



EUROPEAN COMMISSION
SECRETARIAT-GENERAL

The Secretary General

Brussels,
CD / ARES (2015)

**NOTE TO DIRECTORS GENERAL, HEADS OF CABINET
AND DIRECTORS OF EXECUTIVE AGENCIES**

Subject: Document management and access to documents

Good document management within the Commission is essential for our institution's efficiency and effectiveness. It facilitates the exchange and retrieval of information and allows the Commission to comply with the applicable regulations as regards, in particular, data protection, access to documents and information security.

In practice, retrieving important documents often takes too long because the documents are not properly registered, filed and preserved. Such shortcomings are both time and resource-consuming. They need to be addressed across the Commission, not least to avoid problems when handling a request for access to documents or when the Commission needs to provide documentary proof of its actions.

I therefore ask you to follow the document management rules ("eDomec rules"¹) and the attached guidelines at all times, so as to ensure that:

- all relevant documents, including e-mails, are captured and can be easily retrieved when needed, in particular when replying to a request for access to documents. You will notice that unregistered e-mails will be automatically deleted after 6 months from 1 July 2015.
- when processing a request for access, documents are searched only in Ares or in another document management system.
- all colleagues are aware of their responsibilities in this regard.

Should you have any questions in relation to these guidelines or document management more generally, the contact persons in the Secretariat General are [redacted] and [redacted]



Catherine Day

Cc: [redacted]

Annex: guidelines on document management and access to documents

¹ Commission Decisions 2002/47 (OJ L 21/2002) and 2004/563 (OJ L 251/2004) and their Implementing Rules (SEC (2009) 1643)