

DG TRADE

Documents that can be destroyed

Indicative, non-exhaustive list of working files and other documents that can be destroyed by the units

TYPE OF FILE	WHEN TO DESTROY	REMARKS	REASON
Copies	When no longer needed		Working files with no administrative or legal value
Mission orders	After 1 year		Copies with no legal value. The originals are saved in MIPS
Deduction of the mission costs (apart from the mission report itself which must be filed separately and preserved)	After 1 year		Copies with no legal value. The originals are saved in MIPS and with the PMO
Unsolicited applications	2 years after the closure of the file, at the end of the year	Sensitive information (1)	According to the Common Retention List (CRL), the destruction is mandatory for files post-2004
Human resources files in units other than the human resources unit (e.g. staff management, absences, vacant posts, etc.)	When no longer needed and, in any event when the person concerned has left the unit	Sensitive information (1)	According to the Common Retention List (CRL), the destruction is mandatory for files post-2004
Old <i>Chronos</i> (containing only Copies→: chronos-type files should not contain originals)	2 years after the closure of the file, at the end of the year		Copies with no administrative or legal value. The originals must be preserved with the official files.
Publications	When the information is no longer up to date	Keep only 1 copy in FR and EN	They take unnecessary space in the archives
Working files	When no longer needed		Working files with no administrative or legal value
Presence lists	1 year after the last action	Sensitive information (1)	According <i>DPO-3050.3 DG Trade – Meetings, workshops, seminars, conferences, events, including mailing-lists and contact lists</i>
Personal/individual working files, including e-mails and reference documents	When no longer needed		No value for the institution

¹ Controlled destruction: contact TRADE GBI for practical advice