



Document Management

What is an EBA Document?

The EBA's Document Management Policy defines a "document" as any content drawn up or received by the EBA concerning a matter relating to the policies, activities and decisions falling within the EBA's competence and in the framework of its official tasks, in whatever medium (written on paper or stored in electronic form).

Documents

- a) Are received or formally drawn up by the EBA in the course of its activities; and
- b) Are likely to require action, follow-up or a reply from the EBA or involve its responsibility; and
- c) Contain important information which is not short-lived.

Important and not short-lived are criteria subject to subtle judgement that will vary with the content and context of the document.

E-mails may be documents when they meet these tests.
