



EUROPEAN COMMISSION
SECRETARIAT-GENERAL
LEGAL SERVICE

The Secretary-General
The Director-General

Brussels,

NOTE FOR THE ATTENTION OF DIRECTORS-GENERAL AND HEADS OF SERVICE

Subject: Document management and access to documents

In January 2015, the Secretariat-General provided guidelines on the registration of documents, including practical registration criteria¹. Experience has shown that the continuous good efforts made by Commission services have led to improvements in document management inside the Commission. At the same time, the task of determining what to register, based on the registration criteria, remains challenging for some business processes.

The purpose of this note is to provide updated guidance on what should be registered in the Commission's document management systems and what not, including updated practical registration criteria. For this purpose, the note also clarifies the concept of 'document held by the Commission', a key concept in Regulation (EC) No 1049/2001 on access to documents.

Clear registration requirements help to ensure coherent practice across the Commission as regards the identification of documents and their retrieval from the underlying document management systems when handling requests for access to documents.

You are therefore kindly asked to remind colleagues of their responsibilities in the area of document management and access to documents and to make sure that they follow the attached guidelines, which replace those circulated in 2015, at all times.

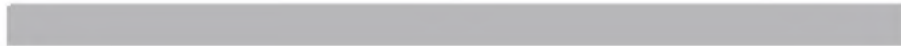
Martin Selmayr

Luis Romero Requena

Encl.: Guidelines on document registration and the identification of documents following requests for public access

¹ Ares(2015)182108.

Contact :



C.c:

Heads of Cabinet;
Deputies Secretary-General; Directors in the Secretariat-General;
Assistants to the Secretary-General and Assistants to the Director-General
of the Legal Service.