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| **No documents held**  To be sent if **no documents have been found** matching the description given by the applicant |

***By registered letter with acknowledgment of receipt***

Address

XX

XX

***Advance copy by email : XXXXX***

Dear Sir / Madam,

Subject: Your application for access to documents – Ref GestDem No 201Y/XXXX

We refer to your letter / e-mail / fax dated dd/mm/yyyy in which you make a request for access to documents, registered on dd/mm/yyyy under the above-mentioned reference number.

We regret to inform you that the Commission does not hold any documents that would correspond to the description given in your application.[[1]](#footnote-1)

As specified in Article 2(3) of Regulation 1049/2001, the right of access as defined in that regulation applies only to existing documents in the possession of the institution.

Given that no such documents, corresponding to the description given in your application, are held by the Commission, the Commission is not in a position to fulfil your request.

In accordance with Article 7(2) of Regulation 1049/2001, you are entitled to make a confirmatory application requesting the Commission to review this position.

Such a confirmatory application should be addressed within 15 working days upon receipt of this letter to the Secretary-General of the Commission at the following address:

European Commission

Secretary-General

Transparency unit SG-B-4

BERL 5/282

B-1049 Bruxelles or by email to: [sg-acc-doc@ec.europa.eu](mailto:sg-acc-doc@ec.europa.eu)

Yours faithfully,

XXXXX

Director-General

1. If the document(s) was(ere) eliminated as part of a file which has been eliminated in accordance with the Commission's internal retention rules as defined in the Common Commission-level retention list for European Commission files, SEC(2012)713, services can possibly add: 'This(ese) document(s) were eliminated in accordance with the Common Commission-level retention list for European Commission files, SEC(2012)713.'   
     
   Please note that this reason will only be valid for documents that are filed in one or more files that all have been eliminated. When there is still one active/closed file in which a document is filed, the document still exists. In case of a procedure of administrative elimination (for instance, non-retained proposals/candidates), it is very likely that the documents, by their very nature, are only filed in one file. In these cases the likelihood of the documents really being eliminated is relatively high. [↑](#footnote-ref-1)