FILING

Filing responsibility

All documents we **create** at DGT (= save number starts with dgt) should be **mandatory filed** in a **DGT file**.

(*) If you work at Directorate **A, B, C or D**, add a CLASS assignment for **ve_dgt.cad** for all documents you create. The CAD will file them for you.

> Because of this *"mandatory filing principle"*, it is important that you do **not create** Ares documents **related to your personal rights** (unless otherwise stated by the DG responsible for the matter) as we do not have personnel files at DGT related to your personal rights. Even when you receive a document via Ares concerning your personal rights and you would like to answer, you should **reply via normal e-mail**. In case that your e-mail should be registered, the DG Lead Service for the matter (HR, PMO…) should register your e-mail in ARES or in another document management system (according to their procedures).

A. For documents that you **received** via Ares (created by DGT), the Lead Service (CF) unit at DGT should file the documents for which it is responsible. Normally the CF unit is the creator of the record (visible in save number: for instance: **dgt.01(2021)xxxx**). *(*)*
If you are not Lead Service (CF) for the document you created (for instance for a BIAR report or a training request), give a CLASS task to the CF. If you are not sure of the CF, associate the CAD (= add an ASOC task for ve_dgt.cad) and indicate under instructions: "add the CF".

B. For documents that you **received** via Ares (created by other DGs), you need to differentiate between:

1. Documents related to your **personal rights**

2. Documents for which **DGT** might need to **reply/take a specific action**. If you received such a document but your unit is not responsible for the matter, please verify if other DGT colleagues, responsible for the matter, have received the document (see also the assignment tab). In case of doubt, contact DGT-CAD.

3. Documents for which DGT **should not take any action**. Please verify if the info might be useful for other colleagues. If so, add an INFO task for them under the assignment tab. Add an INFO task for ve_dgt.cad.

Please also note that in certain (isolated) cases, the creator of an Ares record might have encoded your name instead of the name of a colleague with similar last name!
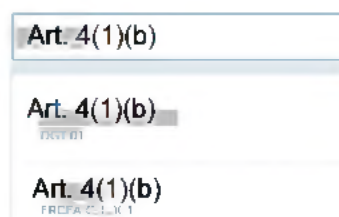
If you think this might be the case, contact DGT-CAD as soon as possible and we will contact the service in question to correct the Ares record.

For **case 2**, the CF unit *(*)* should file the document. Note that if the **D-G** and/or one of his AD assistants are **recipients under To or Cc**, the **DMO team** will take care of the filing/assignments.

For **case 1 and 3**, these docs should be added to the "**not to be filed**" folder for DGT [*see additional info below on using the "Not to be filed" option on page 3*]

This action indicates that the person who received the document choose not to file the document in question. In this case, the document is **only visible** for the **stakeholder** of the document. Other colleagues will therefore not have access to the document in question.
So in **case 3**, if the document might be important to better understand a case, it is better to file the document in a DGT file. In doubt, contact DGT-CAD.

File contents

It is a good practice to **regularly check the content of files** for which your unit is CF: verify that the file is complete and that documents are correctly filed.

You can consult the contents of a file by **clicking on the hyperlink of the file title**.
The content of the file will become visible and the list of documents can be exported in .xls.

If you are in search of a specific document, please note that you can also **search** via the content of the file.

Creation of files

The creation of files has been centralized; please send your **file creation requests to DGT-CAD**.
At the end of each year, DGT-CAD sends proposals to the units (DMO correspondents) to create new files/close old files/extend period of existing files for the new year.

Closure of files

Following the adoption of the Common Retention List and the Archives Schedule, it is even more important to close your files regularly. This way, the ARP (Administrative Retention Period) of the file will start to run and the time of retention of the files will be minimised.

Using the "Not to be filed" option

The button "not to be filed" is **only** available for Ares documents that a "dgt colleague" has **received as recipient** (in **To/Cc**) which has been **created by another DG** (= save number does not contain dgt). In this case, the recipient can decide that the document should not be filed in an official DGT file (because it is a personal document or because the information is not related to a DGT matter). You can find the button in the filing tab of the document (right side of the screen > see print screen below).

Once someone has added a document to the "not to be filed" folder, you will see the following:


For documents created by other DGs for which no dgt colleague was encoded as recipient (in to/cc) but **a task** (via the assignment tab) was received by a dgt colleague, the "not to be filed" option is not available.

As soon as a document (created by another DG) is filed in an official DGT file, the "not to be filed" option is no longer available.

On the contrary, a document added to the "not to be filed" folder can still be filed within an official DGT file. The system does not remove automatically the status "not to be filed" but it is still **possible to remove it manually** so long as the document is filed in a DGT file.

FAQ

- Why should I click on the "not to be filed" button? By doing so, it is clear that the recipient/person in charge **actively chooses** to not file the document in question. It shows that the document has been "treated" and the document will no longer appear in the DMO report "registered documents addressed to my service, not filed".

- Is it possible to know **who** chose "not to be filed" for a document? Yes, the same icon is being used as for the filing. Click on the "person icon".
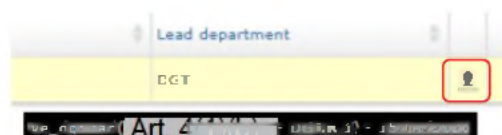
- Who can find all documents "not to be filed" in my DG? Users with **DMO profile** can extract a report of "Documents in "not to be filed" folder of my service". Contact your DMO should you have additional questions.