



Ms Mireia Crespo Castellano
Access Info Europe
Cava de San Miguel 8, 4c
28005 MADRID
Spain

**Permanent Representation
of the Netherlands to the EU
Legal and Institutional
Affairs Division**

Kortenberglaan 4-10
1040 Brussel
Belgium
www.minbuza.nl

Contactpersoon
BRE-JIZ
BRE-JIZ@minbuza.nl
T +32 2 6791649

Date 3 February 2017
Re Request for access to documents

Onze referentie

Kopie aan

Bijlage(n) /

Dear Ms Crespo Castello,

In your e-mail of 15 December 2016 you requested access under the Government Information (Public Access) Act (Dutch Wet openbaarheid van bestuur – Wob) to the following documents:

1. Policy documents, memos, notes and drafts for Permanent Representation of Netherlands to the EU staff on e-mail management and archiving (or any other document referring to such policy). I am particularly interested in documents that refer to:
 - a. Creation and storage of e-mails.
 - b. "Automated deletion of e-mails" policy.
2. Memos, guidance, guidelines or training materials (or any other document) for Permanent Representation of Netherlands to the EU staff on the policy mentioned in point 1 of this request.

Under section 3, subsection 1, of the Government Information (Public Access) Act anyone may submit a request for information contained in documents regarding an administrative matter. Under section 3, subsection 5, of the Act a request for information will be granted with due regard for the provisions of sections 10 and 11 of the Act.

Beforehand I would like to inform you that we could not identify any documents that relate specifically to e-mail management or, for that matter, to "an automated deletion of e-mails" policy. However, we have identified 3 documents which (partly) correspond to your request as they concern archiving of documents in general:

- Archiveren ja of nee schema
- Memo bepalen wel/niet archiefstuk
- Chapter 1, 2, 4 and 10 of the Handboek archivering BZ.

The first document will be disclosed in full. The second document, the memo, also contains personal data. This personal data has been blanked out. For this purpose I invoke section 10, subsection 2, opening words and (e) of the Government Information (Public Access) Act. This last interest outweighs the interest in public disclosure. With regard to the "Handboek archivering BZ" those parts which fall under your request, namely chapters 1 (inleiding), 2 (archiefbeheer op BZ), 4 (identificeren, aanbieden en vervangen) and 10 (vernietigen) are disclosed. Please also note that the "Handboek archivering BZ" is work-in-progress, it is not final.

Date 3 February 2017

Due to the size of the documents concerned they are not attached to this e-mail but will be sent to you by post.

Yours sincerely,

For the Minister of Foreign Affairs,



Ambassador Wepke Kingma,
Deputy Permanent Representative of
the Netherlands to the European Union

Anyone directly affected by this decision may lodge an objection with me within six weeks of the date on which it is sent. The notice of objection should be addressed to the Administrative Law Division of the Legal Affairs Department of the Ministry. Pursuant to section 6:5 of the General Administrative Law Act the notice of objection must be signed and must contain at least the name and address of the person lodging it, the date, a description of the decision against which the objection is lodged and the grounds for the objection.