



EUROPEAN COMMISSION
SECRETARIAT-GENERAL

The Secretary-General

Brussels
SG

NOTE FOR THE ATTENTION OF THE HEAD OF CABINET OF THE PRESIDENT

Subject: Interservice consultation on the draft Decision and Implementing Rules on Records Management and Archives

In 2002, the Commission began the process of modernising its documents and archives management procedures, with the aim of making its working methods more efficient, transparent and accountable.

As part of this process, the Commission adopted the following Decisions:

- Decision 2002/47/EC, ECSC, Euratom on document management;
- Decision 2004/563/EC, Euratom on electronic and digitised documents;
- SEC(2009)1643 that contains the Decision-related Implementing Rules.

Since the adoption of the aforementioned framework, there have been substantial developments in terms of the treatment of data as well as a further evolution towards the e-Commission.

To incorporate these developments, the Decisions in force have been merged and their content has been revised and updated. They are accompanied by the Implementing Rules.

The resulting draft Decision and Implementing Rules enclosed reflect the evolution in the document and archives management landscape and the working methods of the institution.

Particular items of interest are:

- the validity of documents and signatures;
- the digital governance;
- the digital preservation strategy.

Based on the above, I seek your agreement to launch the interservice consultation process.

The European Data Protection Supervisor (EDPS) will be consulted in parallel.

Ilze JUHANSONE

Contact:

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Enclosures: I – Draft Decision of the Commission (EU) on Records Management and Archives
II – Annex: Implementing Rules for the Decision of the Commission (EU) on Records Management and Archives

c.c.:

Pascal LEARDINI (SG)
Tatiana VERRIER (SG C)

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