FILE INDEX: **49_INTERNAL MANAGEMENT general** (daily administrative management of sector, unit, Directorate)

TYPE OF FILE: Yearly

LEAD DEPARTMENT ARCHIVING*: RTD. all
(*meaning: responsible for transfer of complete closed file to Central Archives RTD)*

RTD Filing Plan: 2.10.00

ARES file security: One file per unit.
File user: unit concerned
File reader: RTD. all

ARES file code: Please refer to the standard file code of the DG RTD Unique Filing Plan
(http://intranet-rtd.rtd.cec.eu.int/cad/E-classelec-en.htm)

File index	Type documents	Support		E-DOMEC compliant IT Application	Registration Reference
		Original Paper	Electronic		
1.1	Relevant notes		E	ARES	
1.2	Relevant reports		E	ARES	

INSTRUCTIONS
File index is non-exhaustive

Consider the file index to be non-exhaustive; it is the responsibility of the lead unit to add other important documents that might be missing from the file index

ARES circulation sheet

The circulation sheet is signed electronically in ARES. No paper version is necessary, as it only contains Commission internal signatures (SEC (2009) 1643).

Column 'reference'

At closure of the file, the column 'reference' of the file index must be filled out and archived with original paper documents only

Paper versions of documents and copies of originals

The paper versions of the documents that can be kept electronically or any copies of the original paper version (except if replacing the original) must not be sent to the Central Archives RTD. These documents can be kept in the unit, for working purposes, and must be thrown away when no longer needed.

TO BE FILLED OUT BEFORE TRANSFER TO THE CENTRAL ARCHIVES RTD:

M/Mrs…………………. (Responsible for the contents of this record) confirms that, to the best of his/her knowledge, the record is complete before transfer to the Central Archives of DG Research.

Date: …………………Signature: ………………………….

Information for Central Archives RTD:

CRL file type: 12.12.4

ARP: 7 years

Post-ARP: EL