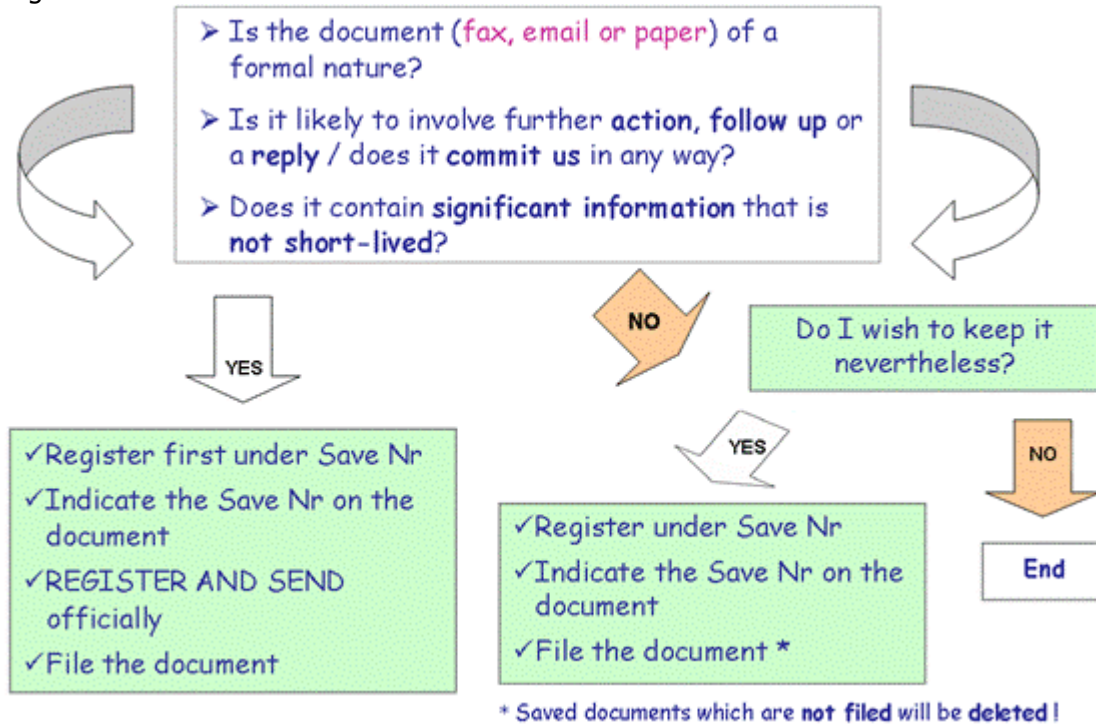


# Document lifecycle step by step

## Registration

To decide whether a document needs to be registered in ARES or not, analyse it according to the diagram below:



## Validation via signature folders


All documents submitted to a superior for opinion/agreement or to the Director-General/Directors for signature, must be accompanied by a signature folder (signataire), in paper or paperless format (e-signatory) Attach the following to the signataire:

- all documents necessary for understanding the case ("background information") NOT stapled
- a routing slip created in ARES.

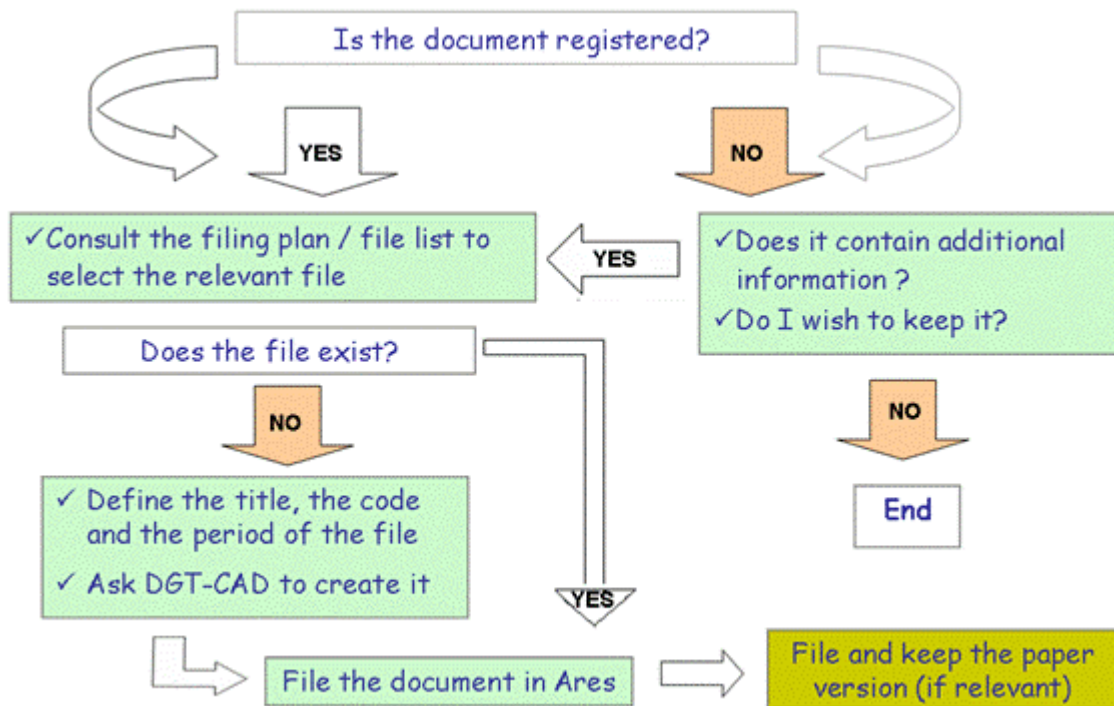
Notes for signature by the Director R are circulated exclusively via the e-signatory (no paper version) and are accompanied by a transmission note. Download the template:

- [Transmission note for documents to be signed by the Director R](#) 


## Filing

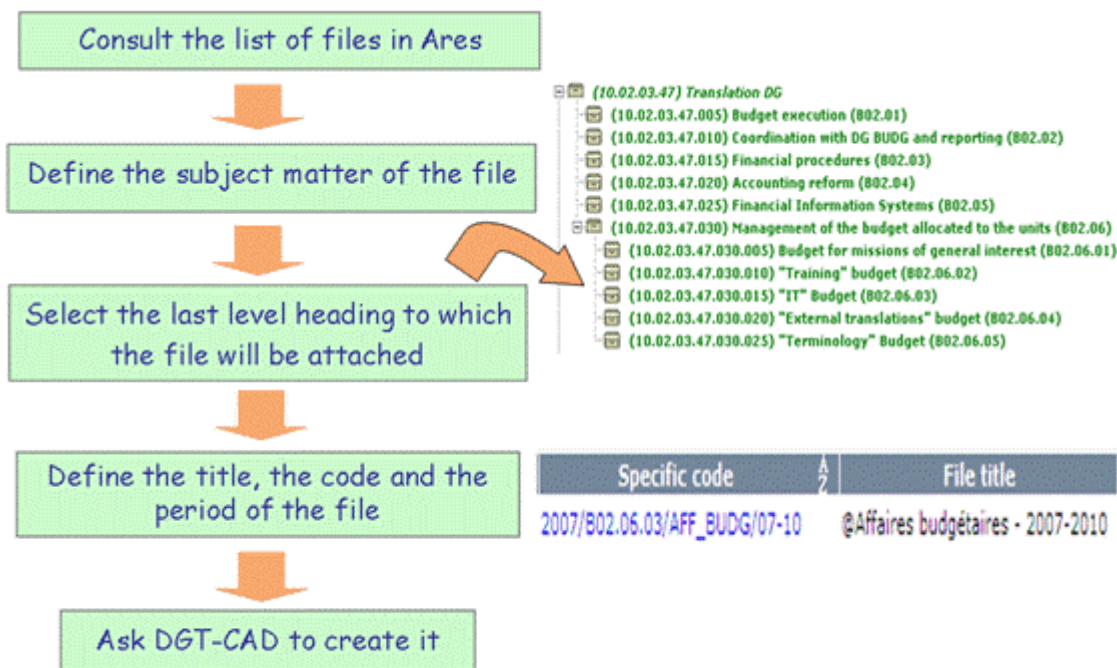
Registered mail items must be organised into files, i.e. sets of documents identified by a code from [DGT's filing plan](#) (multiple worksheets)  (updated 30/03/2015).


To determine whether a document needs to be filed, analyse it according to the following diagram:




## File creation and preservation

In order to create a new file in ARES use the [DGT's filing plan](#) (multiple worksheets)  (updated 30/03/2015) and follow the steps described in the diagram below:



You should still file the original paper version as it is the only legally valid document. Files must be retained according to their Administrative Retention Period (ARP), as defined in the [Commission's Common Retention List \(CRL\)](#) .

Based on the CRL, the [DGT's archive schedule](#) (multiple worksheets)  specifies the preservation rules for each file.

## Change of a file's Lead Service ("chef de file")

When a file is transferred to another unit the Lead Service (chef de file) for this file changes. If you are transferring a file to another service follow the instructions below:

- inform the CAD (by mail to the functional mailbox), indicating the reason of the transfer or the details of the decision, the period of your file and the new Lead Service (CF);
- inform the new Lead Service;
- check if the file is complete (if necessary file the documents which are not yet filed);
- check with the CAD the modalities to close the paper file;
- transfer the closed paper file to DGT's Central Archives;
- if applicable, transfer the paper file of the current year to the new Lead Service.

## Transfer of files to DGT's Central Archives

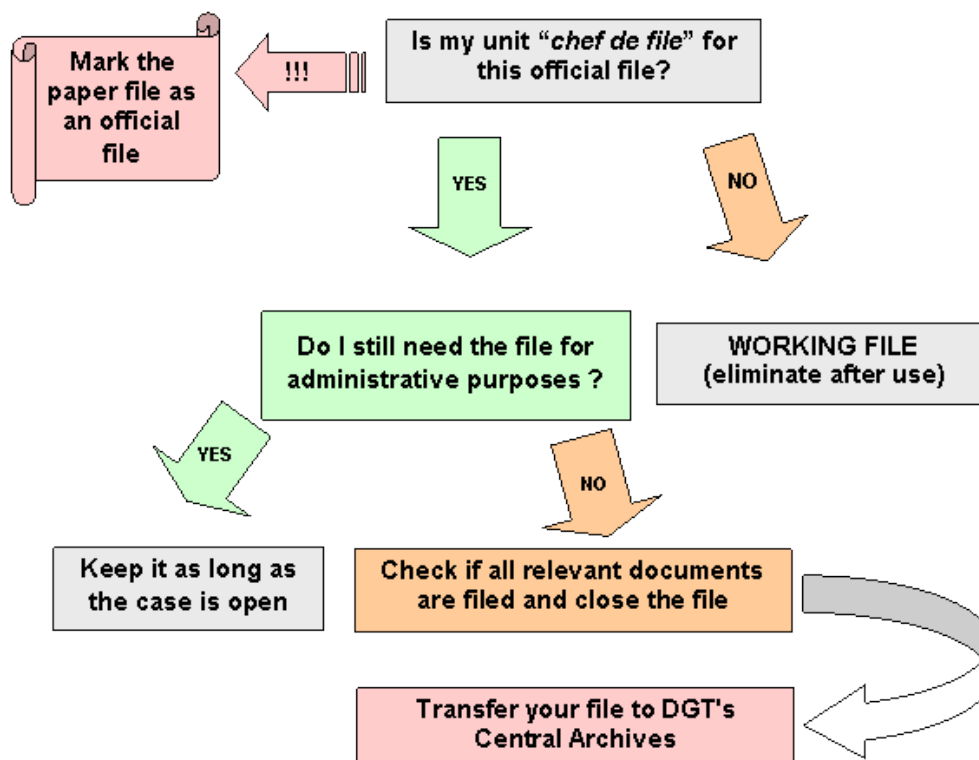
DGT has established its Central Archives in order to facilitate the archiving tasks of the units and to rationalise DGT's archiving system.

The DGT's central archives are located in Brussels: G-12, rooms 88-90-92.



For a guided tour in DGT's central archives, [watch the video!](#) 📺


### File analysis

To decide whether a file needs to be transferred to DGT's Central Archives analyse it according to the diagram below:



## File transfer

- Revise and prepare your unit's files indicated in [DGT's archive schedule](#) (multiple worksheets)  - for "SAM/SEL" before their transfer
- Download and fill in the Basic file list (available on the [Historical Archives website](#) under "Basic file list") and the [Transmission form](#)  and send them to DGT-CAD
- Once the DGT Central Archives accept your basic file list, transfer the files physically. You will receive the confirmation of "conformity of basic file list" via DMO signature and Ares registration.

Your unit's files will be stored in the DGT's Central Archives during their administrative retention period (ARP). To consult them download and fill in the [Loan form](#)  and mail it to DGT-CAD. Once the ARP of an official file has expired DGT Central Archives either eliminate it or transfer it to the Historical Archives of the European Commission. The basic file list and the transmission form for this transfer are registered in Ares, transmitted to the units and filed in an official file ("Chef de file" = DMO).