encouraging the co-production and distribution of films and by fostering co-operation between professionals. Eurimages is a cultural fund and endeavours to support artistic work that reflects the multiple facets of a European society.

Eurimages currently manages the following activities:

- Co-production Support Programme
- Promotion Programme (Co-production Development Awards, "Lab Project Awards, etc.)
- Gender Equality and Diversity Policy/Strategy
- Exhibition Support Programme
- Distribution Support Programme

## 2. Explanatory notes

### Access

Official documents are classified and declassified in line with the [Resolution Res\(2001\)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.

Exceptions to these rules are specified in the current schedule.

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

### Vital records

- Support Agreements (for all the different programmes)
- Committee decisions (for all the different programmes)
- Calls for funds

### Abbreviations used in the schedule

DC: Directorate of Communications  
 DGS-SPDP: Directorate of General Services – Division of Documents and Publications Production  
 DLAPIL: Directorate of Legal Advice and Public International Law  
 DMS: Document Management System  
 RMS: Records Management System  
 MAM: Media Asset Management system

## 3. Signatures

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Executive Director	Roberto Olla		
Records and Archives correspondent	Marise Boylan		
Head of Information Life Cycle Section (DIT)	Philippe Reilhac		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>D.30.040 Information gathering and research for sharing</b>							
<b>RS030 Country or thematic information (co-operation)</b> Includes the following sub-series:							
<b>Eurimages country or thematic information</b> Studies and reports resulting from Eurimages' thematic analysis and reporting.	Master	Word (DMS)	10 years	Destruction	Confidential		By country
<b>Members' country or thematic contributions</b> Member states' contributions to country or thematic analysis.	Master	Word (DMS)	10 years	Destruction	Confidential		By country
<b>D.30.090 Providing financial support</b>							
<b>RS020 Financial support management records</b> Includes the following sub-series:							
<b>Coeurimages2 database - Co-production management</b> The database includes information about the organisation and management of the various stages of co-production financial support instances. It may contain copies of documents.	Master / Copy	Coeurimages2 database	Keep current	n/a	Confidential	A backup of the database is kept on an external server.  It is recommended that regular exports of the database are stored internally.	n/a
<b>Eurimages Co-production management records</b>	Master	E-mail, Word, Excel, PDF (DMS, HDD)	10 years after closure of	Review for useful information	Confidential	Series will not be declassified.	By year and support

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<p>Records documenting the organisation and management of financial support in the framework of the Co-production Support Programme. The series also covers non-supported projects. May include:</p> <ul style="list-style-type: none"> <li>- Completed application forms</li> <li>- Script analysis</li> <li>- Application evaluation</li> <li>- Instalment documents</li> <li>- Exchanges with applicants</li> <li>- Exchanges with partners</li> <li>- Exchanges with Finances</li> <li>- Production script</li> <li>- Support agreement including amendments and list of deductions.</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>- Non-supported application documents: synopsis, director's comments, producer's note, summary and detailed budget, co-production agreement (co-producers), evidence of financing, revenue statement</li> <li>- Story board</li> <li>- Draft support agreement.</li> </ul>		(Secretariat offices)), Paper (Agora storage area "Socle")	file (payment of last instalment)			<p>Support project records are filed together during their active life. This schedule provides a structure for managing the support project records after the closure of the file.</p> <p>Substantial records are filed under <i>Eurimages programmes substantial records</i> after closure of file.</p> <p>Up until 2018, files are hybrid – paper and electronic.</p> <p>Convenience copies exist on paper.</p>	instance (project)
<b>Coeurimages2 database - Co-production reimbursement</b>	Master / Copy	Coeurimages2 database	Keep current	n/a	Confidential	Backup of the database kept on an external server.	n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<p>The database contains information about the reimbursement stage of co-production financial support instances. This information includes:</p> <ul style="list-style-type: none"> <li>- Reimbursement documents including <i>Calls for funds</i></li> <li>- Collection agreement.</li> </ul>						<p>It is recommended that regular exports of the database are stored internally.</p>	
<p><b>Eurimages Distribution management records</b>  Records documenting the organisation and management of financial support in the framework of the Distribution Support Programme. The series also covers non-supported projects. May include:</p> <ul style="list-style-type: none"> <li>- Notes regarding the pre-selection</li> <li>- List of distributed films</li> <li>- Support application including a catalogue</li> <li>- Summary table with all distributors</li> <li>- Detailed table with all the films</li> <li>- Agreement</li> <li>- Exchanges with applicants</li> <li>- Exchanges with partners</li> <li>- Payment request and payment supporting documents</li> </ul>	Master	E-mail, Word, Excel, PDF (DMS, HDD (Secretariat offices)), Paper (Agora storage area "Socle")	10 years	Destruction	Confidential	<p>Up until 2016, files are hybrid – paper and electronic.</p> <p>Convenience copies exist on paper.</p>	By year and support instance (project)

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
- Follow-up cost table - Marketing documents.							
<b>Eurimages Cinema Support management records</b> Records documenting the organisation and management of financial support in the framework of the Cinema Support Programme (Exhibition Support). The series also covers non-supported projects. May include: - Reports on programming - Visit reports - Contract with partners (Europa Cinemas) - Agreements with theatres - Agreements regarding bonuses - Exchanges with partners.	Master	E-mail, Word, Excel, PDF (DMS, HDD (Secretariat offices))	10 years	Review for useful information	Confidential	Up until 2016, files are hybrid – paper and electronic.	By year and support instance (project)
<b>RS050 Financial support substantial records</b> Includes the following sub-series:							
<b>Eurimages programmes substantial records</b> Records documenting the outcome of financial support projects in the framework of one of the three Eurimages programmes: Co-production, Distribution, Cinema Support. May include: - Production script	Master	Word, PDF, JPEG (RMS), DVD, HDD (DVD-tèque, in Secretariat offices), Paper (Agora storage area "Socle")	Permanent	Preservation	Confidential	Records can be shared with applicants.  Declassified after 70 years, subject to copyright.  Only originals of support	By programme, then by year and support instance (project)

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
- Digital version of the film - Promotional material related to the production						agreements with list of deductions are also kept on paper.	
- Support agreements including amendments and list of deductions.					Internal		
<b>D.30.050 Promotion of standards and values</b>							
<b>RS080 Prize and award organising records</b> Includes the following sub-series:							
<b>Eurimages prizes and awards records</b> Records regarding prizes and awards granted by Eurimages. Examples are: Co-production Development Awards, Audentia Awards, Lab Projects Awards. May include: - Agenda - Programme - Notes (e.g. award panel notes) - Exchanges with partners and participants - Contributions/presentations - Contracts with partners - Agreements with laureates/producers	Master	Word, E-mail, PDF (RMS), JPEG (Shared drive)	10 years	Destruction	Confidential	Records can be shared with Board of Management.	By award
- Promotional material - Interviews - Photos.				Review for useful information	Public		
<b>C.70 Organisation of conferences and events</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 organising records</b> Includes the following sub-series:							
<b>Eurimages conference and event organising records</b> Records documenting the preparation and organisation of promotional events organised by Eurimages or in co-operation with film markets and other organisations, such as “Etoiles et Toiles du Cinéma Européen” or presentations at film festivals. May include: - Practical information - Exchanges with partners and participants - Invitation letters - Draft programme.	Master	E-mail, Word (RMS)	10 years	Review for useful information	Confidential		By event
<b>RS050 Conference and event records</b> Includes the following sub-series:							
<b>Eurimages conference and event records</b> Records documenting the outcome of conference or promotional events organised by Eurimages or in co-operation with film markets and other organisations, such as “Etoiles et Toiles du Cinéma Européen” or presentations at film festivals. May include:		Word, PDF (RMS) JPEG (Shared drive)	30 years	Review for preservation	Public	JPEG should be transferred in the MAM for preservation.	By type of event



Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
- Programme - Lists of speakers/participants - Speeches or presentations - Speaking notes.							
<b>C.50. Conducting committees</b>							
<b>RS003 Committee governance and procedures</b> Includes the following sub-series:							
<b>Eurimages governance and procedures</b> Records providing instructions to candidates wishing to apply for Eurimages funding. May include: - Rules of procedure - Eurimages terms of reference - How to - Forms and templates - Information documents - Activity programmes.	Copy	Links (RMS)	10 years	Review for useful information	Public	Master of procedures approved by the Eurimages Board of Management will be filled under Committed meeting records. Otherwise, masters will be filled with relevant activity.	Chronologically
<b>RS005 Committee membership records</b> Includes the following sub-series:							
<b>Eurimages Board of Management nomination records</b> Official letters of appointment of members of the Board of Management of Eurimages received from Permanent Representations.	Master	Word, PDF, E-mail (RMS) Paper (Office of the responsible officer)	Permanent	Preservation	Confidential	Names and contact details published on the Internet.	By country

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>Eurimages Board members declarations</b> Declarations of conflict of interest, as well as annual declarations signed by Board members acknowledging the confidentiality of all information related to the Eurimages Board of Management, its Bureau, the working groups and study groups.	Master	Word, PDF, E-mail (DMS)	10 years after end of Board member's mandate	Destruction	Confidential	Declarations are also stored in a dedicated web platform.	By year
<b>RS010 Committee meeting preparation records</b> Includes the following sub-series:							
<b>Eurimages bodies meeting preparation records</b> Records documenting meeting preparation for the Eurimages Board of Management, its Bureau, the working groups and ad hoc study groups. Examples are exchanges between the Secretariat and Board members on content-related issues.	Master	E-mail, Word, (DMS)	3 years after meeting	Destruction	Confidential		By body and meeting
<b>RS050 Committee meeting records</b> Includes the following sub-series:							
<b>Eurimages Board of Management Bureau meeting records</b> Records documenting the meetings of the Eurimages	Master	Word, PDF, PowerPoint, Excel (RMS)	Permanent	Preservation	Confidential	Shared with the Board of Management on the dedicated platform.	By meeting

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Board of Management Bureau. May include: - Agenda - List of participants - Working documents (e.g. agenda of the plenary, conference programmes)							
- Bureau meeting report.			30 years	Destruction			
<b>Eurimages working group and study group meeting records</b> Records documenting meetings of the working groups and ad hoc study groups of the Eurimages Board of Management, such as the five working groups, the study group on co-operation with non-member states, study group on enlargement, etc. May include: - Agenda - List of participants - Order of business - Working documents - Information documents - List of decisions	Master	Word, PDF, PowerPoint, Excel (RMS)	Permanent	Preservation	Confidential  The list of decisions is declassified after 75 years (to be changed manually).	Shared with the Board of Management on the dedicated platform.	By working or study group, then by meeting  The series level should be skipped in the folder structure and directly groups' folders should be created.
- Meeting report.			30 years	Destruction			
<b>Eurimages Board of Management meeting records</b>	Master	Word, PDF, PowerPoint, Excel (RMS)	Permanent	Preservation	Confidential		By meeting

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
Records documenting meetings of the Eurimages Board of Management. Include: - Agenda - List of participants - Order of business - Working documents - Information documents - List of decisions						The list of decisions is declassified after 75 years (to be changes manually).	
- Meeting report.			30 years	Destruction			
<b>C.20. Managing external relations</b>							
<b>RS010 Conference and event participation records</b> Includes the following sub-series:							
<b>Eurimages conference and event participation records</b> Records documenting the preparation and the participation of Eurimages in events and conferences organised by film festivals or other organisations (e.g. EAVE <sup>1</sup> , ACE <sup>2</sup> Workshops). May include: - Invitation - Programme - Presentations - Speeches - Notes	Master	Word, PDF, E-mail (DMS)	3 years	Review for useful information	Confidential		By event

<sup>1</sup> European Audiovisual Entrepreneurs

<sup>2</sup> Ateliers du Cinéma européen

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
- Event documents.							
<b>C.90.040. Media relations management</b>							
<b>RS090 Council of Europe press releases and news</b>							
Includes the following sub-series:							
<b>Eurimages press releases</b> Press releases regarding the activities and programmes of Eurimages.	Master / Copy	Word, Link (RMS)	30 years	Review for preservation	Public	Series may include links to press releases published by the DC.	Chronologically
<b>C.90.070. Managing publications</b>							
<b>RS010 Council of Europe awareness-raising material</b>							
Includes the following sub-series:							
<b>Eurimages visual identity records</b> Logos and other visual identity material related to Eurimages and its programmes and awards.	Master	TIFF, JPEG, PNG, GIF, EPS (RMS), Paper (Agora storage area "Socle")	10 years	Review for preservation	Public	Last version can be downloaded on Eurimages website.	Chronologically
Contracts and other relevant documents.					Confidential	Declassified after 70 years, subject to copyright.	
<b>Eurimages promotional videos</b> Videos produced to promote Eurimages and its programmes and awards.	Master	MPEG4, MOV (Shared drive)	10 years	Review for preservation	Public	Videos may be published on external platforms such as Youtube.  Videos selected for preservation should be transferred in the MAM.	n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>RS050 Council of Europe publications</b> Includes the following sub-series:							
<b>Eurimages publications</b> Series include books, such as the Eurimages Golden Book (Livre d'or), strategy documents, leaflets, guides, catalogues, etc.	Master/ Copy	PDF, Word, Link (RMS)	Permanent	Preservation	Public	Masters of publications produced by DGS-SPDP are kept by them. Copy will be kept until masters are available in RMS, then replaced by a link.	By theme or by type
<b>C.90.080. Web management</b>							
<b>Eurimages Internet</b> Eurimages section on Council of Europe website, consisting of web pages and news.	Master	Electronic (Liferay)	Keep current	n/a	Public	Regular snapshots of CoE public web pages are taken by Archive-It and kept as web archives.	n/a
<b>➤ Business support</b>							
<b>A.20.030. Expenditure management</b>							
<b>RS080 Mission and travel reimbursement records</b> Includes the following sub-series:							
<b>Eurimages mission and travel reimbursement records</b> - Mission orders - Invoices linked to missions.	Master	GDD application: Word, PDF, E-mail (DMS for archiving)	10 years	Destruction	Confidential	Shared with TPAD. Concerns the financial aspect of staff members' official journeys.	GDD: n/a Other system: by year
<b>A.50.010.010. Providing legal advice</b>							

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition & storage	Access classification level	Notes / Rationale	Folder structure
<b>RS010 General legal advice</b> Includes the following sub-series:							
<b>Eurimages legal advice</b> Legal advice provided by DLAPIL on Eurimages' request, regarding contractual issues, rules, litigation, programmes, internal functioning, etc.	Copy	Word, PDF (DMS), Paper (Directorate Secretariat)	Signature of contract, publication of rule, closure of case + 10 years	Review for useful information	Confidential	Legal advice is in paper format up until 2019. To be stored in electronic format in the future.	By theme