

	Reference	Title	Lang	Type of disclosure	Exception(s) used	Disclosed version
1	Ares(2015)182108	Document management and access to documents - Note to Directors General and Heads of Cabinet	en	Partial	Article 4(1)(b) - protection of privacy and the integrity of the individual	-
1.1	Cover letter	Document managment and access to documents - Note to Directors General and Heads of Cabinet.pdf	en	Partial	Article 4(1)(b) - protection of privacy and the integrity of the individual	Redacted version
1.2	Main	guidelines doc management and access to docs.doc	en	Full	-	Original version
1.3	Annex	annex practical registration criteria.doc	en	Full	-	Original version
2	Ares(2015)408716	Document management and automatic deletion of emails	en	Partial	Article 4(1)(b) - protection of privacy and the integrity of the individual	Redacted version
3	Ares(2015)496605	Follow-up to the guidelines on document management and access to documents	en, fr	Full		-
3.1	Main	follow-up DMOs.docx	en	Out of scope	-	-
3.2	Annex	Areslook guidelines revised EN.doc	en	Full	-	Original version
3.3	Annex	Areslook guidelines revisé.doc	fr	Out of scope	-	-
4	Ares(2015)2294946	Comment gérer le backlog des e-mails importants via un enregistrement rétroactif	fr	Partial	Article 4(1)(b) - protection of privacy and the integrity of the individual	Redacted version
5	Ares(2018)5874624	DOCUMENT MANAGEMENT AND ACCESS TO DOCUMENTS - NOTE TO DIRECTORS-GENERAL AND HEADS OF SERVICE	en	Partial	Article 4(1)(b) - protection of privacy and the integrity of the individual	-
5.1	Main	NOTE SG-SJ TO DIRECTORS GENERAL AND HEADS OF SERVICE.pdf	en	Out of scope	-	-
5.2	Annex	DOC MGMT ATD guidelines revised .docx	en	Partial	Article 4(1)(b) - protection of privacy and the integrity of the individual	Redacted version