

Directorate General of Administration  
Directorate of Information Technology



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## **Retention/Disposal schedule Directorate of Information Technology (DIT)**

### **Extract for documents published online**

DGA – Directorate General of Administration

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The following is an extract of the forthcoming full schedule of the Directorate of Information Technology. It has been prepared for receiving in the Council of Europe's Records Management System the Directorate's documents currently published in the *WebCubeDocumentaire* (WCD) legacy application; the WCD is to be phased out due to obsolete technology.

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>A.10.070. Internal collaboration networking</b>							
<b>RS030 Internal network records</b>							
<b>DIT working group records</b> Records documenting the mission, functioning and meetings of the DIT partners networks, such as Computer Correspondents (CC), Functional Solutions Project Managers working group (GT-RSF), etc.	Master	Word (RMS)	10 years after the end of existence of the working group	Review for useful information	Restricted		By working group
<b>A.50.010. Development of ICT policies, strategies and procedures</b>							
<b>RS010 IT policies and strategies</b>							
<b>DIT policies and strategies</b> DIT strategic plans, as well as policies regarding the IT system in general and applicable to the whole Organisation, such as the Information Systems Security Policy.	Master	Word (RMS)	Permanent	Preservation	Restricted		By document type
<b>A.50.040. IT system and applications operations management</b>							
<b>RS010 Systems and applications user guides</b>							
<b>IT user guides and good practices</b> Instructions, practical guidelines and assistance to users for the use of the information system and applications.	Master	Word, PowerPoint (RMS); MPEG-4 videos (DLOG streaming server WOWZA)	Keep current	n/a	Restricted	Examples: <i>Windows 7 - Password: how to change it, Quick user guide of the phone Aastra 6757i, Simplified procedure to register for training courses with TMS, Video demo How to create one's personal cryptocard, etc.</i>	By system or application name
- Selected previous versions			For the lifetime of the system + 5 years	Review for useful information	Confidential		