



## FILING

### Filing responsibility

The CF unit has to file documents for which it is responsible. If you are not CF of the document you create, give a CLASS assignment to the CF. If you are not sure of the CF, associate the CAD (ASOC for ve\_dgt.cad) and indicate under Instructions: "add the CF".

If you work in Directorates A, B, C or D add a CLASS assignment for ve\_dgt.cad in all documents you create. The CAD will file them for you.

### File contents

It is advised to check the contents of your files in order to locate the documents which are wrongly filed. You can consult the contents of a file by clicking on the "file code" or the "specific code" and then on the "+" sign. The list of the documents can be exported in .xls.

### Creation of files

The creation of files has been centralized, please send your file creation requests to DGT-CAD.

### Closure of files

As a result of the adoption of the [Common Retention List](#) and of 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 within your archives will be minimised.

You will be regularly contacted by the CAD on this subject.

## Using the "Not to be filed" functionality

### When can we use the functionality "not to be filed"?

The button "not to be filed" is available as long as the document has not been filed in my DG. If a user of my DG has decided "not to file" the document (or if the document is already filed in my DG), the button "not to be filed" will not be available for users of my DG anymore.

### Can we file a document that someone decided it should "not to be filed"?

Yes, the button allows not to file but does not prevent to file a document. 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 the DG.

### Is it possible to know who chose "not to be filed" for a document?

Yes, using the same icon as for the filing

### Who can find all documents "not to be filed" in my DG?

Users with DMO profile will have access to all the documents via NOMCOM or the filing plan in Ares (under development)