



JRC Documents & Records Management Policy

1. Overall objectives

The Commission must be able, at any time, to provide information on matters for which it is accountable. To this end, the Commission established e-Domec (Electronic archiving and Document Management in the European Commission) to which JRC complies.

The aim of the JRC Documents and Records Management Policy is to ensure a consistent approach across the JRC on the management of documents and records in accordance with the e-Domec regulatory framework and fulfilling the applicable Internal Control Standards.

2. Principles

All staff receives or produces documents and records in the course of his/her work. Therefore e-Domec is relevant to everyone.

All official documents and records are registered, filed, preserved, and where applicable sent to Historical Archives electronically.

Born-digital documents are signed by means of an electronic signature wherever possible. Electronic workflows allow efficient and transparent preparation, approval, and distribution of documents.

The JRC Documents and Records Management Policy relies on the strategy building on the three fundamental pillars:

- Documents and Files Lifecycle: covers current, intermediate, and historical records.
- Governance: defines roles and responsibilities of stakeholders.
- Training & Communication Plan: ensures access to information and training to all staff.

3. Implementation

The implementation of the present policy is further elaborated in JRC Documents and Records Management strategy, procedures, work instructions, and guidelines.

The documents repository used is HAN (Hermes/Ares/NomCom) which is provided by the Commission. JRC Corporate Information Systems dealing with document management are integrated with HAN wherever possible.

(Electronically signed and dated in Ares)

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