



EUROPEAN CENTRAL BANK

EUROSYSTEM

How to manage ECB information

ECB-UNRESTRICTED



Information Governance Division
DG-SE/IGO

Presentation to ECB staff

CYCLE

1 CREATED

CREATED by member
of staff or received
from externally

DISPOSED

DISPOSED OF according
to CB retention plan



ST

2

STOR
an app
and/or

3 DISTRIBUTED

DISTRIBUTED
to these with an
interest or need to know

Information management lifecycle

The Information lifecycle



1 CREATED

CREATED by member of staff or received from externally



2 STORED

STORED in DARWIN, an approved application and/or paper filing system



3 DISTRIBUTED

DISTRIBUTED to these with an interest or need to know



4 DISPOSED

DISPOSED OF according to ECB retention plan

How to **name** ECB documents

Make it simple

- Use sentence case (not all caps)
- Avoid abbreviations/ acronyms
- Avoid special characters:

~ ! @ # \$ % ^ & () + = [] { } ; : ' , ?
| / \ < _ €

Make it unique

- Relevant **dates** with the format YYYY-MM-DD
- The **type** of document (e.g. agenda, presentation, minutes)
- The **context** (meeting forum, sender, recipient)
- The **topic**, key words and any actions
- The **status** (DRAFT, FINAL, UPDATABLE)

Naming examples

Tell people **what it really is** – use **good titles** - unique and easy to read, understand and help find the documents



Is it an orange or a kiwi?

e.g.

2021-10-26 – Presentation to SPL-ISO – information management - DRAFT

2019-12-15 - Presentation to EB - Importance of ECB information governance - DRAFT

How to **classify** ECB information



The screenshot shows a user interface for selecting a security clearance level. At the top right, the text 'Security Clearance Level' is displayed. Below this, on the left, is the label 'Current Security Clearance Level:'. To the right of this label is a dropdown menu with the text '30 ... Restricted' and a downward-pointing arrow.

- Security classifications are assigned at **folder level**.
- Items saved in a folder automatically **inherit** the security classification of this folder.
- **Security clearance** should be considered **upon folder creation**.
- The security clearance of a folder should always **correspond** to the **level of the highest classification** applied to the **individual items** contained in it.

Where to store ECB digital information

All electronic ECB documents (*including business relevant e-mails*) must be stored in **DARWIN**!

2 STORED

STORED in DARWIN,
an approved application
and/or paper filing system

Documents in Darwin

Documents should be **stored**:

- **within a folder** with closely **related** documents
- use **shortcuts** to facilitate access from different locations

Keep folder structure **flat, consistent and neat**

Darwin collaboration tools

Communities



Blogs



Workflows



Wikis



Which emails to store in DARWIN

Store important business emails in DARWIN



Evidence



of business activities, decisions,
transactions

Future value



Information with future business,
financial, legal, research value.

Formal communications



between staff and external parties

Keeping & deleting information

*The **ECB Filing and Retention Plan** defines which **ECB documents** should be **retained permanently** as part of the historical archive and which should be **destroyed** after fixed periods in line with **legal**, **accountability** or **business requirements**. It is **integrated in DARWIN** and retention happens at regular intervals.*



Keep (e.g. save in DARWIN)



- Evidence of business activities, decisions, transactions
- Information with future value (business, financial, legal, research)
- Formal communication (between staff and external parties)

Delete



- Information with short-term value
- Ephemeral information not required in the future
- Duplicates or copies
- Drafts superseded by a final version



Thank you!

Disclaimer: the text above includes only those parts of the original document which are relevant for this particular public access request.