From: VERRIER Tatjana (SG)

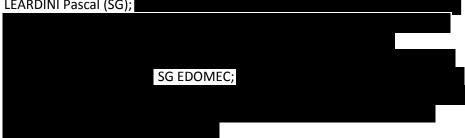
Sent: vendredi 10 janvier 2020 17:31

To: LEARDINI Pascal (SG); AYET PUIGARNAU Jordi (SG); HAAG Marcel (SG);

WATSON John (SG); SLEATH William (SG); FORTI Enrico (SG); KARNITSCHNIG

Michael (SG)

Cc: LEARDINI Pascal (SG);



Subject: Draft Decision on records management and archives

Attachments: Decision 2020.01.10.docx; Decision 2020.01.10 - annex implementing

rules.docx

Importance: High

Dear colleagues,

In 2002, the Commission began the process of modernising its document management and archiving, the aim being to make its work more efficient, transparent and accountable.

This process involved the adoption of the two Commission decisions that were annexed to the Commission's Rules of Procedure:

- Decision 2002/47/EC, ECSC, Euratom on document management;
- Decision 2004/563/EC, Euratom on electronic and digitised documents.

The two set of provisions in force are still annexed to the current Rules of Procedures, but with the forthcoming revision and adoption of the new Rules of Procedure, this will not be the case anymore. Therefore, the unit SG.C.1 has:

- merged the texts of the two Decisions still in force;
- modified and updated the content according to the evolution of the e-Domec policy and all the developments since 2002.

Please find in attachment:

- the draft Decision on records management and archives;
- its draft Annex containing the Implementing Rules.

These documents are meant to replace both above-mentioned Decisions and their Implementing Rules (SEC(2009)1643). The Legal Service has preliminary been consulted and its comments were taken into account.

May I kindly request your comments at your earliest convenience, ahead of the preparation and launch of the interservice consultation.

Thanks a lot in advance and best regards,