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EUROPÄISCHES PARLAMENT EUROOPA PARLAMENT ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
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Management of current and intermediate archives at the EP

(Decision of the Secretary-General of 25 October 2013)

RETENTION SCHEDULE
FOR THE PRIVATE OFFICE OF THE SECRETARY GENERAL AND
HORIZONTAL SERVICES

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INTRODUCTION

a) The Secretary-General's decision on the implementation of the rules on document management in the European Parliament

In his decision of 25 October 2013 the Secretary-General specified that each directorate-general/major administrative unit should draw up a 'retention schedule'.

This retention schedule concerns the management of the current and intermediate archives of the Private Office of the Secretary General and horizontal services and has been created in accordance with the aforementioned decision of the Secretary-General.

The retention schedule is a practical tool for document management which enables each directorate-general to fulfil its responsibility as regards all aspects of preserving the documents it creates and stores as part of its activities.

This responsibility primarily involves an obligation to protect files from physical damage, ensuring that they remain in good condition and legible over time, thus facilitating access to them using any kind of medium. The protection of documents in this way from physical damage must be carried out from the period in which the documents are in use until they are finally withdrawn, that is destroyed or permanently preserved and handed over to the Historical Archives Unit to be archived (documents with a historical value)¹.

The creation of a retention schedule meets the need for rules to ensure the reasonable preservation of archives throughout their life cycle. To this end, the schedule sets out the preservation arrangements and preservation period duration for the various types of documents and specifies the operations to be implemented once the administrative retention period for a given document ends (sorting and elimination of documents which, from an administrative, legal or historical perspective, are not intended to be preserved beyond the intermediate period² - see Section 1(6): 'Processing documents at the end of their administrative retention period and finally disposing of them').

¹ See Article 5 of the Bureau decision of 2 July 2012 on rules on document management in the European Parliament (Preservation of current and intermediate archives):

Each directorate-general shall ensure the physical protection of the files created and held in the context of its activities and shall guarantee the accessibility of those files until such time as they are destroyed or transferred to the historical archives'.

² See Article 7 of the Bureau decision of 2 July 2012 on rules on document management in the European Parliament (Appraisal and transfer to the historical archives of the European Parliament):

'Each directorate-general shall carry out an appraisal of its intermediate archives in accordance with the procedures, actions and periods laid down in its retention schedule'.

b) Detailed objectives

The general mission specified in point a) above is made up of a series of specific objectives incorporated into the design of the retention schedule, as detailed below:

- a) Identifying and categorising the procedures involved in delivering the services so that the associated documents can be compiled in files.
- b) Identifying the types of documents kept by departments in order to process them appropriately.
- c) Nominating the department responsible for preserving them.
- d) Understanding the media being used in order to facilitate traceability and accessibility, as well as the choice of preservation method.
- e) Specifying the duration of the period for which closed files must be retained by departments for administrative, legal and/or budgetary reasons.
- f) Setting out the action to be taken by the department responsible once the document's administrative retention period has ended.
- g) Identifying documents which, for reasons of confidentiality, cannot be communicated immediately.

ACCOMPANYING PROVISIONS

1. SCHEDULE STRUCTURE

The schedule comprises eight columns:

1. ***File category/procedure***: all the practices and/or rules followed for processing a case.

The various types of action or administrative procedures followed in implementing the Directorate-General's official missions are entered in this column.

The various files created and stored by the Directorate-General are categorised using its specific classification criteria.

Collecting files on the same types of procedure facilitates a consistent and more even application of the data preservation rules.

2. ***Document types***

Definition of 'document': any content written on paper or stored in electronic form or as a sound, visual or audio-visual recording that is drawn up or received by the European Parliament, by one of its representatives or by a member of its staff in the performance of his or her duties and that concerns the activities of the European Parliament³.

This column sets out the standard documents which form the files processed in the corresponding procedure.

Identifying the various documents inside the files should allow us to rank the documents to a certain extent, thereby allowing for adequate processing, especially in terms of establishing the duration for which they should be preserved.

3. ***The service responsible***

Definition of 'service responsible': body which, as part of its activities, produces or receives documents and creates files.

This service (the lead service) is responsible for managing its own documents and takes care of all the preservation procedures to be carried out when the administrative retention period has ended, that is, sorting and eliminating

³ See Article 2(f) of the Bureau decision of 2 July 2012 on rules on document management in the European Parliament.

documents and depositing those with a historical value at the Historical Archives Unit (see points 5 and 6 below).

4. Medium: *P = paper, E = electronic (name of system), A = audio*

All existing media are included in this column. With regard to the various electronic media used, the producer service must indicate which ones contain the final versions of documents.

In cases where documents are deposited, the Historical Archives Unit is responsible for choosing media which ensure long life, transparency and accessibility⁴.

N.B.:

The rules for preservation apply to all documents regardless of the medium used.

5. Administrative retention period (ARP): the period following the closure of a file⁵. Documents may still be used by the producer service for administrative purposes (taking account of the legal or judicial obligations which this entails).

The end of a document's administrative retention period is calculated as from 1 January of the year following the year in which the file is closed.

In the event of a dispute, inquiry or complaint before the Ombudsman, a file cannot be closed until the case is closed. If the case is reopened after the closure of the file, the file's administrative retention period is suspended until the situation is rectified.

During a file's administrative retention period, the service is normally obliged to preserve its documents at its own premises.

N.B.:

The closure of a file and the start of its administrative retention period mark the file's transition from the current to the intermediate archives; these two phases are defined as follows:

- Current archives: matters described therein are still in progress, so the files are still open; documents may still be added.

⁴ See Article 8(2) of the Bureau decision of 2 July 2012 on rules on document management in the European Parliament: 'To that end, the department responsible for Parliament's historical archives shall have the following responsibilities: [...]

(c) ensuring that the documents are accessible, particularly to researchers and historians, by putting in place tools that facilitate online access to information and any other means of documentary or academic dissemination or publishing'.

⁵ A file is closed by the service responsible when no further documents may be added to it.

If a file fails to be closed properly, the date of recording, or, failing that, the date on the most recent document in the file, will be taken to be the date of closure.

- *Intermediate archives: the files are closed and no more documents may be added. During this phase, documents must be stored by the producer service for legal and/or administrative purposes.*

- 6. Processing documents at the end of their administrative retention period and finally disposing of them:** at the end of the administrative retention period for documents there are two possible options: destruction (D) and deposit at the Historical Archives Unit (V).

Final disposal is determined via a process of sorting through the file (separating documents according to category) carried out by the service responsible⁶, pursuant to the provisions in column 6. In order to avoid the difficulties caused by processing after too great a delay, the official responsible must sort through the file immediately after it is closed, marking the start of the administrative retention period phase.

Sorting must not in any way involve the premature destruction of documents, but rather it should involve the separation of documents intended for preservation or deposit from those likely to be destroyed during deposit.

For deposits at the Historical Archives Unit, the service which makes the deposit must ensure the application of the following provisions⁷:

(a) Documents on paper

1. Documents to be deposited at the Historical Archives Unit (in accordance with the retention schedule) are to be identified and placed in numbered boxes.
2. A detailed list containing the documents to be deposited (deposit form) is to be drawn up and signed by the service which makes the deposit. The document management officer countersigns the form before it is sent to the Historical Archives Unit.
3. The documents are deposited after the deposit form has been signed by the Historical Archives Unit, thereby confirming acceptance, with deposits having contractual force.

⁶ See Article 7 of the Bureau decision of 2 July 2012 on rules on document management in the European Parliament (Appraisal and transfer to the historical archives of the European Parliament):

‘Each directorate-general shall carry out an appraisal of its intermediate archives in accordance with the procedures, actions and periods laid down in its retention schedule’.

⁷ The practical arrangements for the deposit may be agreed between the service which makes the deposit and the Historical Archives Unit.

(b) Documents recorded on electronic media

Procedures for deposit by transfer to the historical archives database must be specified as part of the institution's IT plan, together with the officer responsible for the databases involved.

7. *Communicability:* date from which documents may be made public

The protection of certain public and private interests involves the application of limitations on the right to access information, in accordance with Council Regulation (EEC, Euratom) No 354/83 of 1 February 1983 concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community and Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

The time limits for documents have therefore been specified pursuant to the existing rules. Their application is subject to the limitations specified under Article 2 of Council Regulation (EEC, Euratom) No 354/83, which provides for the protection of privacy and individual integrity, the commercial interests of natural and legal persons (including intellectual property), and sensitive documents.

8. *Remarks:* this column lists any special, additional information on the documents.

Any considerations or specific aspects regarding the various types of documents which may be necessary to enable appropriate archiving are entered in this column.

2. ENFORCEMENT

Without prejudice to higher-ranking provisions (e.g. decisions of the Secretary-General or the Bureau), the retention schedule and the accompanying provisions will apply *in toto* across the Private Office of the Secretary General and horizontal services to all categories of documents identified, regardless of their medium (paper, electronic, audio or mixed).
Date of entry into force: the day after their adoption by the Secretary-General.

RETENTION SCHEDULE TABLE

Procédure / Catégorie de dossiers		Types de documents	Service responsable	Support P=papier, E=électro nique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communication	Observations
Secretariat Cabinet SG								
FONCTIONS ADMINISTRATIVES								
1.1		Administration générale						
1.1.1	Activités du SG: relations avec les DG	Dossiers concernant la gestion des directions générales: <u>décisions</u>	SG	P/E	20 ans	V	Public	
		Dossiers concernant la gestion des directions générales: <u>PV, rapports, notes, lettres</u>	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	Confidentialité selon nature du dossier. Les docs confidentiels seront marqués
1.1.2	Stratégie	Dossiers concernant l'orientation stratégique: rapports, notes	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	
1.1.3	Organisation interne	Dossiers concernant l'orientation stratégique: notes, lettres	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	
1.1.4	Administrative Work Programm	Version final	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	Les DG gèrent leurs parties respectives
1.1.5	PE 2025	Dossiers en relation avec le PE 2025: rapports, notes	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	
1.1.6	Data protection	Dossiers sur la protection des données personnelles: rapports, notes	SG	P	10 ans	V/D	Règ 354/83 et 1049/01	Gerée par le Service protection des donnés sauf quelques exceptions

Procédure / Catégorie de dossiers				Types de documents	Service responsable	Support P=papier, E=électro nique (nom du système)	DUA (durée d'utilité administrat ive)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communi cabilité	Observations
11		1.1.7	<i>EPSO</i>	Dossiers EPSO: procès-verbaux, notes, lettres	SG	P/E	10 ans	V/D	Règ 354/83 et 1049/01	Seulement quelques notes à verser. EPSO et le CdP conservent leurs propres dossiers
12		1.1.8	<i>Away-Days</i>	Dossiers en relation avec l'organisation des Away-Days: rapports, notes	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	Les DG participantes gèrent ses propres dossiers
13		1.1.9	<i>Politique immobilière</i>	Dossiers relatifs à la politique immobilière: notes, lettres, avis	SG	P/E	30 ans	V	Public	DG INLO (chef de file) gère selon son TG. Quelques notes originales à verser intéressantes du point de vue historique
14		1.1.11	<i>PIM-Différents lieux du travail</i>	Dossiers de contrats (PIM)	SG	P/E	30 ans	V	Public	DG INLO (chef de file) gère selon son TG. Dossiers à verser car il peut y avoir des originaux intéressants du point de vue historique
15		1.1.12	<i>Maison de l'Histoire Européenne</i>	Dossiers relatifs à la MHE: notes, lettres (Bureau)	SG	P/E	30 ans	V/D	Public	DG COMM (chef de file) gère selon son TG. Quelques notes originales à verser intéressantes du point de vue historique
16		1.1.13	<i>Sécurité</i>	Dossiers relatifs à la sécurité: notes, lettres, rapports	SG	P/E	5 ans	V	Règ 354/83 et 1049/01	La DG Sécurité gère la conservation les dossiers officiels. Dossiers gérés par Cabinet à verser car intéressants du point de vue historique
17	1.2	Gestion des ressources								
18		1.2.1	<i>Administration du personnel</i>	Dossiers concernant la gestion courante: notes, lettres	SG	P/E	20 ans	D	Néant	Dossiers officiels gérés à la DG PERS

Procédure / Catégorie de dossiers				Types de documents	Service responsable	Support P=papier, E=électronique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
19				Dossiers de carrière: rapports, notes, lettres	SG	P/E	10 ans	D	Néant	Dossiers officiels gérés à la DG PERS
20				Dossiers concernant les enquêtes administratives: notes, lettres	SG	P	10 ans	D	Néant	Dossiers officiels gérés à la DG PERS
21				Dossiers de transfert: notes, lettres	SG	P/E	10 ans	D	Néant	Dossiers officiels gérés à la DG PERS
22				Dossiers article 90: notes, lettres	SG	P/E	10 ans	D	Néant	Dossiers officiels gérés à la DG PERS
23				Ring book: notes	SG	P/E	10 ans	V	Public	
24				Dossiers relatifs aux organes internes: décisions	SG	P/E	5 ans	V	Public	
25				Dossiers relatifs à l'échange du personnel: notes, lettres	SG	P/E	10 ans	D	Néant	Dossiers officiels gérés à la DG PERS
26				Dossiers gestion assistants parlementaires: lettres, notes, réclamations	SG	P/E	10 ans	D	Néant	
27				Dossiers Services juridique: lettres, notes, avis	SG	P/E	15 ans	D	Néant	
28				Dossiers gestion de contractuels: contrats, lettres, notes	SG	P/E	10 ans	D	Néant	

Procédure / Catégorie de dossiers				Types de documents	Service responsable	Support P=papier, E=électro nique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
29				Dossiers OLAF: lettres, notes	SG	P	15 ans	D	Néant	La question de la confidentialité pendant étape intermédiaire est réglée par le service
30				Dossiers relatifs au CdP: lettres, notes, PV	SG	P/E	15 ans	V	Public	Le CdP est chef de file de la conservation. Notes importantes à verser
31				Dossiers en relation avec les syndicats (Accord cadre): lettres, notes	SG	P/E	15 ans	V	Public	
32	1.3	Gestion financière								
33	1.3.1	Budget	Dossiers correspondant à l'élaboration du budget: notes, lettres, rapports	SG	P/E	10 ans	D	Néant	Dossiers officiels gérés par DG FINS	
34	1.3.2	Cost aund Quality Control	Dossiers en relation avec le service du contrôle du coût et de la qualité: notes	SG	P/E	10 ans	D	Néant	Dossiers gérés par l'unité Cost and Quality Control	
35	1.3.3	Risk Management	Dossiers correspondant à la gestion du risque: notes	SG	P/E	10 ans	D	Néant	Dossiers gérés par Risk Management	
36	1.3.4	Internal Audit Service	Dossiers correspondant à la gestion d'audit: notes, lettres, rapports	SG	P/E	10 ans	V/D	Règ 354/83 et 1049/01	Dossiers gérés par IAS. Les originaux adressés au SG à verser	
37	1.3.5	Décharge	Dossiers de décharge: notes, lettres, rapports	SG	P	10 ans	D	Néant	Dossiers officiels gérés par DG FINS	
38	2	RELATIONS AVEC LES ENTITÉS INTERNES								
39	2.1	Cabinet du Président	Dossiers en relation avec le Cabinet: lettres, notes	SG	P	20 ans	V	Public	Il existe un dossier par président	

Procédure / Catégorie de dossiers			Types de documents	Service responsable	Support P=papier, E=électronique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
40	2.2	Conférence des présidents	Dossiers de la conférence des présidents: PV	SG	P/E	10 ans	D	Néant	Service responsable de la conservation
41	2.3	Bureau	Dossiers concernant le Bureau: PV	SG	P/E	10 ans	D	Néant	Service responsable de la conservation
42	2.4	Questeurs	Lettres -notes	SG	P/E	10 ans	D	Néant	Service responsable de la conservation
43	2.5	Groupes politiques	Dossiers des groupes politiques: lettres, notes	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	
44	2.6	Députés	Dossiers concernant les députés: lettres, notes	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	
45	2.7	Médiateur	Dossiers en relation avec ombudsman: plaintes, rapports	SG	P/E	5 ans	V	Règ 354/83 et 1049/01	SG responsable
46	3 RELATIONS EXTÉRIEURES								
47	3.1	Questions interinstitutionnelles	Dossiers relatifs à la coopération interinstitutionnelle: documents de réunions, accords	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	DG gèrent leurs dossiers correspondants
48	3.2	États membres	Dossiers concernant les détachement des experts nationaux: lettres	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	La Représentation gère ses dossiers
49	3.3	Pays tiers	Dossiers relatifs aux échanges avec le <u>Bureau de PE à Washington</u> : lettres, notes	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	COMM et PERS gères leurs dossiers correspondants

Procédure / Catégorie de dossiers			Types de documents	Service responsable	Support P=papier, E=électronique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
50			Dossiers créés dans le cadre des Nations Unies et UNDP: Programme-Accord	SG	P/E	10 ans	V	Règ 354/83 et 1049/01	IPOLE et EXPO gèrent leurs dossiers correspondants
51	Secretariat of the Bureau and the Quaestors								
52	1	BUREAU							
53	1.1	Meeting dossiers	Notes from the Secretary-General: saisine GEDA	CSG/DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Paper files and electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period
54			Letters: saisine GEDA	DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	
55			Power point presentations: saisine GEDA	DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	
56			Draft agenda: saisine	BUR/CSG/CP	P/E	10 ans	V	Règ 354/83 et 1049/01	
57			Minutes of meeting: saisine	BUR/CSG/CP	P/E	10 ans	V	Règ 354/83 et 1049/01	
58			Chair notes and technical notes: saisine	BUR/CSG/CP	P/E	10 ans	V	Règ 354/83 et 1049/01	
59			Confidential documents: saisine	CSG/DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Paper files and electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period. To be treated as confidential until granting authorisation for disclosure
60	1.2	Other letters and notes not included in a meeting dossier	Notes from the Secretary-General: saisine GEDA	CSG/DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period

Procédure / Catégorie de dossiers			Types de documents	Service responsable	Support P=papier, E=électronique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
61			Letters: saisine GEDA	DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period
62			Echeanciers Bureau - saisines prevision: saisine GEDA	DGs/BUR	P/E	10 ans	D	Néant	
63	1.3	Compendium of Rules	Saisine/intranet	BUR	E	variable	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period.
64	1.4	Bureau Communications	Saisine/Intranet	BUR	E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period.
65	1.5	Follow-up letters	GEDA/saisine	BUR/CSG/CP/DG	E	10 ans	V	Règ 354/83 et 1049/01	Signed by the President of EP or by the Head of Unit
66	1.6	Notes	GEDA/saisine	BUR/CSG/CP/DG	E	10 ans	V	Règ 354/83 et 1049/01	Signed by the SG or by the Head of Unit
67	1.7	Working Groups	Notes from the Directors-General or the Secretary-General: saisine GEDA	DGs/CSG/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period. Electronic meeting dossiers are available since the 6th legislation
68			Working documents: saisine GEDA	DGs	P/E	10 ans	V	Règ 354/83 et 1049/01	
69			Legal Opinions: saisine GEDA	SJ/BUR	P/E	10 ans		Règ 354/83 et 1049/01	
70			Draft agenda: saisine GEDA	BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	

Procédure / Catégorie de dossiers			Types de documents	Service responsable	Support P=papier, E=électronique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
71			Minutes of meeting: saisine GEDA	BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	
72			Chair notes and technical notes: saisine GEDA	BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	
73	2	QUAESTORS							
74	2.1	Meeting dossiers	Notes from the Secretary-General: saisine GEDA	CSG/DGs/QUEST	P/E	10 ans	V	Règ 354/83 et 1049/01	Paper files and electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period
75			Letters: saisine GEDA	DGs/QUEST/MEP	P/E	10 ans	V	Règ 354/83 et 1049/01	
76			Draft agenda: saisine	QUEST	P/E	10 ans	V	Règ 354/83 et 1049/01	
77			Minutes of meeting: saisine	QUEST	P/E	10 ans	V	Règ 354/83 et 1049/01	
78			Chair notes and technical notes: saisine	QUEST	P/E	10 ans	V	Règ 354/83 et 1049/01	
79			Confidential documents: saisine GEDA	CSG/DGs/QUEST	P/E	10 ans	V	Règ 354/83 et 1049/01	Paper files and electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period. To be treated as confidential until granting authorisation for disclosure
80	2.2	Other letters and notes not included in a meeting dossier	Notes from the Directors-General or the Secretary-General: saisine/GEDA	CSG/DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period

Procédure / Catégorie de dossiers			Types de documents	Service responsable	Support P=papier, E=électro nique (nom du système)	DUA (durée d'utilité administrat ive)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communi cabilité	Observations
81			Letters: saisine/GEDA	DGs/QUEST	P/E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period
82	2.3	Quaestors Communications	Saisine/Intranet	QUEST/DGs/ CSG	E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period
83	2.4	Follow-up letters	GEDA/saisine	QUEST/DGs	E	10 ans	V	Règ 354/83 et 1049/01	Signed by the Chair-in-Office of the Quaestors
84	2.5	Authorisations granted by the Quaestors	Age derogation (e-mail)	QUEST/Secu rity/DG COMM	P/E	10 ans	D	Néant	
85			Organisation of receptions, service café, etc. (e-mail)	QUEST/Secu rity/DG INLO/DG COMM	P/E	10 ans	D	Néant	
86			Openings of exhibitions, conference, meetings, etc. (e-mail)	QUEST/Secu rity/DG INLO	P/E	10 ans	D	Néant	
87			Trainees	QUEST/Secu rity/DG PERS	P/E	10 ans	D	Néant	
88			Requests for access to the EP during the weekend (e-mail)	QUEST/SG/S ecurity	P/E	10 ans	D	Néant	
89			Requests for access to the EP during the vacation (e-mail)	QUEST	P/E	10 ans	D	Néant	

Procédure / Catégorie de dossiers			Types de documents	Service responsable	Support P=papier, E=électronique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
90			Derogation for access to the EP for non-residents of EU (e-mail)	QUEST/Security	P/E	10 ans	D	Néant	
91	2.6	Medical certificates of MEP	Letter/GEDA	QUEST/DG FINS	P/E	10 ans	D	Néant	
92	Conférence des Présidents								
93	1	Meeting dossiers	Notes from the Secretary-General: saisine GEDA	CSG/DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Paper files and electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period
94			Letters: saisine GEDA	DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	
95			Draft agenda: saisine	BUR/CSG/CP	P/E	10 ans	V	Règ 354/83 et 1049/01	
96			Minutes of meeting: saisine	BUR/CSG/CP	P/E	10 ans	V	Règ 354/83 et 1049/01	
97			Chair notes and technical notes: saisine	BUR/CSG/CP	P/E	10 ans	V	Règ 354/83 et 1049/01	
98			Confidential documents: saisine GEDA	CSG/DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Paper files and electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period. To be treated as confidential until granting authorisation for disclosure
99	2	Other letters and notes not included in a meeting dossier	Notes from the Secretary-General: saisine GEDA	CSG/DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period

Procédure / Catégorie de dossiers		Types de documents	Service responsable	Support P=papier, E=électronique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
100		Letters: saisine GEDA	DGs/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period
101	3 Conference of Presidents Communications	Saisine/Intranet	BUR	E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period
102	4 Follow-up letters	GEDA/saisine	BUR/CSG/CP/DG	E	10 ans	V	Règ 354/83 et 1049/01	Signed by the President of EP or by the Head of Unit
103	5 Notes	GEDA/saisine	BUR/CSG/CP/DG	E	10 ans	V	Règ 354/83 et 1049/01	Signed by the SG or by the Head of Unit
104	6 Working Groups	Notes from the Directors-General or the Secretary-General: saisine GEDA	DGs/CSG/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	Electronic saisines (archived per PE number) of previous legislation are transferred to the archives after the end of the current legislation period. Electronic meeting dossiers are available since the 6th legislation
105		Working documents: saisine GEDA	DGs	P/E	10 ans	V	Règ 354/83 et 1049/01	
106		Letters: saisine GEDA	DGs/Council/Commission/CSG/CP	P/E	10 ans	V	Règ 354/83 et 1049/01	
107		Legal Opinions: saisine GEDA	SJ/BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	
108		Draft agenda: saisine GEDA	BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	

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109		Minutes of meeting: saisine GEDA	BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	
110		Chair notes and technical notes: saisine GEDA	BUR	P/E	10 ans	V	Règ 354/83 et 1049/01	
111	Directorate for relations with political groups							
112	1 Gestion de personnel	<u>Dossiers concernant les entretiens des candidates passerelle:</u> -Liste d'aptitude -Tour de stage -Liste de réserve -Sommaire -Avis de vacance d'emploi+fiches métiers finalisées -Entretiens candidats AD+AST -Décisions des entretiens (envoi par GEDA) -Confirmation de la part de Luxembourg -Mails de la part des futurs stagiaires	Directorate for relations with political groups	P	10 ans	D	Néant	Dossiers officiels gérés à la DG PERS
113		<u>Dossiers concernant la carrière:</u> -Décision nomin.stag.-fonction -Rapport de notation -Rapport fin de stage -Décision titularisation -3eme langue	Directorate for relations with political groups	P	10 ans	D	Néant	Dossiers officiels gérés à la DG PERS

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114		<u>Dossiers de titularisation:</u> -Liste de la prise en fonction -Liste de réserve -Rapports d'entretien -Notes au Secrétaire général -Dossiers individuels de stagiaires -Notes des réunions avec stagiaires	Directorate for relations with political groups	P	10 ans	D	Néant	Dossiers officiels gérés à la DG PERS
115	2 Activités Groupes politiques	Dossiers de réunion: demandes de réunions externes	Directorate for relations with political groups	P	10 ans	D	Néant	
116		Dossiers multilingüisme	Directorate for relations with political groups	P	10 ans	D	Néant	Dossiers officiels gérés à la DG TRAD
117		Dossiers Code de conduite GP: lettres, notes	Directorate for relations with political groups	P	10 ans	D	Néant	
118		Dossiers de réunion Secrétaire général avec DG et directeurs: OJ, PV	Directorate for relations with political groups	P	10 ans	V	Règ 354/83 et 1049/01	
119		Dossiers relatifs aux journées portes ouvertes: correspondance	Directorate for relations with political groups	P	10 ans	D	Néant	

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120		Dossiers EMAS: OJ, PV, Audit interne et externe, communications du coordinateur, EMAS awareness	Directorate for relations with political groups	P	10 ans	D	Néant	Dossiers ofciels gérés à la DG INLO	
121	3	Gestion de bâtiments	Dossiers de réunion avec la DG INLO	Directorate for relations with political groups	P	10 ans	D	Néant	
122	4	Élections	Dossiers relatifs à l'accueil des MEPs, task force, soirée électorale	Directorate for relations with political groups	P	10 ans	D	Néant	
123	5	Études	First reading agreement	Directorate for relations with political groups	P	10 ans	V*	Public	*Envoi de 2 exemplaires le cas échéant
124			Le fonctionnement et la structure des Groupes parlementaires dans les Parlements nationaux de l'UE (2008)	Directorate for relations with political groups	P	10 ans	V*	Public	*Envoi de 2 exemplaires le cas échéant
125			Étude sur le système d'attribution des rapports dans les commissions parlementaires (2009)	Directorate for relations with political groups	P	10 ans	V*	Public	*Envoi de 2 exemplaires le cas échéant
126			Les groupes politiques au Parlement européen entre 1979 et 1989 (2010)	Directorate for relations with political groups	P	10 ans	V*	Public	*Envoi de 2 exemplaires le cas échéant

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127		Delegated and Implementing Acts (2012)	Directorate for relations with political groups	P	10 ans	V*	Public	*Envoi de 2 exemplaires le cas échéant
128	Internal Audit Service (IAS)							
129	1	AUDIT ASSIGNMENTS (by audits)						
130	1.1	Planning	Correspondence, preparatory workpapers, notes	IAS	E/P	30 ans	V	Règ 354/83 et 1049/01*
131	1.2	Implementation	Correspondence, preliminary findings, samples, supporting documents	IAS	E/P	30 ans	V	Règ 354/83 et 1049/01*
132	1.3	Reporting	Working drafts, draft versions, final reports, correspondence	IAS	E/P	30 ans	V	Règ 354/83 et 1049/01* *Certain reports became public after a request made under Regulation 1049/2001. These are stored in the Public Register
133	1.4	Review	Review notes and clearance	IAS	E/P	30 ans	V	Règ 354/83 et 1049/01*
134	1.5	Follow-up	Post report documents, notes, correspondence	IAS	E/P	30 ans	V	Règ 354/83 et 1049/01*
135	2	AUDIT MANAGEMENT						
136	2.1	Annual reports	Annual report	IAS	E	30 ans	V	Règ 354/83 et 1049/01*
137	2.2	Annual work programmes	Work programme, preparatory documents	IAS	E	30 ans	V	Règ 354/83 et 1049/01*
138	2.3	Audit methodology	Manuals, Charter of IAS	IAS	E/P	30 ans	V	Règ 354/83 et 1049/01*

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139			Standards and guidelines - professional bodies & others	IAS	E/P	30 ans	V	Règ 354/83 et 1049/01*	
140			Workpapers	IAS	E	30 ans	V	Règ 354/83 et 1049/01*	
141	2.4	Data Protection	Notification	IAS	E/P	10 ans	D	Néant	
142	2.5	Discharge	Speaking / briefing notes	IAS	E/P	10 ans	D	Néant	
143			Amendments	IAS	E/P	10 ans	D	Néant	
144			Report or report extract	IAS	E/P	10 ans	D	Néant	
145	2.6	Interinstitutional matters	Meetings: minutes	IAS	E/P	20 ans	D		
146			Exchange of documents: Survey, manual, notes	IAS	E/P	20 ans	D		
147	2.7	Listes of audit reports	Summary lists	IAS	E	30 ans	D		
148	2.8	Permanent audit files by DGs or entities	Correspondence, delegations, notes from meetings, annual reports, systems notes, process descriptions, legal agreements, rules	IAS	E/P	30 ans	V	Règ 354/83 et 1049/01*	
149	2.9	Registry issues	Correspondence, e-mails, notes	IAS	E	30 ans	V	Règ 354/83 et 1049/01*	*Certain reports became public after a request made under Regulation 1049/2001. These are stored in the Public Register

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150	2.10	Risk management	Manual, guides, communication with DGs' representatives, presentations	IAS	E	20 ans	V	Règ 354/83 et 1049/01*	
151	2.11	Secretary-General	Communications, notes from meetings, workpapers	IAS	E/P	30 ans	V	Règ 354/83 et 1049/01*	
152	2.12	Simplification	Report, workpapers	IAS	E	20 ans	V	Règ 354/83 et 1049/01*	
153	3 AUDIT ADMINISTRATION								
154	3.1	Absences	Tables of absences, guideline	IAS	E	20 ans	D	Néant	
155	3.2	In-Out mail	Incoming/Outgoing mails: registration table, copy or original	IAS	E/P	20 ans	D	Néant	
156			Rules for incoming/outgoing mails (Guideline)	IAS	E	20 ans	D	Néant	
157	3.3	Internal meetings	Minutes	IAS	E	10 ans	D	Néant	
158	3.4	IAS organisational	Photographie du service	IAS	E	10 ans	D	Néant	
159	3.5	IT matters	Table of accesses to applications, correspondence	IAS	E	20 ans	D	Néant	
160	3.6	Missions	Justification notes, mission files	IAS	E/P	10 ans	D	Néant	
161	3.7	Recruitment	Avis de vacances, CVs, correspondence with CSG, DG PERS	IAS	E/P	20 ans	D	Néant	
162	3.8	Staff assessment	Workpapers, drafts, final reports, correspondence	IAS	E/P	20 ans	D	Néant	

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163	3.9	Training	Justification notes, correspondence, programmes, plans	IAS	E/P	20 ans	D	Néant	
164	4	TEAMMATE	Contains all files and work papers supporting the audits carried out under the work programme	IAS	E	30 ans	V	Règ 354/83 et 1049/01	
165	5	ARCHIVE BACK-UP OF THE FORMER FINANCIAL CONTROL ('FC') SERVICE (**)							
166		(**) Headings 5.1, 5.5, 5.6, 5.7, 5.8 and 5.9: these cover all files inherited from the former Financial Control Service. The IAS 'took over' the role of an independent central service from the FC and therefore 'inherited' all of its files. We also became the 'guardians' of those files. These specific headings refer to areas for which it is likely that these are the ONLY central archive in the institution. An example is the CCAM files, where INLO had great difficulty in getting historical information some years ago because there was no central archive other than what we have. We will nevertheless undertake a review of these and check if that remains the case.							
167	5.1	Commission consultative des achats et des marchés ("CCAM"): Avis et documents de travail	Avis, appel d'offres, working documents from meetings, opinion	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	
168	5.2	Contrats	Contracts, appel d'offre, cahier des charges, resiliation de contrat	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	
169	5.3	Engagements de dépenses	Engagements de dépenses, workpapers	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	These refer to old budgetary implementation documents, supporting documents therefore and the control checklists used by the old FC service. We will review these in detail to determine those that can now be destroyed

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170	5.4	Ordres de recouvrements, recours, OBS	Orders de recouvrements, observations, recours	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	These refer to old budgetary implementation documents, supporting documents therefore and the control checklists used by the old FC service. We will review these in detail to determine those that can now be destroyed
171	5.5	Comité de déclassé	Reunions, correspondence, proposition de sortie d'inventaire	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	
172	5.6	Refus de visa	Refus de visa - passer outre, supporting documents, notes	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	
173	5.7	CBRS	Rapports, supporting documents, letters	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	
174	5.8	Bâtiments	Correspondence, contrat de bail, revision	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	
175	5.9	Crèche	Contracts, retenue a effectuer, notes, supporting documents	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	
176	5.10	Ombudsman	Engagements de dépenses, ordonnance de depense, workpapers, refus de visa, notes, supporting documents, correspondence	IAS (ex-FC)	P	20 ans	V	Règ 354/83 et 1049/01	This is a unique record of documents that concern another institution (EO) and therefore only that institution should decide on their destiny..

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177	5.11	Dossiers administratifs du CF	Autres documents	IAS (ex-FC)	P	20 ans	D	Néant	Files of a purely administrative nature. During 2013 we plan to conduct a detailed review of the contents and determine if (for such reasons as data protection or simple duplication) we should not proceed to early destruction. We will report back to the RAD committee on the results of that review.
178	Management Team Support Office (MTSO)								
179	1	Administration générale et gestion du personnel	Dossiers de missions (ordres de MISS)	MTSO	P/E	10 ans	D	Néant	
180			Demandes administratives	MTSO	P/E	10 ans	D	Néant	
181			Dossiers de gestion courante du personnel (notes, lettres)	MTSO	P/E	10 ans	D	Néant	
182	2	Organisation interne	Dossiers concernant la planification du travail: notes lettres	MTSO	P/E	10 ans	D	Néant	
183			Programme de travail: document final	MTSO	P/E	10 ans	D	Néant	
184	3	Cost management	Dossiers de travail: notes, lettres, rapports, handbooks, etc.	MTSO	P/E	10 ans	D	Néant	
185			Avis concernant les propositions des DG: notes, lettres	MTSO	P/E	10 ans	V	Public	

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186		Propositions pour cost accounting: notes, lettres	MTSO	P/E	10 ans	V	Public	
187		Cost controlling reports: notes, lettres	MTSO	P/E	10 ans	V	Public	
188		Work shops (evaluation, amélioration de la prise des décisions)	MTSO	P/E	10 ans	D	Néant	
189	4	Quality management						
		Dossiers de travail sur la gestion de la qualité (docs internes et externes reçus)	MTSO	P/E	10 ans	D	Néant	
190		Propositions pour quality management	MTSO	P/E	10 ans	V	Public	
191		Work shops (evaluation, amélioration de la prise des décisions)	MTSO	P/E	10 ans	D	Néant	
192	5	Gestion du risque						
		Risk management manual (Guide)	MTSO	P/E	Valid until next update (old versions kept 7 years within the service)	V	Public	Permanent guide subject of updates when needed
193		Institutional Risk Map: report to the SG	MTSO	P/E	10 years	V	Règ 354/83 et 1049/01	

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194		Operational risk registers	MTSO	P/E	10 years	D	Néant	
195		Files concerning opinions, guidance to DG: notes or emails	MTSO	E	10 years	D	Néant	
196		Documents of the Risk Management Advisory Committee: papers, rules, notes, emails	MTSO	E	10 years	D	Néant	
197		Documents of working Groups and Workshops: notes, emails	MTSO	E	10 years	D	Néant	
198	Protection des données à caractère personnel							
199	1 Dossiers Registre public des traitements des données à caractère personnel	Notification	Protection des données à caractère personnel	P/E	30 ans	V	Public	Notifications transmises par les responsables du traitement des données à caractère personnel conformément à l'article 25 du Règlement n° 45/2001
200		Avis	Protection des données à caractère personnel	P/E	30 ans	V	Public	Avis sur des questions concernant l'application du Règlement au traitement notifié
201		Autres documents	Protection des données à caractère personnel	P/E	30 ans	V	Public	Tout document utile à la compréhension du dossier (ex. correspondance)

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202	2 Dossiers traitements notifiés au Contrôleur européen de la protection des données	Notification	Protection des données à caractère personnel	P/E	30 ans	V	Public	Notifications transmises par les responsables du traitement des données à caractère personnel conformément à l'article 25 du Règlement n° 45/2001
203		Autres documents	Protection des données à caractère personnel	P/E	30 ans	V	Public	
204	3 Dossiers avis (***)	Saisine	Protection des données à caractère personnel	P/E	30 ans	V	Public	Saisines conformément à l'article 3(2) de la Décision du Bureau du 22.06.2005
205		Avis	Protection des données à caractère personnel	P/E	30 ans	V	Public	
206	(***) Les dossiers avis sont rendus anonymes avant versement aux archives centrales							
207	4 Dossiers administratifs	Rapport d'activité annuel	Protection des données à caractère personnel	P/E	30 ans	V	Public	
208	Système de management environnemental et d'audit (EMAS) (*)							
209	(*) La gestion environnementale a été prise en charge par le Cabinet le 1er janvier 2014. Tous les dossiers antérieurs à cette date sont gérés par la DG INLO (chef de file précédent) Tous les documents EMAS se trouvent en format électronique: soit dans le format d'origine, soit scannés en PDF.							
210	1 Registration, certification	EMAS Registrations for BXL, STR and LUX	EMAS	E	10 years	V	Public	

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211		Supporting documents: application forms, requests of registration, decisions, etc.	EMAS	E	10 years	V	Public	
212		ISO 14001:2004 Certificates	EMAS	E	10 years	V	Public	
213		Supporting documentation	EMAS	E	10 years	V	Public	
214	2	Environmental Management System (EMS) Governance Decisions/Notes to/from the Bureau	EMAS	E	10 years	V	Public	Le secrétariat du Bureau gère les dossiers qu'il détient
215		Notes to/from the Secretary-General	EMAS	E	10 years	V	Public	Le secretariat du SG gère les dossiers qu'il détient
216		Steering Committee for Environmental Management: minutes of meetings - notes	EMAS	E	10 years	V	Public	
217		Inter-DG Steering Group: dossiers, notes	EMAS	E	10 years	V	Public	
218		EMAS Unit meetings - minutes	EMAS	E	10 years	V	Public	
219		Other EMS networks: notes, guidelines, manuals, dossiers, minutes of meetings, decisions of cooperation, etc.	EMAS	E	10 years	V	Public	Les DG gèrent leurs dossiers éventuels
220	3	EMS planning Environmental Analysis	EMAS	E	10 years	V	Public	
221		Environmental Policy	EMAS	E	10 years	V	Public	

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222		Environmental Manual	EMAS	E	10 years	V	Public		
223		EMAS Action Plans	EMAS	E	10 years	V	Public		
224	4	EMS implementation							
225	4.1	Procedures	Compedium of procedures	EMAS	E	10 ans	V	Public	Les DG INLO et SAFE gèrent leur propres dossiers
226	4.2	Communication	Environmental statement	EMAS	E	10 ans	V	Public	
227			Communication strategy, Communication plan	EMAS	E	10 years	V	Public	
228			<u>Printed products and publications:</u> posters, leaflets, banners, and other printed material	EMAS	E/P	10 years	V	Public	
229			<u>Non-printed products of communication:</u> articles Newshound, Intranet	EMAS	E	10 years	V	Public	Les DG gèrent leurs dossiers éventuels
230			<u>Multimedia:</u> images, videos, PowerPoint presentations, splashscreens	EMAS	E	10 years	V	Public	Les DG gèrent leurs dossiers éventuels
231			Register of staff suggestions, Staff suggestions guidelines, Statistics reports	EMAS	E	10 years	V	Public	
232		Register of communications - table	EMAS	E	10 years	V	Public	Les DG gèrent leurs dossiers éventuels	

Procédure / Catégorie de dossiers			Types de documents	Service responsable	Support P=papier, E=électronique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
233	4.3	Trainings	EMAS trainings plan, Questionnaire to define needs for environmental training, Form for a course evaluation	EMAS	E	10 years	V	Public	
234			Notes, PowerPoint presentations	EMAS	E	10 years	V	Public	
235			e-learning project documentation, notes GEDA, etc.	EMAS	E	10 years	V	Public	La DG PERS gère ses dossiers éventuels
236	4.4	Prevention, emergency situations	Register of cases of environmental emergency situations and their follow-up	EMAS	E	10 years	V	Public	Les DG INLO et SAFE gèrent leur propres dossiers
237			Reports of environmental emergency situations simulations	EMAS	E	10 years	V	Public	Les DG INLO et SAFE gèrent leur propres dossiers
238			Form to report non-compliances or accidents with environmental consequences	EMAS	E	10 years	V	Public	
239	4.5	Working groups	Reports, minutes of meetings, etc.	EMAS	E	10 years	V	Public	
240	4.6	Projects	Final reports, preparatory documents, correspondence, etc.	EMAS	E	10 years	V	Public	
241	5 EMS efficiency control								
242	5.1	External Audits	Reports	EMAS	E	10 years	V	30 years - Reg. 354/83 and 1049/01	

Procédure / Catégorie de dossiers			Types de documents	Service responsable	Support P=papier, E=électro nique (nom du système)	DUA (durée d'utilité administrat ive)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communi cabilité	Observations
243	5.2	Internal Audits	General audit plans, Detailed audits planning, Checklists of audit elements, Preparation of environmental audits, Letter templates, List of auditors, Reports	EMAS	E	10 years	V	30 years - Reg. 354/83 and 1049/01	
244	5.3	Legal Audits	Reports	EMAS	E	10 years	V	Public	
245	5.4	Non-conformity, corrective and preventive actions	Register of findings of non-conformities, corrective actions and follow up	EMAS	E	10 years	V	Public	Les dossiers éventuels se trouvant dans les DG sont gérés par les services responsables
246	5.5	Indicators	Register of indicators, Records	EMAS	E	10 years	V	Public	Les DG gèrent leurs dossiers éventuels
247	6	EMS Review	Environmental Management Review	EMAS	E	10 years	V	Public	
248	7	Financial Administration							
249	7.1	Budget	Planning, notes, reports, etc.	EMAS	E	Décharge + 5 years	D	Néant	La DG INLO gère ses propres dossiers éventuels
250	7.2	Calls for tender	Dossiers, supporting documents, applications	EMAS	E	Décharge + 5 years	D	Néant	La DG INLO gère ses propres dossiers éventuels

Procédure / Catégorie de dossiers			Types de documents	Service responsable	Support P=papier, E=électronique (nom du système)	DUA (durée d'utilité administrative)	Traitement post-DUA D=destruction, V=versement aux archives historiques)	Délai de communicabilité	Observations
251	7.3	External companies	Contracts, invoices, reports, certificates, etc.	EMAS	E	Décharge + 5 years	D	Néant	La DG INLO gère ses propres dossiers éventuels
252	8	EMAS Unit Administration and staff							
253	8.1	EMAS Unit	Organigram, Main activities, Yearly planning	EMAS	E	10 years	D	Néant	
254	8.2	Staff (Official files in DG PERS)	Main responsibilities	EMAS	E	10 years	D	Néant	
255			Trainings records	EMAS	E	10 years	D	Néant	
256			Mission files, justification notes	EMAS	E	10 years	D	Néant	
257			Access to applications	EMAS	E	10 years	D	Néant	
258			Absences	EMAS	E	10 years	D	Néant	
259			Staff assessment reports	EMAS	E	10 years	D	Néant	