



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
CLIMATE ACTION

The Director

Brussels,
Ares(2016)

**NOTE FOR THE ATTENTION OF
DIRECTORS AND HEADS OF UNITS IN DG ENV AND CLIMA**

**Subject: Move to electronic filing system in DG ENV and CLIMA
 - Cleaning of Archives (paper files)**

1. WHY ELECTRONIC ARCHIVES?

From 1 February 2016 official filing in DG ENV and CLIMA will be electronic, using ARES. Where necessary, paper files may also be kept but this should be the exception.

In this way all documents will be stored in one place, in Ares. Documents will not be lost and we can reply to access to documents requests more quickly.

This will help our DGs contribute to good document management, in line with the emphasis placed on this by the Secretariat General. It will also help us manage the Historical Archives practice of refusing paper files created after 2010.

SRD1 has prepared guidelines for implementing an e-filing system in DG ENV and DG CLIMA (see Annex I and II). Please consult them for further guidance.

2. CLEANING OF ARCHIVES (PAPER FILES)

Where you have paper files created before 2010 please check if they can be transferred to the Historical Archives already.

To prepare this cleaning exercise in the best possible way I would ask Heads of Units to support and supervise the exercise, in particular by:

- Giving support to the Unit e-DMC to co-ordinate the exercise within the Unit;
- Instructing all staff to help the Unit's e-DMC in defining and deciding which files should be kept and which eliminated.

For your reference, please find enclosed guidelines on the "Selection of files" (please consult Annexes I and III).

3. TRAINING

In addition to the attached guidelines the DMO team will organise training as of February to both DGs' staff. More information about the training session can be found in Annex IV.

We would also like to inform you that DMO team will visit each Unit and have meetings with Unit's e-Domec Correspondents (and their back-ups) to support the move towards single electronic filing system. This will be an opportunity to discuss Unit's files and see if the Unit's Policies are well represented in the Matrix of the DG. It is also an opportunity to get your feedback, reply to your questions and give guidance regarding your files.

(Signed)
Bruno Pragnell

Encl.: Annex I: working methods to implement e-filing system in the DG
 Annex II: Guidelines on implementation of efficient electronic filing
 system for finance files
 Annex III: guidelines on the "Selection of files"
 Annes IV: Training schedule

cc.: [REDACTED] – DG ENV
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 DG ENV and CLIMA e-DMCs (by e-mail)