



EUROPEAN COMMISSION
SECRETARIAT-GENERAL

The Secretary General

Brussels
SG

NOTE FOR THE ATTENTION OF THE DIRECTORS-GENERAL AND HEADS OF SERVICE

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

Please find enclosed the draft Decision and Implementing Rules on Records Management and Archives.

The draft Decision merges the previous Decision on document management (2002/47/EC, ECSC, Euratom) and Decision on electronic and digitalised documents (2004/563/EC, Euratom). Together with the draft Implementing Rules, this draft Decision reflects the evolution in the document and archives management landscape and the increasing digitalisation of the Commission as a public administration.

Particular items of interest include:

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

I would be grateful to receive your comments within 15 working days.

Ilze JUHANSONE