

## Practical registration criteria

It is impossible to draw up a definitive list or typology of documents with clear and unambiguous rules for what must be registered and what not. The question of whether or not to register a given document can only be answered by **analysing it in context**.

This analysis must be applied to all documents, **whatever their medium**.

However, analysing a document does not necessarily entail detailed scrutiny of its content.. On the contrary, in most cases a brief study, or even a cursory glance, is sufficient to arrive at a conclusion. This is particularly true as experience of registration, and of the types of documents usually dealt with, is built up within the Commission's services.

In order to help to build up such experience, and for use in less clear-cut cases, the following questions aim to provide a step-by-step guide to analysing documents. **If the answers to all of the following questions is "yes", the document needs to be registered** in the relevant corporate document management system.

### 1. Has the document been "drawn up or received" by the institution?

A document is considered as "drawn up" if it is **approved as ready** for transmission by the author, i.e the person who signs it or takes responsibility for its content.

A document is considered as "received" if it has been **intentionally delivered to the Commission** by the (external) sender.

### 2. Is the document related to the policies, activities and decisions falling within the institution's sphere of responsibility?

Documents related to one's personal situation should not be registered.

### 3. Is the information contained in the document important and not short-lived?

Information is unimportant and short-lived if losing it would have no negative administrative or legal effect for the Commission. A document which requires action or follow-up or involves the responsibility of the institution is important.

#### Examples (non exhaustive):

Yes	No
<ul style="list-style-type: none"> <li>- formal notes/communications, both received and sent</li> <li>- financial documents (as per BUDG guidelines)</li> <li>- minutes of meetings, especially with other institutions or external stakeholders, and, for important meetings, briefings/speaking/defensive etc.</li> <li>- information received/sent from/to other institutions or external stakeholders</li> <li>- contributions to interservice consultations or pre-consultations</li> <li>- documents, even informal (e-mails or notes to the file) that attest situations or events, justify decisions made or otherwise explain the development of official actions</li> <li>- instructions notes, guidelines</li> </ul>	<ul style="list-style-type: none"> <li>- drafts (i.e documents not yet validated by the person who will sign them or take responsibility for them)</li> <li>- e-mails and other texts circulated within an informal exchange of views between colleagues.</li> <li>- exchanges on short lived matters (such as invitations)</li> <li>- information on one's personal situation</li> </ul>