

Decision No. 2021/018 of the Executive Director adopting Implementing Rules for the Decision of the Administrative Board on Records Management and Archives at EMSA

The Executive Director of the European Maritime Safety Agency (EMSA),

Having regard to the Council Regulation (EU) 2015/496 of 17 March 2015 amending Regulation (EEC, Euratom) No 354/83 as regards the deposit of the historical archives of the institutions at the European University Institute in Florence,

Having regard to the Decision of the Administrative Board on Records Management and Archives at EMSA adopted on 12/11/2020 and in particular article 19 thereof,

whereas:

In order to ensure a harmonised and effective approach across the Agency, details on Records Management Procedures and Archiving processes need to be laid down for staff to understand and implement the decision of the Administrative Board in a consistent and correct way.

The EMSA Records Management Policy and Procedures has no longer effect as soon as this decision enters into force. This policy and procedures proved to be efficient over the last years, therefore these new implementing rules are largely based on the existing practices and procedures which are well known across the Agency

Information that is considered useful for understanding a project or an activity because it is not short live; because it involves an action or follow up by the Agency and because it needs to be kept providing evidence of decisions, situations, intentions or events linked with the activities of EMSA is registered and filed.

The long-term objective of these implementing rules is to continue the digitisation process for a full paper-free work environment under which most documents will be managed and stored electronically. Therefore, there is a strong emphasis on the principle that records are created mainly in electronic format. The Agency is currently working in laying the basis for the recognition of the qualified electronic signature at EMSA, with an equivalent legal effect to a blue ink signature.

Preservation encompasses all techniques and practices used to ensure the integrity and readability of records and files over the time in accordance with the provision of the applicable retention list. The EMSA Retention List is a regulatory instrument that sets the retention period for the different type of EMSA files according to the different legal bases. European Data Protection Supervisor opinions or legal service opinions.

EMSA official documents and files throughout their lifecycle must be kept and preserved in official electronic repositories. The architecture of the selected electronic repositories must take account that there are different requirements for short medium term readability, accessibility and preservation (current and intermediate records and files) and long term readability, accessibility and preservation (definitive or historical archives).

Records and files created before the migration to ARES (April 2017), the so called 'legacy files' and files at EMSA are subject to these Implementing Rules when it comes to its closing and preservation.

Has decided:

Article 1

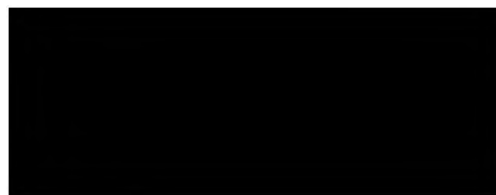
The enclosed **Implementing rules for the Decision of the Administrative Board on Records Management and Archives at EMSA** are hereby adopted.

Article 2

The **Records Management Policy and Procedures** are repealed.

Article 3

This decision enters into force on the date of its signature and shall be published in the intranet of the Agency and be brought to the attention of all staff.



Maja Markovčić Kostelac
Executive Director

Annex: **Implementing rules for the Decision of the Administrative Board on Records Management and Archives at EMSA.**