



EUROPEAN COMMISSION

Secretariat-General

Directorate B - Institutional and Administrative Policies
SG.B.1-Corporate Management, Budget and Administration

14 September 2016

e-mail: ask+request-3279-fdc3f457@asktheeu.org

Subject: Your access to documents request - Memos, guidance and guidelines on record creation - Ref. GestDem 2016/4877

Dear Mrs Crespo Castellano,

We refer to your e-mail dated 02/09/2016 in which you make a request for access to documents, registered on 02/09/2016 under the above mentioned reference number.

You have requested documents which contain the following information:

1. Memos, guidance, guidelines, or training material (or any other document) for SG staff on record creation and/or record keeping. I am particularly interested in documents that refer to creation/keeping of: agendas (diaries of public officials' engagements), lists of meetings, minutes of meetings, lists of participants in meetings, and documents justifying decisions.

Our unit in SG defines and monitors the implementation of the corporate document management and archival policy in the European Commission (e-Domec), i.e. we produce the guidelines on document management and archival policy for the entire Commission.

We do not make a difference in treatment between the types of documents mentioned by you above (agendas, minutes etc); all of them are official documents and fall under the same rules for document management, i.e. they are registered and filed in accordance with the rules.

Our rules and guidance is already public on the Europa website http://ec.europa.eu/archival-policy/legal_basis_en.htm.

In addition to these we annex the following posters, brochures and training materials. In some documents personal data had to be removed (blackened).

- Poster: 10 principles of good document management
- e-Domec Toolkit
- e-Domec INTRO: Introduction to document management in the Commission
- Guidelines on registration (not updated since 2004)
- Document management and access to documents - Note to Directors General and Heads of Cabinet and annexes

Yours sincerely,

Julien GUERRIER