



# The ECB Filing and Retention Plan

Version 3.0 (June 2022)

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Class Code	Class Title	Scope
1	<a href="#">Establishment of the ECB/Eurosystem/ESCB/SSM - Corporate governance</a>	Covers the development of ECB's institutional and organisational framework. Includes also support to the decision-making bodies and ESCB/ECB committees
2	<a href="#">Budgeting and organisational planning</a>	Covers the planning, monitoring and advisory function relevant to execution of the budget, management of operational procedures, and organisational and strategic planning of financial and non-financial resources
3	<a href="#">Management of human resources</a>	Covers employee and personnel services functions
4	<a href="#">Management of financial resources</a>	Covers financial functions relating to the maintenance and control of the financial accounts of the ECB
5	<a href="#">IT infrastructure, premises, artworks and supplies</a>	Covers the management of IT resources, as well as the management of facilities (i.e. acquisition, construction and maintenance of buildings), equipment and supplies
6	<a href="#">Communication and information management</a>	Covers the management of external/internal communication services as well as the provision of translation and linguistic services for non-legal purposes. Also includes library, records and archives management
7	<a href="#">Euro area monetary policy matters</a>	Covers the preparation of monetary policy decisions relevant to the euro area, including monitoring, analysing and forecasting of euro area monetary, economic, financial and fiscal developments and euro exchange-rate policy issues. Also includes the conduct of studies and preparation of presentations on those and other relevant topics to the outside world (e.g. Eurogroup)
8	<a href="#">Market operations</a>	Covers the coordination of decentralised monetary policy operations, the coordination and execution of centralised foreign-exchange operations, as well as the management of the ECB's foreign reserves and of the ECB's own funds portfolio. Also includes risk management issues
9	<a href="#">Payment systems and market infrastructure</a>	Covers the ECB's payment systems policy, its clearing and securities settlement systems policy, the development and operating of Trans-European Automated Real-time Gross settlement Express Transfer (TARGET) services, as well as any monitoring and coordinating activities at Eurosystem and international level aimed at harmonising the national systems
10	<a href="#">Financial stability and supervision</a>	Covers the Eurosystem's statutory duties in the area of financial stability and supervision (Art. 127(5) of the Treaty)
11	<a href="#">Provision of statistics</a>	Covers the development, compilation and dissemination of statistics and related indicators that are needed for the ECB's functions
12	<a href="#">Design, issuance and circulation of banknotes and coins</a>	Covers development, monitoring and co-ordination of operational banknote activities within the Eurosystem
13	<a href="#">International and European cooperation</a>	Covers the maintenance of relations between the ECB's representatives and relevant foreign, international and European institutions, bodies and fora in relation to cooperation/coordination issues that are not accounted for elsewhere
Annex A	<a href="#">Supplementary Schedule A</a>	Documents (in any format) which can be destroyed by individual members of staff without initiating a formal disposal procedure

## Explanatory note to the ECB Filing and Retention Plan

The ECB Filing and Retention Plan sets out the policy for determining whether ECB documents are either preserved permanently, as part of the historical archives, or disposed of after fixed periods of time in line with statutory, accountability or business requirements, as laid down in Council Regulation (EEC, Euratom) No 354/83, as amended (art. 7). It applies to all corporate information stored in any ECB-approved information system, regardless of type or medium. The Filing and Retention Plan was first approved by the Executive Board in 2008, and further revised in 2014 to facilitate the implementation of retention functionalities in the ECB electronic document and records management system, i.e. DARWIN.

The current version (2022) integrates, in a streamlined layout, all the approved changes required to accommodate new functions and activities (e.g. banking supervision) and to reflect up-to-date business needs and legal requirements, including data protection rules, while increasing consistency in the retention of information across the ECB.

### 1. How is the ECB Filing and Retention Plan structured?

The ECB Filing and Retention Plan consists of a hierarchical four-level classification scheme based on a functional approach in line with recognised standards, including ISO 15489-1:2016 on records management. It identifies 13 top-level classes, organised as follows.

- Classes 1 to 6: administrative functions
- Classes 7 to 13: operational functions

Beneath the classes, activities and transactions are arranged hierarchically, down to document series, the fourth level in the classification tree, to which retention periods are linked.

The Plan has benefited from the business analysis conducted in consultation with the business areas. Additionally, a benchmarking exercise was carried out applying the retention schedules adopted in other institutions (e.g. national central banks) to determine which retention periods should be used, while allowing for the statutory requirements and data protection rules applicable specifically to the ECB.

### 2. Which the retention periods are applicable to ECB documents?

As a rule, the following retention periods are featured in the Plan: **1 year, 2, 5, 10, 15, 20 years** – associated with either a time-based or event-based trigger – and **'permanent'**. Exceptionally, **3 months**, or **3** and **7 years** (event-based trigger) may apply.

### 3. What is the 'retention trigger point'?

The 'retention trigger' determines the point in time from the retention period is calculated. It can be either time-based (T) or event-based (E).

- **Time-based trigger**: the retention period starts from the date of latest version of the document; it is used for on-going and recurrent activities, e.g. annual budget, regular monitoring and reporting.

- **Event-based trigger**: the retention period starts from the date on which a defined event terminates an activity, e.g. completion of a procurement procedure; closure of a court case. It applies to all documents placed in the file or dossier.

#### **4. Which documents will be preserved permanently?**

Documents selected for preservation as part of the ECB historical archives are those that:

- a) provide evidence of the source of authority, foundation, organisation and functioning of the ECB and its predecessors, together with the European System of Central Banks (ESCB), the Eurosystem, and any relevant committees, working groups and task forces;
- b) provide evidence of the activities of the ECB, and its predecessors and any relevant committees, working groups and task forces, that relate to key functions and significant programmes and issues;
- c) substantially contribute to the knowledge and understanding of the condition and status of the Member States whose currency is the euro, their institutions and their citizens, the impact of the activities of the ECB and its predecessors on the external environment, as well as the interaction of people and organisations with EU institutions and bodies;
- d) substantially contribute to the knowledge and understanding of aspects of the corporate culture of the ECB and its predecessors.

#### **5. Will it be possible to reassess retention periods?**

The ECB Filing and Retention Plan is, by its very nature, a dynamic policy, and any future changes to the ECB's functions or regulatory and business requirements may lead to adjustments of both the classes and their series, as well as of retention periods. In addition, to reduce the risk of disposing of documents that, with the benefit of hindsight, should have been retained, certain series that relate to the core business of the ECB and that have currently been assigned a long retention period (15 or 20 years) will be re-appraised before the expiry of the retention period to decide whether, with a longer historical perspective, they should form part of the ECB historical archives.

#### **6. Which is the authoritative format for ECB documents?**

As a rule, the authoritative format of ECB documents is digital, unless a handwritten signature is considered to be a substantial formality and the preservation of the signed physical document is required because of its probative value.

Since the introduction of the ECB electronic document and records management system (i.e. DARWIN) and the increasing use of a qualified electronic signature, the number of physical documents preserved in the ECB Archives has been limited.

## Layout of the ECB Filing and Retention Plan

The ECB Filing and Retention Plan is laid out in four columns (see below).

Class code	Series	Retention trigger point	Retention period
1.1.3	<b>Legal advice on institutional matters</b> <i>Involves the legal work related to the ECB as a public body (e.g. headquarters agreement, framework for non-financial contracts). Includes governance and accountability issues (e.g. definition of the ECB legal status)</i>		
1.1.3.1	Legal advice and supporting documentation	E – Date case is closed	15 years
1.1.3.2	Legal acts and supporting documentation		Permanent
1.1.3.3	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
1.1.3.4	BAs' contributions	T – End of calendar year	5 years

Figure: Extract from the ECB Filing and Retention Plan.

The columns labelled '**Class code**' and '**Series**' represent a hierarchical breakdown of the ECB's functions and activities, provide details of their scope and identify the actual documents that are created.

The third column, labelled '**Retention trigger point**', identifies whether the trigger for retention is time-based (T) or event-based (E), and specifies the specific nature of the trigger, namely:

- Time-based: End of calendar year; End of financial year;
- Event-based: All rights of staff members and/or dependents have expired; Date an agreement is terminated; Date on which a case is closed; Date of termination of an activity; End of a contract period; End of a procurement process; End of a property life; End of a system/database life; End of a term of office; Repeal date.

The fourth column labelled '**Retention period**', identifies the period of time for which documents are retained before their final disposal (i.e. destruction or preservation). The Plan distinguishes

In order to clarify the actions involved, two examples are highlighted:

- 5 years T – End of calendar year: means that disposal is due 5 years after the date of the document (i.e. the date of latest version of the document);
- 5 years E – Date the case is closed: means that disposal is due 5 years after the case is terminated (i.e. after finalisation of the electronic folders).

Class code	Series	Retention trigger point	Retention period
1	<b>Establishment of the ECB/Eurosystem/ESCB/SSM – Corporate governance</b> <i>Covers the development of ECB's institutional and organisational framework. Includes also support to the decision-making bodies and ESCB/ECB committees</i>		
1.1	<b>Definition of the ECB's institutional framework</b>		
1.1.1	<b>Policy framework</b> <i>Involves policy issues relevant to the ECB's institutional framework. Includes, inter alia, the regime for ECB legal acts, statutes, mission statements, appointments of Board members and authority to sign</i>		
1.1.1.1	Development of the ECB institutional framework		Permanent
1.1.1.2	Convenience files	E – Date of termination of the activity	5 years
1.1.1.3	Administrative files; notifications; transmission letters	E – Date of termination of the activity	5 years
1.1.1.4	Appointment of Board members		Permanent
1.1.1.5	Official signatories	E – Repeal date	5 years
1.1.2	<b>Procedural framework</b> <i>Involves procedural issues relevant to the ECB's institutional framework. Includes, inter alia, rules of procedures and administrative circulars. This and any other official documentation representing the basis of the ECB accountability must be filed as separate series</i>		
1.1.2.1	Development of the ECB procedural framework		Permanent
1.1.2.2	Convenience files	E – Date of termination of the activity	5 years
1.1.3	<b>Legal advice on institutional matters</b> <i>Involves the legal work related to the ECB as a public body (e.g. headquarters agreement, framework for non-financial contracts). Includes governance and accountability issues (e.g. definition of the ECB legal status)</i>		
1.1.3.1	Legal advice and supporting documentation	E – Date case is closed	15 years
1.1.3.2	Legal acts and supporting documentation		Permanent
1.1.3.3	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
1.1.3.4	BAs' contributions	T – End of calendar year	5 years
1.1.4	<b>Legal advice on inter-institutional matters</b> <i>Involves the legal work related to the set-up of the ESCB as an integrated system. Includes enlargement issues, relations with EU institutions, the European Ombudsman, etc.</i>		
1.1.4.1	Legal advice and supporting documentation	E – Date case is closed	15 years
1.1.4.2	Legal acts and supporting documentation		Permanent
1.1.4.3	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
1.1.4.4	BAs' contributions	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
1.1.5	<b>Legal advice to national authorities, national central banks (NCBs) and European institutions</b> <i>Involves the legal work as follow up to consultations formally received from national authorities or European institutions</i>		
1.1.5.1	ECB opinions and supporting documentation		Permanent
1.1.6	<b>Other matters</b> <i>Covers outstanding/non-recurrent activities relevant to, or activities supporting, the ECB institutional framework and the legal advisory function. Involves reference materials and collection of data and conduct of analytical work not accounted for elsewhere. Includes internal meetings supporting the legal services function</i>		
1.1.6.1	Legal publications and research activities	T – End of calendar year	10 years
1.1.6.2	Section/Division meetings	T – End of calendar year	5 years
1.1.6.3	Management meetings	T – End of calendar year	10 years
1.1.6.4	Participation in conferences	T – End of calendar year	5 years
1.1.6.5	Other activities	T – End of calendar year	5 years
<b>1.2</b>	<b>Definition of the ECB's organisational framework</b>		
1.2.1	<b>Policy framework</b> <i>Involves policy issues relevant to the ECB organisational framework. Covers the formulation of the ECB strategic intents and corporate principles, the development and updating of organisational structures (e.g. organisational charts), senior management meeting files, task inventories and work plans relevant to both individual business areas (BAs) and the ECB as a whole</i>		
1.2.1.1	Master files	E – Repeal date	10 years
1.2.1.2	Senior Management meeting files		Permanent
1.2.1.3	Local policy framework files	T – End of calendar year	5 years
1.2.1.4	Development and update of Functions Paper		Permanent
1.2.2	<b>Procedural framework</b> <i>Involves procedural issues relevant to the ECB organisational framework. Covers the development and updating of organisation-wide procedures</i>		
1.2.2.1	Development and update of the Business Practice Handbook		Permanent
1.2.2.2	Preparation of organisation-wide procedures	T – End of calendar year	10 years
1.2.2.3	Convenience files	T – End of calendar year	5 years
1.2.3	<b>Development and maintenance of an audit framework and network</b> <i>Involves the development, coordination and harmonisation of general audit methods, standards, procedures, tools, projects, quality, training, etc. at the ESCB and at international level (including the ECB Audit Charter). Includes the selection of external auditors and any relations with the European Court of Auditors. Does not include actual audit reports</i>		

Class code	Series	Retention trigger point	Retention period
1.2.3.1	Audit framework, policies and procedures	E – Repeal date	10 years
1.2.3.2	Relations with external audit bodies	E – Date of termination of the activity	10 years
1.2.3.3	Audit framework implementation	T – End of calendar year	10 years
1.2.4	<b>Overall assessment of the ECB functioning and efficiency</b> <i>Involves the reporting on the functioning and efficiency of the ECB as a whole. Internal audit activities relevant to specific functions must be filed according to the function they refer to, while cross-function auditing activities must be filed under 2.2.4</i>		
1.2.4.1	Audit annual reports	T – End of calendar year	15 years
1.2.4.2	Monitoring; collecting information	T – End of calendar year	10 years
1.2.4.3	ECB-wide organisational effectiveness initiatives	E – Date of termination of the activity	10 years
1.2.5	<b>Fraud control and investigation framework</b> <i>Involves fraud prevention and investigations, also with regard to insider trading. Includes relations with OLAF, i.e. preparation of OLAF decisions (institutional framework) and support of the European Anti-Fraud Office (OLAF) investigations (arrangement of OLAF visits, etc.)</i>		
1.2.5.1	Fraud control	E – Date case is closed	5 years
1.2.5.2	General information on external bodies	T – End of calendar year	10 years
1.2.5.3	OLAF case files	E – Date case is closed	20 years
1.2.5.4	OLAF support files	T – End of calendar year	10 years
1.2.6	<b>Other matters</b> <i>Covers outstanding/non-recurrent activities relevant to, or activities supporting, the ECB organisational framework and ECB/ESCB auditing issues. Covers reference materials and collections of data and conduct of analytical work not accounted for elsewhere. Includes internal meetings supporting the audit function</i>		
1.2.6.1	Section/Division meetings	T – End of calendar year	5 years
1.2.6.2	Management meetings	T – End of calendar year	10 years
1.2.6.3	Participation in conferences	T – End of calendar year	5 years
1.2.6.4	Other activities	T – End of calendar year	5 years
1.3	<b>Direct assistance to decision-making processes</b> <i>Involves the preparation, conduct and follow up of the meetings of the ECB decision-making bodies (DMBs). Includes coordination and planning of DMB-agendas and other liaison activities, as well as the preparation of minutes and summary proceedings</i>		
1.3.1	<b>Support to the ECB Executive Board</b> <i>Involves all activities related to meetings of the Executive Board</i>		

Class code	Series	Retention trigger point	Retention period
1.3.1.1	Meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.3.1.2	Coordination activities for seminars and organisation of meetings; preparatory work files	T – End of calendar year	5 years
1.3.1.3	Executive briefings; seminars	T – End of calendar year	5 years
1.3.2	<b>Support to the ECB Governing Council</b> <i>Involves all activities related to meetings of the Governing Council, including also Governing Council meetings in SSM composition, as well as the Macroprudential Forum. Covers also Accounts of monetary policy discussions</i>		
1.3.2.1	Meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.3.2.2	Coordination activities for seminars and organisation of meetings; preparatory work files	T – End of calendar year	5 years
1.3.3	<b>Support to the ECB General Council</b> <i>Involves all activities related to meetings of the General Council</i>		
1.3.3.1	Meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.3.3.2	Coordination activities for seminars and organisation of meetings; preparatory work files	T – End of calendar year	5 years
1.3.4	<b>Other matters</b> <i>Covers outstanding/non-recurrent activities relevant to, or activities supporting, the ECB decision-making process. Covers reference materials and collections of data and conduct of analytical work not accounted for elsewhere. Also includes internal meetings supporting the Secretariat function</i>		
1.3.4.1	Section/Division meetings	T – End of calendar year	5 years
1.3.4.2	Management meetings	T – End of calendar year	10 years
1.3.4.3	Participation in conferences	T – End of calendar year	5 years
1.3.4.4	Other activities	T – End of calendar year	5 years
1.3.5	<b>Support to market infrastructure governance bodies</b> <i>Involves all activities carried out by the Market Infrastructure Board (MIB) that meets in different format including but not limited to T2S Board. Covers also other TARGET2-Securities governance bodies, such as the Governors' Forum, the T2S Advisory Group and the technical groups and relevant sub-groups. Includes also market infrastructure working groups and task forces</i>		
1.3.5.1	Market Infrastructure parent bodies meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.3.5.2	Market Infrastructure parent bodies organisation files that include documentation unrelated to meetings/written procedures (e.g. the content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.3.5.3	Market Infrastructure parent bodies establishment; appointment of members; terms of reference		Permanent



Class code	Series	Retention trigger point	Retention period
1.3.5.4	Market Infrastructure substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
<b>1.3.6</b>	<b>Support to the Supervisory Board</b> <i>Involves all activities related to the meetings of the Supervisory Board and the Steering Committee. Includes the relevant working groups and task forces</i>		
1.3.6.1	Supervisory Board and Steering Committee meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.3.6.2	Coordination activities for seminars and organisation of meetings	T – End of calendar year	5 years
1.3.6.3	Supervisory Board and Steering Committee organisation files that include documentation unrelated to meetings/written procedures (e.g. the content of "Organisational" and "Information Items" folders in DARWIN); preparatory work for meetings and decisions	T – End of calendar year	15 years
1.3.6.4	Substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
<b>1.3.7</b>	<b>Support to the Mediation Panel</b> <i>Involves all activities related to the mediation of objections by the Governing Council to draft decisions of the Supervisory Board, as well as documentation related to meetings of the Mediation Panel</i>		
1.3.7.1	Mediation Panel meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.3.7.2	Mediation Panel organisation files to include documentation unrelated to meetings/written procedures (e.g. the content of "Organisational" and "Information Items" folders in DARWIN); preparatory work for meetings and decisions	T – End of calendar year	15 years
1.3.7.3	Mediation Panel establishment; appointment of members		Permanent
1.3.7.4	Mediation case files		Permanent
<b>1.3.8</b>	<b>Support to the Administrative Board of Review</b> <i>Involves all activities related to meetings of the Administrative Board of Review, as well as administrative review of the decisions taken by the ECB in the exercise of its supervisory powers</i>		
1.3.8.1	Administrative Board of Review meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.3.8.2	Administrative Board of Review organisation files that include documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.3.8.3	Administrative Board of Review establishment; appointment of members		Permanent
1.3.8.4	Administrative reviews		Permanent

Class code	Series	Retention trigger point	Retention period
<b>1.3.9</b>	<b>Support to the Board members' offices</b> <i>Involves the support and advice provided to members of the Executive Board and Supervisory Board in fulfilment of their responsibilities and obligations</i>		
1.3.9.1	Administrative and organisational support	E – End of term of office	5 years
1.3.9.2	Advice and correspondence on key functions and activities of the ECB/ESCB/Eurosystem/SSM		Permanent
1.3.9.3	Documentation of a private nature	E – End of term of office	1 year
<b>1.4</b>	<b>Indirect assistance to decision-making processes</b> <i>Covers all meeting-related activities carried out by the Eurosystem/ESCB/SSM committees, working groups and task forces, including their establishment, maintenance and any other organisational issues (e.g. meeting agendas, minutes and the mandates of members). Also covers high-level groups and ECB committees, working groups and task forces</i>		
<b>1.4.1</b>	<b>Support by the Accounting and Monetary Income Committee (AMICO)</b> <i>Involves all activities carried out by AMICO. Includes the relevant working groups and task forces</i>		
1.4.1.1	AMICO meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.1.2	AMICO organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.1.3	AMICO establishment; appointment of members; terms of reference		Permanent
1.4.1.4	AMICO substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
<b>1.4.2</b>	<b>Support by the Ethics and Compliance Conference (ECC)</b> <i>Involves all activities carried out by ECC and the former Ethics and Compliance Officers Task Force. Includes the relevant working groups and task forces</i>		
1.4.2.1	ECC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.2.2	ECC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.2.3	ECC establishment; appointment of members; terms of reference		Permanent
1.4.2.4	ECC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
<b>1.4.3</b>	<b>Support by the Banknote Committee (BANCO)</b> <i>Involves all activities carried out by BANCO. Includes the relevant working groups and task forces</i>		
1.4.3.1	BANCO meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent

Class code	Series	Retention trigger point	Retention period
1.4.3.2	BANCO organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.3.3	BANCO establishment; appointment of members; terms of reference		Permanent
1.4.3.4	BANCO substructures meeting files and written procedures	T – End of calendar year	20 years
1.4.3.5	BANCO substructures organisation files	T – End of calendar year	15 years
1.4.4	<b>Support by the Eurosystem/ESCB Communications Committee (ECCO)</b> <i>Involves all activities carried out by ECCO. Includes the relevant working groups and task forces</i>		
1.4.4.1	ECCO meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.4.2	ECCO organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.4.3	ECCO establishment; appointment of members; terms of reference		Permanent
1.4.4.4	ECCO substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.5	<b>Support by the Information Technology Committee (ITC)</b> <i>Involves all activities carried out by ITC. Includes the relevant working groups and task forces</i>		
1.4.5.1	ITC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.5.2	ITC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.5.3	ITC establishment; appointment of members; terms of reference		Permanent
1.4.5.4	ITC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.6	<b>Support by the Internal Auditors Committee (IAC)</b> <i>Involves all activities carried out by IAC. Includes the relevant working groups and task forces</i>		
1.4.6.1	IAC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.6.2	IAC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.6.3	IAC establishment; appointment of members; terms of reference		Permanent
1.4.6.4	IAC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years

Class code	Series	Retention trigger point	Retention period
1.4.7	<b>Support by the International Relations Committee (IRC)</b> <i>Involves all activities carried out by IRC. Includes the relevant working groups and task forces</i>		
1.4.7.1	IRC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.7.2	IRC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.7.3	IRC establishment; appointment of members; terms of reference		Permanent
1.4.7.4	IRC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.8	<b>Support by the Legal Committee (LEGCO)</b> <i>Involves all activities carried out by LEGCO. Includes the relevant working groups and task forces</i>		
1.4.8.1	LEGCO meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.8.2	LEGCO organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.8.3	LEGCO establishment; appointment of members; terms of reference		Permanent
1.4.8.4	LEGCO substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.9	<b>Support by the Market Operations Committee (MOC)</b> <i>Involves all activities carried out by MOC. Includes the relevant working groups and task forces</i>		
1.4.9.1	MOC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.9.2	MOC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.9.3	MOC establishment; appointment of members; terms of reference		Permanent
1.4.9.4	MOC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.10	<b>Support by the Monetary Policy Committee (MPC)</b> <i>Involves all activities carried out by MPC. Includes the relevant working groups and task forces</i>		
1.4.10.1	MPC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent

Class code	Series	Retention trigger point	Retention period
1.4.10.2	MPC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.10.3	MPC establishment; appointment of members; terms of reference		Permanent
1.4.10.4	MPC substructures meeting files and written procedures	T – End of calendar year	20 years
1.4.10.5	MPC substructures organisation files	T – End of calendar year	15 years
1.4.11	<b>Support by the Market Infrastructure and Payments Committee (MIPC)</b> <i>Involves all activities carried out by MIPC and its predecessor the Payment and Settlement Systems Committee (PSSC). Includes the relevant working groups and task forces</i>		
1.4.11.1	MIPC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.11.2	MIPC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.11.3	MIPC establishment; appointment of members; terms of reference		Permanent
1.4.11.4	MIPC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.12	<b>Support by the Statistics Committee (STC)</b> <i>Involves all activities carried out by STC. Includes the relevant working groups and task forces</i>		
1.4.12.1	STC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.12.2	STC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.12.3	STC establishment; appointment of members; terms of reference		Permanent
1.4.12.4	STC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.13	<b>Support by the Human Resource Conference (HRC)</b> <i>Involves all activities carried out by HRC. Includes the relevant working groups and task forces</i>		
1.4.13.1	HRC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.13.2	HRC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.13.3	HRC establishment; appointment of members; terms of reference		Permanent
1.4.13.4	HRC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years

Class code	Series	Retention trigger point	Retention period
1.4.14	<b>Support by the Committee on Controlling (COMCO)</b> <i>Involves all activities carried out by COMCO. Includes the relevant working groups and task forces</i>		
1.4.14.1	COMCO meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.14.2	COMCO organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.14.3	COMCO establishment; appointment of members; terms of reference		Permanent
1.4.14.4	COMCO substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.15	<b>High-level groups and other bodies</b> <i>Involves the activities carried out by high-level groups and other bodies chaired by high-level representatives of the ECB/Eurosystem/ESCB/SSM, such as the High-Level Group on SWIFT and Continuous Linked Settlement (CLS) issue; the High-Level Group on the Single Euro Payments Area (SEPA); the High-Level Group on Options and national discretions and the Council Task Force (CTF). Includes also the Euro Retail Payments Board (ERPB), the Informal contact group on parliamentary affairs and the Comprehensive Assessment Steering Committee. Includes the relevant working groups and task forces</i>		
1.4.15.1	High-level group/body meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.15.2	High-level group/body organisation files that include documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folder in DARWIN)	T – End of calendar year	15 years
1.4.15.3	High-level group/body's establishment; appointment of members; terms of reference		Permanent
1.4.15.4	High-level group/body substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.16	<b>ECB committees, working groups and task forces</b> <i>Includes the activities carried out by the ECB committees, working groups and task forces providing indirect assistance to the DMBs, e.g. Art Committee (ARTCO) and Oversight Committee (OCO), Assets and Liability Committee (ALCO), Research Coordination Committee (RCC), Liquidity Committee (LICO), Investment Committee (ICO), Management Committee (MC), Project Steering Committee (PSC), Committee on Financial Integration (CFI), Business Continuity Committee (BCC) succeeded by Operational Risk Committee (ORC). Also includes the Heads of Division Communication Forum, the Euro Area Enlargement Task Force (EURECO) and the Compliance Coordination Group</i>		
1.4.16.1	Committee meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.16.2	Committee organisation files to include documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.16.3	Committee's establishment; appointment of members; terms of reference		Permanent
1.4.16.4	Committee substructures organisation and meeting/written procedures files	T – End of calendar year	15 years

Class code	Series	Retention trigger point	Retention period
1.4.17	<b>Support by the Financial Stability Committee (FSC)</b> <i>Involves all activities carried out by FSC. Includes the relevant working groups and task forces. Covers also the former Banking Supervision Committee</i>		
1.4.17.1	FSC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.17.2	FSC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.17.3	FSC establishment; appointment of members; terms of reference		Permanent
1.4.17.4	FSC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.18	<b>Support by the Budget Committee (BUCOM)</b> <i>Involves all activities carried out by BUCOM. Includes the relevant working groups and task forces</i>		
1.4.18.1	BUCOM meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.18.2	BUCOM organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.18.3	BUCOM establishment; appointment of members; terms of reference		Permanent
1.4.18.4	BUCOM substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.19	<b>Support by the Eurosystem IT Steering Committee (EISC)</b> <i>Involves all activities carried out by EISC. Includes the relevant working groups and task forces</i>		
1.4.19.1	EISC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.19.2	EISC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.19.3	EISC establishment; appointment of members; terms of reference		Permanent
1.4.19.4	EISC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.20	<b>Support by the Organisational Development Committee (ODC)</b> <i>Involves all activities carried out by ODC. Includes the relevant working groups and task forces</i>		
1.4.20.1	ODC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent

Class code	Series	Retention trigger point	Retention period
1.4.20.2	ODC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.20.3	ODC establishment; appointment of members; terms of reference		Permanent
1.4.20.4	ODC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years
1.4.21	<b>Support by the Risk Management Committee (RMC)</b> <i>Involves all activities carried out by RMC and its predecessor Risk Management Working Group (RMWG). Includes the relevant working groups and task forces</i>		
1.4.21.1	RMC meeting files (including agendas, minutes, summary proceedings and all other material submitted) and written procedures		Permanent
1.4.21.2	RMC organisation files that include ESCB documentation unrelated to meetings/written procedures (e.g. content of "Organisational" and "Information Items" folders in DARWIN)	T – End of calendar year	15 years
1.4.21.3	RMC establishment; appointment of members; terms of reference		Permanent
1.4.21.4	RMC substructures organisation and meeting/written procedures files	T – End of calendar year	15 years



Class code	Series	Retention trigger point	Retention period
<b>2</b>	<b>Budgeting and organisational planning</b> <i>Covers the planning, monitoring and advisory function relevant to execution of the budget, management of operational procedures, and organisational and strategic planning of financial and non-financial resources</i>		
<b>2.1</b>	<b>General issues</b>		
2.1.1	<b>Policy and procedures</b> <i>Involves policies, rules and standards relevant to resource, performance management and organisation</i>		
2.1.1.1	Master files (kept in Directorate Finance)	E – Repeal date	10 years
2.1.1.2	Convenience files (kept in BAs other than Directorate Finance)	E – Date of termination of the activity	5 years
2.1.1.3	Advice and support on budgeting and organisational issues	T – End of calendar year	10 years
2.1.2	<b>Other matters</b> <i>Includes reference materials, as well as informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non-recurrent issues relevant to, or activities supporting, budgeting and organisational planning</i>		
2.1.2.1	Section/Division meetings	T – End of calendar year	5 years
2.1.2.2	Management meetings	T – End of calendar year	10 years
2.1.2.3	Participation in conferences	T – End of calendar year	5 years
2.1.2.4	Other activities	T – End of calendar year	5 years
<b>2.2</b>	<b>Budgeting and resource management</b> <i>Involves operational procedures for an efficient use of both financial and non-financial resources</i>		
2.2.1	<b>ECB strategy and medium-term planning</b> <i>Covers the framework for, and the preparation of, the strategic- and medium-term planning. Includes human resource planning</i>		
2.2.1.1	Bank-wide planning	T – End of calendar year	10 years
2.2.1.2	Local planning activities	T – End of calendar year	5 years
2.2.1.3	Human resource planning	T – End of calendar year	10 years
2.2.2	<b>Budget preparation and approval</b> <i>Involves (annual) budget preparation</i>		
2.2.2.1	Master files (kept in Directorate Finance)	T – End of financial year	10 years
2.2.2.2	Local files (kept in BAs other than Directorate Finance)	T – End of financial year	5 years

Class code	Series	Retention trigger point	Retention period
2.2.3	<b>Budget monitoring and controlling of its execution</b> <i>Covers budget review and monitoring</i>		
2.2.3.1	Master files (kept in Directorate Finance)	T – End of financial year	10 years
2.2.3.2	Local files (kept in BAs other than Directorate Finance)	T – End of financial year	1 year
2.2.4	<b>Development of a general framework for internal control procedures for all expenditures</b> <i>Involves the development of internal audit methods, standards, procedures, tools, projects, quality, training, etc. Actual audit activities relevant to financial resource management must be filed under 4.1.3</i>		
2.2.4.1	Overview of the state of internal control/Audit framework	E – Repeal date	10 years
2.3	<b>Organisational planning</b> <i>Involves long-term planning of financial and non-financial resources</i>		
2.3.1	<b>Development, application and maintenance of strategic and organisational planning processes</b> <i>Includes definition of strategic plans, development and maintenance of formal outcomes</i>		
2.3.1.1	Master files	T – End of calendar year	10 years
2.3.1.2	Local planning activities	T – End of calendar year	5 years
2.3.2	<b>Business continuity and operational risk management</b> <i>Involves formulation of policy and planning of activities related to operational risk and business continuity management. Includes the establishment and maintenance of structures of crisis and disaster management, as well as the development and execution of evacuation exercises and other emergency plans</i>		
2.3.2.1	Business continuity and operational risk management policy framework	E – Date of termination of the activity	10 years
2.3.2.2	Business continuity and operational risk management implementation	T – End of calendar year	10 years
2.3.3	<b>Analysis and advice on organisational efficiency and control</b> <i>Involves conduct of internal checks and advice on the optimisation of operating procedures. Also includes audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. on cross-function issues</i>		
2.3.3.1	Audit missions	E – Date of termination of the activity	15 years
2.3.3.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
2.3.3.3	Audit checks and special investigations not related to inquiries	E – Date of termination of the activity	2 years
2.3.3.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
<b>3</b>	<b>Management of human resources</b> <i>Covers employee and personnel services functions</i>		
<b>3.0</b>	<b>Management of personnel records</b> <i>All records referring to single employees must be grouped together in files per employee (i.e. personnel file) covering details of his/her career at the ECB. Personnel files are kept in Directorate General Human Resources (HR). Medical documentation must be filed separately by the Medical Adviser</i>		
3.0.1	<b>Management of files related to permanent ECB staff</b> <i>Covers ECB staff on indefinite employment contracts</i>		
3.0.1.1	Personnel files containing career relevant records of permanent staff	E – All rights of staff member and/or dependants are expired	10 years
3.0.1.2	Local copies or convenience copies	E – Date of termination of the activity	1 year
3.0.1.3	Medical files	E – All rights of staff member and/or dependants are expired	10 years
3.0.2	<b>Management of files related to non-permanent ECB staff</b> <i>Covers staff on e.g. short-term or fixed-term employment contracts</i>		
3.0.2.1	Personnel files containing career relevant records of permanent staff	E – All rights of staff member and/or dependants are expired	10 years
3.0.2.2	Local copies or convenience copies	E – Date of termination of the activity	1 year
3.0.2.3	Medical files	E – All rights of staff member and/or dependants are expired	10 years
<b>3.1</b>	<b>General issues</b>		
3.1.1	<b>Policy and procedures</b> <i>Involves policy, procedures and standards relevant to all aspects of human resource management (e.g. conditions of employment and staff rules, code of conduct and professional secrecy issues, the ECB security concept, framework and technical standards relevant to human resources issues such as dignity at work, as well as the development of the ECB values)</i>		
3.1.1.1	Master files (kept in Directorate General Human Resources)	E – Repeal date	10 years
3.1.1.2	Convenience files (kept in BAs others than Directorate General Human Resources)	E – Date of termination of the activity	5 years
3.1.1.3	Advice and support on human resources matters	T – End of calendar year	10 years
3.1.2	<b>Legal advice on issues relevant to human resources management</b> <i>Includes legal advisory function on topics such as employment relations, pension transfers, labour relations, etc.</i>		
3.1.2.1	Legal advice and supporting documentation	E – Date case is closed	15 years
3.1.2.2	Legal acts and supporting documentation		Permanent
3.1.2.3	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent

Class code	Series	Retention trigger point	Retention period
3.1.2.4	BAs' contributions	T – End of calendar year	5 years
3.1.3	<b>Auditing of human resources services</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to human resources management. Includes both internal and external audits</i>		
3.1.3.1	Audit missions	E – Date of termination of the activity	15 years
3.1.3.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
3.1.3.3	Audit checks, activity reports, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
3.1.3.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
3.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non-recurrent issue or activity supporting, or relevant to, human resources</i>		
3.1.4.1	Section/Division meetings	T – End of calendar year	5 years
3.1.4.2	Management meetings	T – End of calendar year	10 years
3.1.4.3	Participation in conferences	T – End of calendar year	5 years
3.1.4.4	Other activities	T – End of calendar year	5 years
<b>3.2</b>	<b>Recruitment and staff mobility</b>		
3.2.0	<b>Local planning activities</b>		
3.2.0.1	Local planning activities	T – End of calendar year	1 year
3.2.1	<b>Information activities</b> <i>Includes vacancy notice preparation, posting and advertising</i>		
3.2.1.1	Recruitment campaigns	T – End of calendar year	5 years
3.2.2	<b>Position planning and description</b> <i>Includes the drawing up of job descriptions</i>		
3.2.2.1	Master files		Permanent
3.2.2.2	Creation, variation, abolition, transfer of positions and assigned duties	E – Date of termination of the activity	10 years
3.2.3	<b>Selection procedures</b> <i>Covers ECB staff; includes panel compositions and meetings, candidates' documentation (e.g. applications, CVs, tests, reference letters) and reports. Also covers procedures relevant to the ECB Graduate Programme</i>		

Class code	Series	Retention trigger point	Retention period
3.2.3.1	Selection procedure files including recruitment memos, assessment grids, documentation about candidates (kept in Directorate General Human Resources)	E – Date of termination of the activity	2 years
3.2.3.2	Unsolicited applications	T – End of calendar year	2 years
3.2.3.3	Supporting documentation	T – End of calendar year	5 years
3.2.4	<b>Non-ECB employment administration</b> <i>Includes e.g. trainees, NCB staff, ESCB/IO, consultants, secondees and agency staff administration. Does not include freelance translators (see 6.5.1)</i>		
3.2.4.1	Procurement procedure	E – End of procurement activities	5 years
3.2.4.2	Contracts and supporting documentation	E – End of contract period	10 years
3.2.4.3	Selection procedure files including recruitment memos, assessment grids, documentation about candidates (kept in Directorate General Human Resources)	E – Date of termination of the activity	2 years
3.2.4.4	Unsolicited applications	T – End of calendar year	2 years
3.2.4.5	Supporting documentation	T – End of calendar year	5 years
3.2.5	<b>Procedures relevant to newcomers</b> <i>Includes temporary accommodation and relocation services, organisational procedures and issues related to probation periods etc. Does not include allowances and benefits</i>		
3.2.5.1	Induction, temporary accommodation, relocation service	T – End of calendar year	5 years
3.2.6	<b>Internal mobility</b> <i>Involves general issues, as well as records belonging to the relevant personnel file when ECB staff move internally</i>		
3.2.6.1	General issues, case files	E – Date of termination of the activity	5 years
3.2.6.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.2.7	<b>External mobility</b> <i>Involves general issues, as well as records belonging to the relevant personnel file when ECB staff move externally</i>		
3.2.7.1	General issues, case files	E – Date of termination of the activity	5 years
3.2.7.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.3	<b>Compensation procedures</b> <i>Involves the application, monitoring and administration of the compensation policy. Covers salary and allowances management, including benefits on appointment and termination of service</i>		
3.3.1	<b>Salary structure and changes</b> <i>Involves monitoring and changing the salary structure</i>		

<b>Class code</b>	<b>Series</b>	<b>Retention trigger point</b>	<b>Retention period</b>
3.3.1.1	General issues	T – End of calendar year	10 years
3.3.1.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.3.1.3	Garnishments administration	E – Date of termination of the activity	5 years
3.3.2	<b>Periodical allowances</b> <i>Includes child allowance, household allowance, etc.</i>		
3.3.2.1	General issues	T – End of calendar year	5 years
3.3.2.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.3.3	<b>One-off allowances</b> <i>Includes newcomers and leavers allowance</i>		
3.3.3.1	General issues	T – End of calendar year	5 years
3.3.3.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.3.4	<b>Reimbursements</b> <i>Includes benefits for travel and removal expenses</i>		
3.3.4.1	General issues, case files	E – Date of termination of the activity	5 years
3.3.4.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.3.5	<b>General salary adjustments</b> <i>Includes the general procedure for implementing the salary adjustment, the Annual Salary Adjustment (ASA), as well as single case files</i>		
3.3.5.1	General issues	T – End of calendar year	10 years
3.3.5.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.3.6	<b>Bonuses and awards</b> <i>Includes the general procedure for distributing bonuses and awards, the Annual Salary and Bonus Rewards (ASBR), as well as single case files</i>		
3.3.6.1	General issues	T – End of calendar year	10 years
3.3.6.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
<b>3.4</b>	<b>Working hours and leave management</b>		
3.4.1	<b>Work arrangements, leave and official holidays</b> <i>Includes arrangements for official holidays and working hours (e.g. part-time work, shift work, on-call duties, teleworking), as well as parental leave, maternity leave, special leave and unpaid leave</i>		

<b>Class code</b>	<b>Series</b>	<b>Retention trigger point</b>	<b>Retention period</b>
3.4.1.1	General issues	T – End of calendar year	5 years
3.4.1.2	Local planning activities	T – End of calendar year	1 year
3.4.1.3	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.4.2	<b>Inactive/Not used</b>		
3.4.3	<b>Inactive/Not used</b>		
3.4.4	<b>Inactive/Not used</b>		
3.4.5	<b>Reports and statistics</b> <i>Involves monitoring and reporting on working hours and absences</i>		
3.4.5.1	Reports and statistics (non-nominative format)	T – End of calendar year	5 years
3.4.6	<b>Sick leave</b> <i>Involves the creation of a separate file for each employee's sick leave absence</i>		
3.4.6.1	Records pertaining to sick leave absences	E – Date case is closed	1 year
3.4.6.2	Reports and statistics (non-nominative format)	T – End of calendar year	5 years
<b>3.5</b>	<b>Health and social security</b>		
3.5.1	<b>Development and maintenance of ECB medical and health-related plans</b> <i>Covers any kind of plan and insurance dealing with health and safety issues (e.g. medical plan; accident insurance). Includes registrations in the medical and dental plan for ECB staff members and dependants. Also includes relations with insurance provider(s)</i>		
3.5.1.1	Relations with service providers	E – Date of termination of the activity	10 years
3.5.1.2	Procurement procedure	E – End of procurement activities	5 years
3.5.1.3	Contracts and supporting documentation	E – End of contract period	10 years
3.5.1.4	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.5.2	<b>Accidents at work and occupational diseases</b> <i>Involves legal proceedings for infirmity or injuries, accident notification reports and issues related to disability. Claim correspondence, investigations, etc. should be filed in the personnel file</i>		
3.5.2.1	General issues, case files	E – Date case is closed	10 years
3.5.2.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.5.3	<b>Unemployment benefits</b> <i>Involves general issues, as well as records belonging to the relevant personnel file</i>		

<b>Class code</b>	<b>Series</b>	<b>Retention trigger point</b>	<b>Retention period</b>
3.5.3.1	General issues, case files	E – Date case is closed	5 years
3.5.3.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.5.4	<b>Physical risk analysis and assessment</b> <i>Involves analysis of related data and maintenance of risk profiles, design of physical security measures, and advisory functions as regards safety and health issues (such as setting up and maintaining the Medical Centre), in cooperation with the ECB Medical Adviser. Also includes information on travel risks for ECB business travellers</i>		
3.5.4.1	General issues	T – End of calendar year	5 years
3.5.5	<b>Personal security and protection of individuals</b> <i>Involves development of safety and preventive measures as to work conditions, protection of Executive Board's members, staff, consultants and visitors. Includes ergonomic equipment requests. Also includes transportation security</i>		
3.5.5.1	General issues	T – End of calendar year	10 years
3.5.5.2	Files referring to VIP (president, board members, etc.) security	E – End of term of office	10 years
3.5.6	<b>Disability allowance</b> <i>Involves general issues and disability cases, as well as records belonging to the relevant personnel file</i>		
3.5.6.1	General issues, case files	E – Date case is closed	10 years
3.5.6.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
<b>3.6</b>	<b>Career development and training</b>		
3.6.1	<b>Appraisal procedure</b> <i>Involves general issues, as well as records belonging to the relevant personnel file. Includes also underperformance procedures</i>		
3.6.1.1	General issues	T – End of calendar year	10 years
3.6.1.2	Local planning activities	T – End of calendar year	1 year
3.6.1.3	Records of appraisal procedures belonging to the Personnel file	T – End of calendar year	5 years
3.6.1.4	Underperformance procedures (including records belonging to the Personnel file)	E – Date case is closed	5 years
3.6.2	<b>Salary advancements</b> <i>Involves general issues, as well as records belonging to the relevant personnel file</i>		
3.6.2.1	General issues, case files	E – Date of termination of the activity	5 years
3.6.2.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years



Class code	Series	Retention trigger point	Retention period
3.6.3	<b>Promotions</b> <i>Involves general issues, as well as records belonging to the relevant personnel file</i>		
3.6.3.1	General issues, case files	E – Date of termination of the activity	5 years
3.6.3.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.6.4	<b>Inactive/Not used</b>		
3.6.5	<b>Training</b> <i>Includes training needs analysis, budgeting, planning and organisation, with reference to any kinds of internally or externally provided professional training (including team training, language training, as well as IT training). Involves general issues and records belonging to the relevant personnel file</i>		
3.6.5.1	General issues	T – End of calendar year	5 years
3.6.5.2	Procurement procedure	E – End of procurement activities	5 years
3.6.5.3	Contracts and supporting documentation	E – End of contract period	10 years
3.6.5.4	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.6.5.5	Training administration	T – End of calendar year	5 years
3.6.5.6	Career advice	E – Date of termination of the activity	5 years
<b>3.7</b>	<b>Rules of conduct and disciplinary procedures</b>		
3.7.1	<b>Application of the ECB code of conduct</b> <i>Includes cases of infringement, insider trading cases and any other issue concerning the ECB code of conduct (except the code itself: see 3.1.1). Involves general issues, as well as records belonging to the relevant personnel file</i>		
3.7.1.1	General issues	T – End of calendar year	10 years
3.7.1.2	Infringements (and relevant investigations) where allegations are proved to be unfounded	E – Date case is closed	2 years
3.7.1.3	Infringements (and relevant investigations) leading to disciplinary actions (see 3.7.5)	E – Date case is closed	10 years
3.7.1.4	Local planning activities	T – End of calendar year	1 year
3.7.1.5	Ethic monitoring and reporting	T – End of calendar year	5 years
3.7.2	<b>Professional activity outside the ECB</b> <i>Involves general issues, as well as records belonging to the relevant personnel file</i>		
3.7.2.1	General issues, case files	E – Date of termination of the activity	5 years
3.7.2.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years

Class code	Series	Retention trigger point	Retention period
3.7.3	<b>Administrative review, grievance and other internal appeal procedures</b> <i>Involves general issues, as well as records belonging to the relevant personnel file</i>		
3.7.3.1	General issues, case files (excluding litigation)	E – Date case is closed	10 years
3.7.3.2	Cases concerning administrative matters not leading to disciplinary actions	E – Date case is closed	2 years
3.7.3.3	Cases concerning OLAF-related matters and/or leading to disciplinary actions (see 3.7.5)	E – Date case is closed	20 years
3.7.4	<b>Appeals to the Court of Justice of the EU</b> <i>Involves general issues, as well as records belonging to the relevant personnel file</i>		
3.7.4.1	General issues, case files (excluding litigation)	E – Date case is closed	10 years
3.7.4.2	Court case files	E – Date case is closed	5 years
3.7.5	<b>Suspension from duties and other disciplinary measures</b> <i>Involves general issues, as well as records belonging to the relevant personnel file</i>		
3.7.5.1	General issues, case files (excluding litigation)	E – Date case is closed	10 years
3.7.5.2	Execution of disciplinary actions	E – Date case is closed	20 years
3.7.5.3	Written warnings belonging to the Personnel file and related disciplinary files	E – Date case is closed	3 years
3.7.5.4	Written reprimands belonging to the Personnel file and related disciplinary files	E – Date case is closed	5 years
3.7.5.5	Any other sanctions belonging to the Personnel file and related disciplinary files	E – Date case is closed	7 years
<b>3.8</b>	<b>Staff representation and labour relations</b>		
3.8.1	<b>Staff Committee internal organisation and elections</b> <i>Includes reports on the Staff Committee status and work and communications and information sessions to staff</i>		
3.8.1.1	Election files		Permanent
3.8.1.2	Reports and supporting activities	T – End of calendar year	10 years
3.8.2	<b>Staff Committee meetings and other collective measures</b> <i>Includes Staff Committee formal meetings, staff assembly and other events, as well as meetings with Directorate General Human Resources and the Executive Board</i>		
3.8.2.1	Meeting files		Permanent
3.8.3	<b>Consultation procedure between the ECB and the Staff Committee</b> <i>Includes Staff Committee consultations, opinions and recommendations on various issues</i>		

Class code	Series	Retention trigger point	Retention period
3.8.3.1	Consultations, opinions, etc.		Permanent
3.8.3.2	Assistance to individual ECB staff members	E – Date of termination of the activity	5 years
3.8.4	<b>Relations with trade unions</b> <i>Involves relations with internal and external trade unions</i>		
3.8.4.1	Trade union files (including consultations with trade unions, e.g. IPSO); ESCB Social Dialogue		Permanent
3.8.4.2	Supporting activities	T – End of calendar year	10 years
3.8.5	<b>Settlement of interests and queries</b> <i>Includes Social Counsellor, Ethics Adviser and equal opportunity issues</i>		
3.8.5.1	Advice and recommendations		Permanent
3.8.5.2	Business area specific or local issues	T – End of calendar year	10 years
3.8.5.3	Staff requests	T – End of calendar year	1 year
3.8.5.4	Supporting activities	T – End of calendar year	10 years
3.9	<b>Social activities</b> <i>Involves any activities for supporting the social integration of staff members and their families, the development of corporate culture, etc.</i>		
3.9.1	<b>Sport, cultural, social and charitable activities</b> <i>Includes development of programmes for spouses and partners, Staff Info Point services, as well as staff events, such as ECB Christmas Party and Summer Event</i>		
3.9.1.1	General issues	T – End of calendar year	5 years
3.9.1.2	Procurement procedure	E – End of procurement activities	5 years
3.9.1.3	Contracts and supporting documentation	E – End of contract period	10 years
3.9.1.4	Administration of sport, cultural, social programmes, ECB staff events	T – End of calendar year	10 years
3.9.1.5	Photos of BAs' social events	T – End of calendar year	1 year
3.9.2	<b>School and crèche management</b> <i>Involves management of resources and planning</i>		
3.9.2.1	General issues	T – End of calendar year	5 years
3.9.2.2	Procurement procedure	E – End of procurement activities	5 years
3.9.2.3	Contracts and supporting documentation	E – End of contract period	10 years

Class code	Series	Retention trigger point	Retention period
3.10	<b>Leavers and pensions management</b> <i>Includes annual reports and accounts, communications to the members of the retirement plan</i>		
3.10.1	<b>Leavers and pension transfers</b> <i>Involves records belonging to the relevant personnel file. Also includes social plan (e.g. exit procedure following for instance a reorganisation). Transfers agreements (including copies of non-ECB transfer policies) must be filed under 3.1.1.1</i>		
3.10.1.1	Exit procedures	E – All rights of staff member and/or dependants are expired	10 years
3.10.1.2	Pension transfers	E – All rights of staff member and/or dependants are expired	10 years
3.10.2	<b>Retirement plan and pensions administration</b> <i>Includes pensions plan methodology and valuations, as well as records belonging to the relevant personnel file</i>		
3.10.2.1	Actuarial methodology and valuations		Permanent
3.10.2.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.10.2.3	Relations with actuaries	T – End of calendar year	10 years
3.10.2.4	Pension plan administration	T – End of calendar year	10 years
3.10.3	<b>Pensions investment, accounts, reconciliation of funds and annual reports</b> <i>Involves general issues, as well as records belonging to the relevant personnel file. Does not include the activities carried out by Investment Committee (ICO) and Flexible Benefit Investment Committee (FBICO) (see 1.4.16)</i>		
3.10.3.1	Pension operations and reporting	T – End of calendar year	20 years
3.10.3.2	Records belonging to the Personnel file	E – All rights of staff member and/or dependants are expired	10 years
3.10.4	<b>Pensions oversight</b> <i>Involves general issues. Does not include the activities carried out by Oversight Committee (OCO) (see 1.4.16)</i>		
3.10.4.1	General issues	T – End of calendar year	20 years

Class code	Series	Retention trigger point	Retention period
<b>4</b>	<b>Management of financial resources</b> <i>Covers financial functions relating to the maintenance and control of the financial accounts of the ECB</i>		
<b>4.1</b>	<b>General issues</b>		
4.1.1	<b>Policy and procedures</b> <i>Involves financial, accounting and monetary income and feeing policies, accounting techniques and international standards</i>		
4.1.1.1	Master files (kept in Directorate Finance)	E – Repeal date	10 years
4.1.1.2	Convenience files (kept in BAs others than Directorate Finance)	E – Date of termination of the activity	5 years
4.1.1.2	Advice and support on accounting, financial reporting and feeing	T – End of calendar year	10 years
4.1.2	<b>Legal advice on internal finance and accounting matters</b> <i>Includes legal advisory function on all issues relevant to the management of the ECB financial resources, including Eurosystem reporting</i>		
4.1.2.1	Legal advice and supporting documentation	E – Date case is closed	15 years
4.1.2.2	Legal acts and supporting documentation		Permanent
4.1.2.3	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
4.1.2.4	BAs' contributions	T – End of calendar year	5 years
4.1.3	<b>Auditing of internal financial and accounting services</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to financial resources management. Includes both internal and external audits</i>		
4.1.3.1	Audit missions	E – Date of termination of the activity	15 years
4.1.3.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
4.1.3.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
4.1.3.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
4.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non-recurrent issue or activity supporting, or relevant to, financial resources</i>		
4.1.4.1	Section/Division meetings	T – End of calendar year	5 years
4.1.4.2	Management meetings	T – End of calendar year	10 years
4.1.4.3	Participation in conferences	T – End of calendar year	5 years
4.1.4.4	Other activities	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
4.2	<b>Accounting</b> <i>Involves documentation relevant to financial accounting operations</i>		
4.2.1	<b>Modifications to the balance sheets</b> <i>Includes maintenance of the general ledger of the ECB, changes to the chart of accounts, booking vouchers</i>		
4.2.1.1	General ledger extracts and supporting documentation	T – End of calendar year	10 years
4.2.2	<b>Inactive/Not used</b>		
4.2.3	<b>Inactive/Not used</b>		
4.2.4	<b>Administration of ECB bank accounts</b> <i>Involves opening and closure of the ECB bank accounts, bank statements and any supporting documentation</i>		
4.2.4.1	Account administration	E – Date of termination of the activity	10 years
4.2.5	<b>Operations of administrative financial transactions and payments</b> <i>Includes processing of purchase of goods, services and staff payments, including cross-border payments</i>		
4.2.5.1	Invoices, booking vouchers, purchase orders replacing contracts or referring to framework agreements, large order control sheets and supporting documentation	T – End of financial year	10 years
4.2.6	<b>Supervisory fees and sanctions</b> <i>Involves the arrangements for calculating and collecting the annual supervisory fees and the administrative pecuniary sanctions to be levied against supervised institutions</i>		
4.2.6.1	Fee enquiries, communication with supervised institutions	T – End of financial year	15 years
4.2.6.2	Fee calculation and reporting	T – End of financial year	20 years
4.2.6.3	Fee collection	T – End of financial year	20 years
4.2.6.4	Administrative pecuniary sanctions collection	E – Date case is closed	10 years
4.2.7	<b>Taxation issues and liaison with fiscal authorities</b> <i>Includes relationships with the fiscal authorities in Germany and other countries</i>		
4.2.7.1	Correspondence with fiscal authorities	T – End of calendar year	20 years
4.2.7.2	Tax reimbursement	T – End of financial year	10 years
4.3	<b>Financial reporting</b> <i>Involves financial reporting, analyses and forecasts</i>		

Class code	Series	Retention trigger point	Retention period
4.3.1	<b>Production of financial statements and financial reports</b> <i>Includes the preparation of daily, weekly, monthly, quarterly financial statements and the annual balance sheet of the Eurosystem, remuneration reports (apart from monetary income), ECB daily balance sheet and annual accounts, management reports and quarterly results and profit forecasts</i>		
4.3.1.1	Financial statements for the Eurosystem	T – End of financial year	10 years
4.3.1.2	Timeliness and accuracy reports	T – End of financial year	10 years
4.3.1.3	Remuneration reports	T – End of financial year	10 years
4.3.1.4	ECB daily balance sheets	T – End of financial year	10 years
4.3.1.5	ECB financial results – actuals and forecast (preparation)	T – End of financial year	10 years
4.3.1.6	ECB financial results – actuals and forecast (final)	T – End of financial year	20 years
4.3.1.7	Management reports	T – End of financial year	20 years
4.3.1.8	ECB annual accounts	T – End of financial year	20 years
4.3.2	<b>Production of statistical reports</b> <i>Includes the preparation of monthly, quarterly, biannual and annual balance of payments reports and money and banking statistical reports and any other statistical reports on financial information of the Eurosystem</i>		
4.3.2.1	Statistical reports	T – End of calendar year	10 years
4.3.3	<b>Monetary income transactions and allocations</b> <i>Includes the preparation of interim and year-end monetary income calculation reports, related communication and instructions for settlement. Covers also the monetary income annual analysis and the banknote and capital share mechanism calculations</i>		
4.3.3.1	Monetary income reports and calculations	T – End of financial year	20 years
4.3.4	<b>Financial assets accounting</b> <i>Includes documentation of conducted processes and reconciliations related to daily, weekly, monthly, quarterly and annual procedures for the financial asset accounting</i>		
4.3.4.1	General issues, case files	E – Date of termination of the activity	10 years
4.3.4.2	End-of-period processes and supporting documentation	T – End of financial year	10 years
4.3.4.3	Reconciliation of accounting transactions	T – End of financial year	10 years

Class code	Series	Retention trigger point	Retention period
<b>5</b>	<b>IT infrastructure, premises, artworks and supplies</b> <i>Covers the management of IT resources, as well as the management of facilities (i.e. acquisition, construction and maintenance of buildings), equipment and supplies</i>		
<b>5.1</b>	<b>General issues</b>		
5.1.1	<b>Policy and procedures</b> <i>Involves the development of IT policies, procurement policies, building laws and regulations, technical standards, etc. Covers also policies and procedures for the management of ECB Art Collection</i>		
5.1.1.1	Master files (kept in Directorate Administration and Directorate General Information Systems)	E – Repeal date	10 years
5.1.1.2	Convenience files (kept in BAs other than Directorate Administration and Directorate General Information Systems)	E – Date of termination of the activity	5 years
5.1.2	<b>Legal advice on IT infrastructure, procurement and premises matters</b> <i>Includes legal advisory function on all issues relevant to IT infrastructure, goods and services, as well as on the management of office services and premises. Includes appeals to the Procurement Review Body</i>		
5.1.2.1	Legal advice and supporting documentation	E – Date case is closed	15 years
5.1.2.2	Legal acts and supporting documentation		Permanent
5.1.2.3	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
5.1.2.4	BAs' contributions	T – End of calendar year	5 years
5.1.3	<b>Auditing of IT infrastructure, premises and supplies management services</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to IT infrastructure, premises, artworks and supplies. Includes both internal and external audits</i>		
5.1.3.1	Audit missions	E – Date of termination of the activity	15 years
5.1.3.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
5.1.3.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
5.1.3.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
5.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non-recurrent issue or activity supporting, or relevant to, office services and premises</i>		
5.1.4.1	Section/Division meetings	T – End of calendar year	5 years
5.1.4.2	Management meetings	T – End of calendar year	10 years
5.1.4.3	Participation in conferences	T – End of calendar year	5 years
5.1.4.4	Other activities	T – End of calendar year	5 years



Class code	Series	Retention trigger point	Retention period
<b>5.2</b>	<b>Information technology infrastructure, goods and services</b> <i>Involves IT planning, development and maintenance, as well as IS security issues</i>		
5.2.1	<b>IT governance</b> <i>Involves the implementation of IT policies and procedures (including DG-IS management handbook), IT governance, IT architecture, IT strategy, IS security measures relevant to access to IT applications, network and infrastructure, etc.</i>		
5.2.1.1	IT governance; IT strategy; IT architecture (master files)	E – Date of termination of the activity	10 years
5.2.1.2	Implementation of IT policies, procedures and processes	T – End of calendar year	10 years
5.2.1.3	Access and security issues; records documenting control mechanisms (e.g. master sets of internal telephone directories, internal and external email address lists, metadata in electronic systems)	E – End of system/database life	10 years
5.2.1.4	IT logs including system, application and security logs	T – End of calendar year	2 years
5.2.1.5	Telephone recordings for use as audit trail or until closure of administrative inquiry/settlement dispute ( <i>Data protection sensitive</i> )	E – Date case is closed	1 year
5.2.2	<b>IT planning and reporting</b> <i>Involves reports and statistics on the performance of IT systems and processes, including capacity planning</i>		
5.2.2.1	Reports and statistics (master files)	T – End of calendar year	10 years
5.2.2.2	Capacity planning	T – End of calendar year	10 years
5.2.3	<b>IT systems development</b> <i>Involves creation of project files</i>		
5.2.3.1	Project master files	E – Date of termination of the activity	10 years
5.2.3.2	Procurement procedure	E – End of procurement activities	5 years
5.2.3.3	Contracts and supporting documentation	E – End of contract period	10 years
5.2.4	<b>IT systems maintenance, operations and support</b> <i>Involves maintenance and operations of IT systems, applications, networks and infrastructure. Also involves the provision of IT user support, including helpdesk activities and the handling of IT requests</i>		
5.2.4.1	IT equipment life-cycle (routine maintenance files); testing of IT systems; application development activities	T – End of calendar year	5 years
5.2.4.2	Incident reporting	T – End of calendar year	10 years
5.2.4.3	Technical and operational documentation relevant to IT systems	E – End of system/database life	10 years
5.2.4.4	Helpdesk operations; hardware/software requests	T – End of calendar year	2 years
<b>5.3</b>	<b>Acquisition and management of real estate</b>		

Class code	Series	Retention trigger point	Retention period
5.3.1	<b>Planning and designing of premises and office space requirements</b> <i>Includes architectural, as well as technical documentation. Also includes any documentation relevant to office relocation and space management</i>		
5.3.1.1	Architectural and engineering documentation, technical and legal assessments	E – End of property life	10 years
5.3.1.2	Room planning	T – End of calendar year	1 year
5.3.1.3	Space planning and reporting	T – End of calendar year	10 years
5.3.1.4	Supporting activities	T – End of calendar year	5 years
5.3.2	<b>Leasing</b> <i>Includes rental agreements. Project files relevant to each building/office and related technical infrastructure</i>		
5.3.2.1	Project files	E – Date of termination of the activity	10 years
5.3.2.2	Procurement procedure	E – End of procurement activities	5 years
5.3.2.3	Contracts and supporting documentation	E – End of contract period	10 years
5.3.3	<b>Purchase</b> <i>Project files relevant to each building/office and related technical infrastructure</i>		
5.3.3.1	Acquisition of properties of significance		Permanent
5.3.3.2	Acquisition of properties of no significance	E – End of property life	10 years
5.3.3.3	Procurement procedure		Permanent
5.3.3.4	Contracts and supporting documentation		Permanent
5.3.3.5	Rejected offers	E – End of procurement activities	5 years
5.3.4	<b>Construction</b> <i>Project files relevant to each building/office and related technical infrastructure. Small construction projects including planning documentation should be filed here</i>		
5.3.4.1	Construction of properties of significance		Permanent
5.3.4.2	Construction of properties of no significance	E – End of property life	10 years
5.3.4.3	Records documenting construction activities not proceeded with	E – Date of termination of the activity	10 years
5.3.4.4	Procurement procedure		Permanent
5.3.4.5	Contracts and supporting documentation		Permanent
5.3.4.6	Rejected offers	E – End of procurement activities	5 years

Class code	Series	Retention trigger point	Retention period
5.3.5	<b>Maintenance</b> <i>Project files relevant to each building/office and related technical infrastructure. Also includes routine maintenance work</i>		
5.3.5.1	Maintenance of properties of significance	E – End of property life	10 years
5.3.5.2	Maintenance of properties of no significance	E – Date of termination of the activity	10 years
5.3.5.3	Routine maintenance work	T – End of calendar year	10 years
5.3.5.4	Procurement procedure	E – End of procurement activities	5 years
5.3.5.5	Contracts and supporting documentation	E – End of contract period	10 years
5.3.6	<b>Disposal</b> <i>Project files relevant to each building/office and related technical infrastructure. Retention period for disposal of hazardous waste depends on the substances treated; 10 years is intended as the minimum to be extended on case-by-case basis in line with applicable regulation</i>		
5.3.6.1	Disposal of properties of significance		Permanent
5.3.6.2	Disposal of properties of no significance	E – End of property life	5 years
5.3.6.3	Removal and disposal of hazardous waste	E – Date of termination of the activity	10 years
5.3.7	<b>Management of utilities</b> <i>Involves gas, power, water supplies and garbage services and planning</i>		
5.3.7.1	General issues	T – End of calendar year	10 years
5.3.7.2	Procurement procedure	E – End of procurement activities	5 years
5.3.7.3	Contracts and supporting documentation	E – End of contract period	10 years
5.3.8	<b>Damages and incident management</b> <i>Involves damages claims and insurances. Includes reporting on any emergencies or events related to the security of the ECB premises and goods. Nominative files should be created for each single case</i>		
5.3.8.1	Incident reports	E – Date case is closed	5 years
5.3.8.2	Records documenting major incidents	E – Date case is closed	10 years
5.3.9	<b>Premises security</b> <i>Involves development of measures for ensuring building security, safety devices maintenance (e.g. fire prevention systems), technical equipment control, mail security checks. Includes security of parking areas and of the President's residency</i>		
5.3.9.1	Disaster plans and overall security concept	E – Repeal date	10 years
5.3.9.2	Control over access (visitors, external workers), security checks	T – End of calendar year	1 year
5.3.9.3	Vehicle registrations and parking permits	E – Repeal date	1 year

Class code	Series	Retention trigger point	Retention period
5.3.9.4	Security patrol forms	T – End of calendar year	5 years
5.3.9.5	Security logbooks	T – End of calendar year	10 years
5.3.9.6	Relations with service providers and security authorities	T – End of calendar year	10 years
<b>5.4</b>	<b>Acquisition and management of equipment, supplies, artworks and relevant services</b> <i>Refers to any kind of equipment and supplies, e.g. stationery, office machines, IT equipment, vehicles, fuel, clothing, food, building materials, furniture, etc. Involves management of office services (including outsourced services). Covers also the administration and care of the ECB Art Collection</i>		
5.4.1	<b>Assessing and planning equipment requirements and services</b> <i>Involves requests for equipment and supplies, including catalogues, manuals, price lists</i>		
5.4.1.1	Stock-taking and planning	T – End of calendar year	5 years
5.4.1.2	Service requests	T – End of calendar year	1 year
5.4.2	<b>Acquisition of equipment and related services</b> <i>Includes purchase of equipment and services, asset control, inventory maintenance. Also includes the acquisition of gifts or donations</i>		
5.4.2.1	Procurement procedure	E – End of procurement activities	5 years
5.4.2.2	Contracts and supporting documentation	E – End of contract period	10 years
5.4.2.3	Acquisition of gifts/donations	E – Date of termination of the activity	5 years
5.4.3	<b>Use and maintenance</b> <i>Includes allocation, distribution, storage, repairing and replacing of equipment and supplies. Does not include utility management (see 5.3.7)</i>		
5.4.3.1	Procurement procedure	E – End of procurement activities	5 years
5.4.3.2	Contracts and supporting documentation	E – End of contract period	10 years
5.4.3.3	Installation/removal	E – Date of termination of the activity	5 years
5.4.3.4	Location management and stock control	T – End of calendar year	1 year
5.4.3.5	Inspections	T – End of calendar year	5 years
5.4.4	<b>Disposal</b>		
5.4.4.1	Disposal procedure	E – Date of termination of the activity	5 years
5.4.5	<b>Acquisition and management of artworks</b> <i>Involves all documentation certifying the provenance and authenticity, the legal transfer of ownership, as well as history and physical conditions of each piece of art acquired by the ECB. Covers also art competitions and copyrights management. Includes preservation, routine handling and moving of artworks. Art exhibitions and events must be filed under 6.6.6</i>		

<b>Class code</b>	<b>Series</b>	<b>Retention trigger point</b>	<b>Retention period</b>
5.4.5.1	Acquisition of artworks including contracts and documentation concerning acquired artworks (e.g. due diligence documentation, condition reports, images); inventories		Permanent
5.4.5.2	Collection care and facility management	T – End of calendar year	10 years

Class code	Series	Retention trigger point	Retention period
<b>6</b>	<b>Communication and information management</b> <i>Covers the management of external/internal communication services, as well as the provision of translation and linguistic services for non-legal purposes. Also includes library, records and archives management</i>		
<b>6.1</b>	<b>General issues</b>		
6.1.1	<b>Policy and procedures</b> <i>Involves policies, standards and procedures relevant to public and internal communication, as well as to multilingual communication. Also includes library, records management and archives policy development, as well as the policy and procedural framework relevant to public access and data protection issues. Covers also advice and relations with ECB counterparties on relevant policy and procedural issues</i>		
6.1.1.1	Master files (kept in Directorate General Communications and Directorate General Secretariat) Convenience files (kept in BAs other than	E – Repeal date	10 years
6.1.1.2	SEDirectorate General Communications and Directorate General Secretariat)	E – Date of termination of the activity	5 years
6.1.1.3	Relations with ECB counterparties on policy and procedural issues	T – End of calendar year	10 years
6.1.2	<b>Legal advice on communication and information management matters</b> <i>Includes legal advisory function on internal and external communication issues, library, records management and archives, translation services, public access and data protection</i>		
6.1.2.1	Legal advice and supporting documentation	E – Date case is closed	15 years
6.1.2.2	Legal acts and supporting documentation		Permanent
6.1.2.3	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
6.1.2.4	BAs' contributions	T – End of calendar year	5 years
6.1.3	<b>Auditing of communication and information management services</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to communication and information management issues. Includes both internal and external audits</i>		
6.1.3.1	Audit missions	E – Date of termination of the activity	15 years
6.1.3.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
6.1.3.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
6.1.3.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
6.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non-recurrent issue or activity supporting, or relevant to, communication and information management</i>		
6.1.4.1	Section/Division meetings	T – End of calendar year	5 years
6.1.4.2	Management meetings	T – End of calendar year	10 years
6.1.4.3	Participation in conferences	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
6.1.4.4	Other activities	T – End of calendar year	5 years
<b>6.2</b>	<b>Internal communication</b> <i>Involves planning, developing and monitoring internal communication activities</i>		
6.2.1	<b>Development and implementation of internal communication tools</b> <i>Includes internal communication tools both paper-based (e.g. the ECB Magazines) and electronic (e.g. the ECB Intranet, portals and communities). Internal communications of Executive Board and Governing Council decisions should be filed here</i>		
6.2.1.1	Production process	T – End of calendar year	5 years
6.2.1.2	Master set of all final products; snapshot on ECB intranet website		Permanent
6.2.1.3	Deposit copies of publications (kept by the ECB Archives)		Permanent
6.2.1.4	Procurement procedure	E – End of procurement activities	5 years
6.2.1.5	Contracts and supporting documentation	E – End of contract period	10 years
6.2.1.6	Announcements to staff	T – End of calendar year	5 years
6.2.1.7	BAs' submissions	T – End of calendar year	5 years
6.2.2	<b>Inactive/Not used</b>		
<b>6.3</b>	<b>Library service management</b>		
6.3.1	<b>Policy implementation</b> <i>Includes all activities relevant to the implementation of library policies, procedures and tools. Does not include policy development (see 6.1.1)</i>		
6.3.1.1	Library policy implementation	E – Date of termination of the activity	10 years
6.3.1.2	Documentation relevant to library systems (catalogues, authority files, classification schemes, etc.)	T – End of calendar year	5 years
6.3.1.3	Marketing	E – Date of termination of the activity	10 years
6.3.2	<b>Collection development and stock maintenance</b> <i>Includes acquisition, accessioning and cataloguing activities</i>		
6.3.2.1	Acquisitions, donations	T – End of calendar year	10 years
6.3.2.2	Subscription maintenance	E – End of contract period	10 years
6.3.2.3	Procurement procedure	E – End of procurement activities	5 years
6.3.2.4	Contracts and supporting documentation	E – End of contract period	10 years
6.3.2.5	Routine inventories	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
6.3.3	<b>Interlibrary loan, circulation and reference activities</b> <i>Includes interlibrary loan and circulation activities, as well as any issues relevant to the library reference desk</i>		
6.3.3.1	Internal circulation	T – End of calendar year	5 years
6.3.3.2	Interlibrary loan; loss of books; statistics	T – End of calendar year	5 years
6.3.3.3	Request forms	T – End of calendar year	5 years
<b>6.4</b>	<b>Records and archives management</b>		
6.4.1	<b>Policy implementation</b> <i>Includes all activities relevant to the implementation of records management and archives policies, procedures and tools. Does not include policy development (see 6.1.1)</i>		
6.4.1.1	Archives and records management policy implementation	E – Date of termination of the activity	10 years
6.4.1.2	Local implementation activities	T – End of calendar year	5 years
6.4.1.3	Policy implementation supporting activities	T – End of calendar year	10 years
6.4.2	<b>Acquisition and management of fonds</b> <i>Involves procedures for acquiring new fonds from external institutions and for managing the ECB holdings</i>		
6.4.2.1	Master set of records inventories, guides, etc.; acquisitions		Permanent
6.4.2.2	Archives facility management	T – End of calendar year	10 years
6.4.3	<b>Disposal procedures</b> <i>Involves records selection and disposition</i>		
6.4.3.1	Record schedules; lists of records disposed of		Permanent
6.4.4	<b>Provision of access to records</b> <i>Includes handling of internal and external access requests (including public access)</i>		
6.4.4.1	Internal requests	T – End of calendar year	5 years
6.4.4.2	Public access requests (supporting documentation)	T – End of calendar year	10 years
6.4.4.3	Public access requests (final assessment and released documentation)		Permanent
6.4.4.4	Public access requests; national authorities requests (case files)	E – Date case is closed	10 years
6.4.5	<b>Monitoring of data protection processes and handling of requests</b> <i>Involves establishing and maintaining data protection registers of notifications, as well as handling queries from staff, including requests relevant to the processing of personal data (i.e. deletion, amendment, etc.)</i>		



Class code	Series	Retention trigger point	Retention period
6.4.5.1	Monitoring (including registers of notifications)	E – Date of termination of the activity	10 years
6.4.5.2	Requests relevant to the processing of personal data (deletion, amendment, etc.)	E – Date of termination of the activity	10 years
6.4.5.3	Local implementation activities	T – End of calendar year	5 years
6.4.5.4	Relations with external data protection authorities	T – End of calendar year	10 years
<b>6.5</b>	<b>Translation, editing, proof-reading and linguistic services</b> <i>Involves providing linguistic services, including any administrative issue relevant to translation and language services. Does not include lawyer-linguists' inputs to legal acts, which should be filed together with the relevant legal documentation</i>		
6.5.1	<b>Procurement of linguistic services</b> <i>Involves outsourcing of translation- and language-related activities</i>		
6.5.1.1	Selection procedures for freelance translators; market surveys	E – Date of termination of the activity	2 years
6.5.1.2	Procurement procedure	E – End of procurement activities	5 years
6.5.1.3	Contracts and supporting documentation	E – End of contract period	10 years
6.5.1.4	Unsolicited applications	T – End of calendar year	2 years
6.5.2	<b>Translation work</b> <i>Involves producing translations in/from all EU official languages, coordinating of translation projects, editing, proof-reading, liaising with authors, as well as providing linguistic advice and drafting guidance</i>		
6.5.2.1	Translation, editing and proof-reading requests	T – End of calendar year	5 years
6.5.2.2	Guidance and advice	T – End of calendar year	10 years
6.5.3	<b>Development and maintenance of language technology tools</b> <i>Involves the maintenance of the content of the terminology database, TRADOS and other software. Also includes training activities</i>		
6.5.3.1	Documentation relevant to terminology systems	E – End of system/database life	5 years
6.5.3.2	Training	T – End of calendar year	5 years
<b>6.6</b>	<b>External communication</b> <i>Involves planning, developing and monitoring external communication activities</i>		
6.6.1	<b>Relations with the media and with the general public</b> <i>Includes working relations with the media and media monitoring, coordination of communication activities within the ESCB, organisation of press conferences, briefings, etc., and production of press releases. Also includes providing information to the public through the ECB website (including communications of Executive Board and Governing Council decisions), as well as acquiring information from the public by means of surveys and other techniques</i>		
6.6.1.1	Relations with the media and media monitoring	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
6.6.1.2	Press conferences, official communications provided to the public	T – End of calendar year	15 years
6.6.1.3	Surveys	T – End of calendar year	10 years
6.6.1.4	Master set of press releases		Permanent
6.6.1.5	Information related to journalists invited to press conferences (subject to data protection requirements)	E – Date of termination of the activity	1 year
6.6.2	<b>Relations with individual members of the public</b> <i>Includes handling of public enquiries</i>		
6.6.2.1	Requests for information, use of ECB logo, etc.	T – End of calendar year	5 years
6.6.3	<b>Speeches and interviews</b>		
6.6.3.1	Board members' speeches, interviews, etc.		Permanent
6.6.3.2	ECB Officials' speeches, interviews, etc.	T – End of calendar year	10 years
6.6.3.3	BAs' contributions	T – End of calendar year	10 years
6.6.4	<b>Arrangement of visits to the ECB</b> <i>Includes organisation and coordination of visits to the ECB, as well as arrangement of all related services</i>		
6.6.4.1	Visits to the ECB by the general public	T – End of calendar year	5 years
6.6.4.2	Visits to the ECB by VIPs and invited speakers	T – End of calendar year	10 years
6.6.4.3	Business gifts and give-aways	T – End of calendar year	5 years
6.6.5	<b>Arrangement of business travels</b>		
6.6.5.1	Travel arrangements, including contacts with airlines and other suppliers	T – End of calendar year	5 years
6.6.5.2	Files referring to VIPs (president, board members, etc.)	E – End of term of office	5 years
6.6.5.3	Accounting; insurance; payments	E – Date of termination of the activity	10 years
6.6.6	<b>Organisation of and participation in ECB and public events</b> <i>Includes participating in fairs, exhibitions, etc., as well as conceiving and organising meetings, conferences and events, including art exhibitions and Cultural Days. Includes also the organisation of official ceremonies and the commemoration of VIPs (President, Board members, etc.)</i>		
6.6.6.1	Major art and cultural events		Permanent
6.6.6.2	Organisation of meetings, conferences, workshops and events	T – End of calendar year	10 years
6.6.6.3	Participation in external events	T – End of calendar year	10 years
6.6.6.4	Cooperation on art and cultural projects and events	T – End of calendar year	10 years
6.6.6.5	Official ceremonies and commemorative acts		Permanent

Class code	Series	Retention trigger point	Retention period
6.6.7	<b>Organisation of information campaigns</b> <i>Involves managing large projects aiming at increasing the public awareness of the ECB/ESCB by producing brochures, multimedia material, etc.</i>		
6.6.7.1	Project files and production process	E – Date of termination of the activity	5 years
6.6.7.2	Master set of all final products		Permanent
6.6.8	<b>Management of publications</b> <i>Involves the issuance of all ECB and ESCB publications in all official community languages. Includes issues relating to the (outsourced) production process, as well as dealing with intellectual property issues (e.g. copyright, trade-mark, patent registration). Covers publications such as the Annual Report and any other official publications in fulfilment of reporting obligations as laid down in the Treaty and in the Statute of the ESCB, as well as occasional or recurring publications</i>		
6.6.8.1	Production process	T – End of calendar year	5 years
6.6.8.2	Master set of publications (including annual reports, published statistical data, etc.)		Permanent
6.6.8.3	Deposit copies of publications (kept by the ECB Archives)		Permanent
6.6.8.4	BAs' submissions	T – End of calendar year	5 years
6.6.8.5	Intellectual property management		Permanent
6.6.9	<b>Management of the ECB internet and audio-visual services</b> <i>Involves website and other social media administration activities, database maintenance. Covers also the ECB's photo and video services for conferences, meetings and events, official visits, etc. and the coordination of all webcasts. Does not include intranet management (see 6.2.1)</i>		
6.6.9.1	Production process and maintenance	T – End of calendar year	5 years
6.6.9.2	Master set of all published materials; snapshot on ECB public website		Permanent
6.6.9.3	BAs' submissions	T – End of calendar year	5 years
6.6.10	<b>Management of corporate design services</b> <i>Involves the development and maintenance of the ECB's corporate design for visual communication tools such as the use of the logo, publications, all advertising materials and gifts, as well as the design of the products themselves</i>		
6.6.10.1	Development and maintenance of corporate design; guidance	T – End of calendar year	10 years
6.6.10.2	Graphic design requests	T – End of calendar year	5 years
6.6.11	<b>Procurement of external communication tools and services</b> <i>Involves outsourcing of media relations-related services (e.g. electronic press review and surveys), as well as of multimedia services (e.g. video photos and webcast services, design and maintenance of the ECB website, design and production of ECB publications)</i>		
6.6.11.1	Procurement procedure	E – End of procurement activities	5 years
6.6.11.2	Contracts and supporting documentation	E – End of contract period	10 years

Class code	Series	Retention trigger point	Retention period
7	<b>Euro area monetary policy matters</b> <i>Covers the preparation of monetary policy decisions relevant to the euro area, including monitoring, analysing and forecasting of euro area monetary, economic, financial and fiscal developments and euro exchange-rate policy issues. Also includes the conduct of studies and preparation of presentations on those and other relevant topics to the outside world (e.g. Eurogroup)</i>		
7.1	<b>General issues</b>		
7.1.1	<b>Legal advice on issues relevant to euro area monetary policy matters</b> <i>Includes the compliance function (i.e. ensuring harmonised implementation of ECB legal acts and administering the ECB's sanctioning powers in the event of non-compliance), as well as the consultative function (i.e. advising on draft legislative provisions from the Community/Member States)</i>		
7.1.1.1	Legal advice and supporting documentation	E – Date case is closed	15 years
7.1.1.2	Legal acts and supporting documentation		Permanent
7.1.1.3	Compliance cases and sanctions		Permanent
7.1.1.4	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
7.1.1.5	BAs' contributions	T – End of calendar year	5 years
7.1.2	<b>Auditing of euro area monetary policy issues</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to euro area monetary policy issues. Includes both internal and external audits</i>		
7.1.2.1	Audit missions	E – Date of termination of the activity	15 years
7.1.2.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
7.1.2.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
7.1.2.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
7.1.3	<b>Official publications related to euro area monetary policy</b>		
7.1.3.1	Official publications		Permanent
7.1.3.2	BAs' contributions	T – End of calendar year	10 years
7.1.4	<b>Other matters</b> <i>Includes reference materials and informative material related to conferences, courses, internal meeting minutes, projects and other items not elsewhere included. Also includes any outstanding/non-recurrent issue or activity supporting, or relevant to, euro area monetary policy matters</i>		
7.1.4.1	Section/Division meetings	T – End of calendar year	5 years
7.1.4.2	Management meetings	T – End of calendar year	10 years
7.1.4.3	Participation in conferences	T – End of calendar year	5 years
7.1.4.4	Other activities	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
<b>7.2</b>	<b>Preparation of euro area monetary policy</b>		
7.2.1	<b>Framework of euro area monetary policy issues</b> <i>Includes notes on issues related to the monetary strategy of the ECB, including the creation and updating of reference models</i>		
7.2.1.1	Preparation of the ECB's monetary strategy	E – Date of termination of the activity	15 years
7.2.2	<b>Euro area monetary policy decisions</b> <i>Includes notes, reports, briefings and analyses prepared for the Governing Council discussions on monetary policy issues, the related EB discussions, as well as the introductory statement/press conference</i>		
7.2.2.1	Monetary Policy Stance		Permanent
7.2.3	<b>Projections on euro area developments</b> <i>Includes all documents related to the preparation of the Eurosystem and ECB staff projection exercises</i>		
7.2.3.1	Preparation of projections	T – End of calendar year	15 years
<b>7.3</b>	<b>Monitoring, analysis and reporting on issues of relevance to the euro area monetary policy</b> <i>Includes notes, reports, briefings, speeches, presentations and the preparation of official publications on issues of relevance to the euro area monetary policy</i>		
7.3.1	<b>Euro area monetary issues</b> <i>Includes briefings, notes, memos, speaking notes, etc. on monetary issues; covers issues and correspondence related to country missions</i>		
7.3.1.1	Framework documentation of programme countries (e.g. Memoranda of Understanding)		Permanent
7.3.1.2	Administration of country missions	T – End of calendar year	5 years
7.3.1.3	Briefings, reports and staff comments pertaining to the conduct of country missions	T – End of calendar year	20 years
7.3.2	<b>Euro area macroeconomic issues, growth and productivity</b> <i>Includes briefings, notes, memos, speaking notes, etc. on macroeconomic (real economy) issues including growth and productivity</i>		
7.3.2.1	Euro area macroeconomic issues	T – End of calendar year	15 years
7.3.3	<b>Euro area microeconomic and other structural issues</b> <i>Includes briefings, notes, memos, speaking notes, etc. on microeconomic (real economy) and other structural issues (excluding labour market issues)</i>		
7.3.3.1	Euro area microeconomic and other structural issues	T – End of calendar year	15 years
7.3.4	<b>Euro area labour and demographic issues</b> <i>Includes briefings, notes, memos, speaking notes, etc. on labour market and demographic issues</i>		
7.3.4.1	Labour market and demographic issues	T – End of calendar year	15 years

Class code	Series	Retention trigger point	Retention period
7.3.5	<b>Euro area external environment and balance of payments issues</b> <i>Includes briefings, notes, memos, speaking notes, etc. on the external environment and balance of payments</i>		
7.3.5.1	Euro area external environment and balance of payments issues	T – End of calendar year	15 years
7.3.6	<b>Euro area capital markets and financial structures issues</b> <i>Includes briefings, notes, memos, speaking notes, etc. on capital markets and financial structures</i>		
7.3.6.1	Euro area capital markets and financial structures issues	T – End of calendar year	15 years
7.3.7	<b>Euro area public economics issues</b> <i>Includes briefings, notes, memos, speaking notes, etc. on issues of public economics</i>		
7.3.7.1	Euro area public economics issues	T – End of calendar year	15 years
7.3.8	<b>Monetary policy coordination and euro area enlargement issues</b> <i>Includes briefings, notes, memos, speaking notes, etc. on monetary policy coordination and euro area enlargement</i>		
7.3.8.1	Monetary policy coordination and euro area enlargement issues	T – End of calendar year	15 years
7.3.9	<b>Other matters</b> <i>Includes briefings, notes, memos, speaking notes, etc. on nowhere else classified</i>		
7.3.9.1	Other matters	T – End of calendar year	15 years
7.3.10	<b>Euro area macroeconomic data</b>		
7.3.10.1	Monitoring data	T – End of calendar year	5 years
7.3.10.2	Capital markets data	T – End of calendar year	20 years
7.3.10.3	Monetary analysis data	T – End of calendar year	20 years
<b>7.4</b>	<b>Analysis of euro exchange-rate policy issues</b>		
7.4.1	<b>General aspects of euro exchange-rate policies</b> <i>Covers documentation relevant to inter alia, G7, Eurogroup and the need for interventions</i>		
7.4.1.1	Policy advice on exchange-rate developments		Permanent
7.4.1.2	Exchange rate-models, monitoring	T – End of calendar year	15 years
7.4.2	<b>Exchange Rate Mechanism II (ERM II) issues</b> <i>Covers issues from the policy viewpoint (operations are covered under class 8 – Market operations)</i>		

Class code	Series	Retention trigger point	Retention period
7.4.2.1	Policy issues on ERM II		Permanent
<b>7.5</b>	<b>Research and analytical agenda activities, development of tools relevant to monetary policy</b> <i>Involves all documents related to research, the analytical agenda, the development, updating, refining of tools of monitoring and reporting on issues of relevance to monetary policy. Includes the preparation of working papers, occasional papers and other publications not elsewhere classified</i>		
7.5.1	<b>Activities relevant to monetary issues</b> <i>Includes all documents related to research, the analytical agenda, the development, updating, refining of tools for monitoring and reporting on monetary issues, as well as those documents relevant to monetary strategy</i>		
7.5.1.1	Research and development of tools for monitoring and reporting on monetary issues	E – Date of termination of the activity	15 years
7.5.2	<b>Activities relevant to macroeconomic issues, growth and productivity</b> <i>Includes all documents related to research, the analytical agenda, the development, updating, refining of tools for monitoring and reporting on macroeconomic issues and issues of growth and productivity</i>		
7.5.2.1	Research and development of tools for monitoring and reporting on macroeconomic issues	E – Date of termination of the activity	15 years
7.5.3	<b>Activities relevant to microeconomic and other structural issues</b> <i>Includes all documents related to research, the analytical agenda, the development, updating, refining of tools for monitoring and reporting on microeconomic (real sector) issues and other structural issues (excluding labour market issues)</i>		
7.5.3.1	Research and development of tools for monitoring and reporting on microeconomic issues	E – Date of termination of the activity	15 years
7.5.4	<b>Activities relevant to labour market and demographic issues</b> <i>Includes all documents related to research, analytical agenda, the development, updating, refining of tools for monitoring and reporting on the labour market and demographic issues</i>		
7.5.4.1	Research and development of tools for monitoring and reporting on the labour market and demographic issues	E – Date of termination of the activity	15 years
7.5.5	<b>Activities relevant to the euro area external environment, the balance of payments and exchange rate issues</b> <i>Includes all documents related to research, the analytical agenda, the development, updating, refining of tools for monitoring and reporting on the euro area external environment, balance of payments and exchange rate issues</i>		
7.5.5.1	Research and development of tools for monitoring and reporting on the euro area external environment, balance of payments and exchange rate issues	E – Date of termination of the activity	15 years
7.5.6	<b>Activities relevant to euro area capital markets and financial structures issues</b> <i>Includes all documents related to research, the analytical agenda, the development, updating, refining of tools for monitoring and reporting on capital markets and financial structures</i>		
7.5.6.1	Research and development of tools for monitoring and reporting on capital markets and financial structures	E – Date of termination of the activity	15 years
7.5.7	<b>Activities relevant to public economics issues</b> <i>Includes all documents related to research, the analytical agenda, the development, updating, refining of tools for monitoring and reporting on public economics</i>		
7.5.7.1	Research and development, update and refinement of tools for monitoring and reporting on public economics	E – Date of termination of the activity	15 years

Class code	Series	Retention trigger point	Retention period
7.5.8	<b>Activities relevant to mathematical and quantitative methods</b> <i>Includes all documents related to research, the analytical agenda, the development, updating, refining of tools for mathematical and quantitative methods</i>		
7.5.8.1	Research and development of tools for mathematical and quantitative methods	E – Date of termination of the activity	15 years
7.5.9	<b>Other matters</b> <i>Includes reference materials and other documents related to research, the analytical agenda, the development, updating, refining of tools for monitoring and reporting not elsewhere classified. Also includes any outstanding/non-recurrent issue or activity supporting, or relevant to, the research function</i>		
7.5.9.1	Other research activities	T – End of calendar year	15 years
7.5.9.2	Section/Division meetings	T – End of calendar year	5 years
7.5.9.3	Management meetings	T – End of calendar year	10 years



Class code	Series	Retention trigger point	Retention period
<b>8</b>	<b>Market operations</b> <i>Covers the coordination of decentralised monetary policy operations, the coordination and execution of centralised foreign-exchange operations, as well as the management of the ECB's foreign reserves and of the ECB's own funds portfolio. Also includes risk management issues</i>		
<b>8.1</b>	<b>General issues</b>		
8.1.1	<b>Legal advice on issues relevant to the conduct of foreign-exchange operations, foreign reserves management and the management of the ECB's own funds, collaterals and monetary policy</b> <i>Includes the compliance function (i.e. ensuring harmonised implementation of ECB legal acts and administering the ECB's sanctioning powers in the event of non-compliance), as well as the consultative function (i.e. advising on draft legislative provisions from the Community/Member States)</i>		
8.1.1.1	Legal advice and supporting documentation	E – Date case is closed	15 years
8.1.1.2	Legal acts and supporting documentation		Permanent
8.1.1.3	Compliance cases and sanctions		Permanent
8.1.1.4	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
8.1.1.5	BAs' contributions	T – End of calendar year	5 years
8.1.2	<b>Auditing of market operations-related issues</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to market operations issues. Includes both internal and external audits</i>		
8.1.2.1	Audit missions	E – Date of termination of the activity	15 years
8.1.2.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
8.1.2.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
8.1.2.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
8.1.3	<b>Research and publications related to market operations</b> <i>Involves documentation relevant to research activities and the preparation of publications (i.e. background material of papers submitted for publication). All final products (i.e. archival copy of all ECB publications) must be filed under 6.6.8</i>		
8.1.3.1	Records documenting research undertaken to support publications	T – End of calendar year	5 years
8.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non-recurrent issue or activity supporting, or relevant, to market operations and risk management</i>		
8.1.4.1	Section/Division meetings	T – End of calendar year	5 years
8.1.4.2	Management meetings	T – End of calendar year	10 years
8.1.4.3	Participation in conferences	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
8.1.4.4	Other activities	T – End of calendar year	5 years
<b>8.2</b>	<b>Monetary policy operations</b>		
8.2.1	<b>Collateral management</b> <i>Includes the assessment of collateral eligibility, the establishment and publication of the list of eligible assets, policy preparation and monitoring of the implementation of ECB Guidelines by NCBs. Also includes adaptation of the risk management framework to individual lists of collateral</i>		
8.2.1.1	Collateral management framework	E – Date of termination of the activity	15 years
8.2.1.2	Raw data on collateral management provided by NCB's	T – End of calendar year	5 years
8.2.1.3	Reference material	T – End of calendar year	1 year
8.2.2	<b>Liquidity management</b> <i>Involves analysis of the liquidity situation of the euro area and of the appropriate use/specification of the operational framework, including forecasts, minimum reserves, standing facilities, domestic assets, counterparties and open market operations. Covers raw data from stakeholders that are stored in systems for further processing and analysis</i>		
8.2.2.1	Forecasts; open market operations; market liquidity analysis; etc.	T – End of calendar year	10 years
8.2.2.2	Liquidity management procedures, monthly liquidity management teleconference agendas	T – End of calendar year	5 years
8.2.2.3	Raw data on liquidity management operations provided by NCB's	T – End of calendar year	5 years
8.2.3	<b>Development and monitoring of monetary policy implementation framework</b> <i>Involves the development of policies for the application of monetary policy instruments. Also involves monitoring the regulatory impact of framework changes on the domestic and international market</i>		
8.2.3.1	Monetary policy implementation framework		Permanent
8.2.3.2	Monetary policy monitoring	T – End of calendar year	10 years
8.2.4	<b>Inactive/Not used</b>		
8.2.5	<b>Credit assessment of collateral framework for policy operations</b> <i>Issues relating to credit assessment (e.g. Eurosystem credit assessment framework) and monitoring activities</i>		
8.2.5.1	Regular reviews and analysis	T – End of calendar year	20 years
8.2.6	<b>Risk control measures and valuation framework of collateral for policy operations</b> <i>Includes haircuts for marketable and non-marketable instruments, limits</i>		
8.2.6.1	Regular reviews and analysis	T – End of calendar year	20 years
8.2.7	<b>Valuation of collateral and other monetary policy instruments</b> <i>Includes market prices and theoretical valuation</i>		

Class code	Series	Retention trigger point	Retention period
8.2.7.1	Regular reviews and analysis	T – End of calendar year	20 years
8.2.8	<b>Other risk management issues relating to Eurosystem credit operations</b> <i>Includes any issues not falling under 8.2.5-8.2.7</i>		
8.2.8.1	Ad hoc analysis	E – Date of termination of the activity	20 years
8.2.9	<b>Implementation of monetary policy operations</b> <i>Includes descriptions of the operations (including non-standard measures) and of their results, and analysis of market feedback and market reactions</i>		
8.2.9.1	Monetary policy operations implementation		Permanent
8.2.9.2	Preparation of operations and supporting documentation	T – End of calendar year	10 years
8.2.10	<b>Inactive/Not used</b>		
8.2.11	<b>Inactive/Not used</b>		
<b>8.3</b>	<b>Financial market monitoring and analysing</b>		
8.3.1	<b>Analysis of short-term developments of domestic and international financial markets</b> <i>Involves the production of daily, weekly and ad hoc financial market briefings and analysis. Includes analysis of market risks; analysis of connections between market developments and collateral policy, as well as calculating money market reference rates for the euro</i>		
8.3.1.1	Daily market reports; foreign exchange regulations; international market analysis inquiries; domestic market analysis; investments at interest	T – End of calendar year	10 years
8.3.1.2	Market risk analysis and reporting	T – End of calendar year	10 years
8.3.2	<b>Analysis of medium/long-term developments of domestic and international financial markets</b> <i>Includes analysis of market risks</i>		
8.3.2.1	Daily market reports; foreign exchange regulations; international market analysis inquiries; domestic market analysis; investments at interest	T – End of calendar year	10 years
8.3.2.2	Market risk analysis and reporting	T – End of calendar year	10 years
8.3.3	<b>Relations with market participants and international institutions</b> <i>Includes documentation of market contact groups dealing with market operations issues (Bond Market, Foreign Exchange, Money Market and ECB Operations Managers Groups)</i>		
8.3.3.1	Market Contact Groups	T – End of calendar year	15 years
8.3.3.2	Relations with other market participants, including NCBs and other European institutions	T – End of calendar year	10 years
<b>8.4</b>	<b>Foreign exchange, gold and other operations</b>		

Class code	Series	Retention trigger point	Retention period
8.4.1	<b>Preparation and monitoring of the functioning of the foreign exchange and other operations framework</b> <i>Includes quoting and calculating foreign exchange reference rates and indicative rates for the euro; monitoring the implementation of, and reviewing, ECB Guidelines on foreign exchange transactions and monitoring and analysing Eurosystem and ESCB foreign exchange transactions and foreign reserves, including gold market analysis</i>		
8.4.1.1	Foreign exchange market monitoring, exchange rate monitoring, reserve management, market dealing, market structure analysis	T – End of calendar year	15 years
8.4.1.2	Forward/Swap	E – Date of termination of the activity	20 years
8.4.1.3	Operational risk analysis and reporting	E – Date of termination of the activity	10 years
8.4.1.4	Setting of ECB reference rates		Permanent
8.4.2	<b>Foreign exchange interventions, other foreign exchange transactions, gold transactions and other operations</b> <i>Includes gold transactions falling within the scope of the Central Bank Gold Agreement and other transactions. Interventions in non-EU countries and ERM II operations may be distinguished at file level. Includes risk analysis</i>		
8.4.2.1	Interventions		Permanent
8.4.2.2	Interventions procedures and supporting activities	T – End of calendar year	10 years
8.4.2.3	Gold operations (including gold sales), gold operations policies and procedures, Central Bank Gold Agreement documentation		Permanent
8.4.2.4	Gold market information	T – End of calendar year	1 year
8.4.3	<b>Reporting on foreign exchange and other operations</b> <i>Includes risks analysis</i>		
8.4.3.1	Investment reports	T – End of calendar year	10 years
8.4.3.2	Reporting on operations	T – End of calendar year	10 years
8.4.4	<b>Establishment and maintenance of management framework for foreign exchange and other operations</b> <i>Includes analysis and changes related to the framework</i>		
8.4.4.1	Foreign exchange and other operations framework	E – Date of termination of the activity	15 years
8.4.5	<b>Inactive/Not used</b>		
8.4.6	<b>Inactive/Not used</b>		
<b>8.5</b>	<b>Foreign reserve management</b>		
8.5.1	<b>Preparation of tactical benchmarks</b> <i>Refers to activities supporting ECB decisions on foreign reserve management. Includes investment proposals</i>		
8.5.1.1	Tactical benchmarks	T – End of calendar year	10 years

Class code	Series	Retention trigger point	Retention period
8.5.2	<b>Preparation of investment analyses and reporting on investment activities</b> <i>Refers to activities supporting ECB decisions on foreign reserve management</i>		
8.5.2.1	Policy and procedures about investments; general investment decisions and general reviews of portfolio		Permanent
8.5.2.2	Investment analysis	T – End of calendar year	10 years
8.5.3	<b>Analysis of money and capital market developments</b> <i>Refers to market monitoring and briefing activities</i>		
8.5.3.1	Market monitoring and reporting	T – End of calendar year	10 years
8.5.4	<b>Inactive/Not used</b>		
8.5.5	<b>Inactive/Not used</b>		
8.5.6	<b>Establishment and maintenance of the foreign reserve management framework</b> <i>Preparation of business cases for development and updating of manuals, guidelines and procedures. Also includes activities related to new countries to be included in the framework</i>		
8.5.6.1	Foreign reserve management framework	E – Date of termination of the activity	15 years
8.5.7	<b>Inactive/Not used</b>		
<b>8.6</b>	<b>Own funds management</b>		
8.6.1	<b>Preparation of investment analyses</b> <i>Refers to activities supporting ECB decisions on own funds management</i>		
8.6.1.1	Investment analysis	T – End of calendar year	10 years
8.6.2	<b>Analysis of money and capital market developments</b> <i>Refers to market monitoring and briefing activities</i>		
8.6.2.1	Market monitoring and reporting	T – End of calendar year	10 years
8.6.3	<b>Reporting on investment activities</b> <i>Includes position, performance and risk monitoring reports</i>		
8.6.3.1	Investment reports	T – End of calendar year	10 years
8.6.4	<b>Inactive/Not used</b>		

Class code	Series	Retention trigger point	Retention period
8.6.5	<b>Establishment and maintenance of the investment framework for own funds</b> <i>Preparation of business cases for new instruments and tools</i>		
8.6.5.1	Investment framework	E – Date of termination of the activity	15 years
8.6.6	<b>Inactive/Not used</b>		
8.7	<b>ECB's counterparties, correspondents and custodians management</b> <i>Refers to the documentation produced for the management of the ECB's foreign reserve and own funds management counterparties and financial intermediaries</i>		
8.7.1	<b>Maintenance of relations with ECB counterparties/intermediaries</b> <i>Involves the maintenance of counterparty/intermediary files, which include standard financial agreements and any other relevant legal documentation</i>		
8.7.1.1	Counterparty/Intermediary files including all documentation apart from original signed counterparty/intermediary agreements; NCBs agency mandates	E – Date agreement is terminated	20 years
8.7.1.2	Original signed counterparty/intermediary agreements	E – Date agreement is terminated	20 years
8.7.1.3	Supporting activities	T – End of calendar year	10 years
8.8	<b>Market operations systems management</b> <i>Refers to both ECB and Eurosystem applications</i>		
8.8.1	<b>System support and maintenance</b> <i>Includes all documentation relevant to the support and maintenance of existing Market Operation Systems including first-line support, incidental reporting and relations with suppliers.</i>		
8.8.1.1	System documentation	E – End of system/database life	10 years
8.8.1.2	User support	T – End of calendar year	10 years
8.8.1.3	Relations with suppliers	E – Date of termination of the activity	1 year
8.8.2	<b>Project portfolio management</b> <i>Includes all documentation relevant to the support and maintenance of IT projects related to IT systems primarily used by Directorate General Market Operations</i>		
8.8.2.1	Project files	E – Date of termination of the activity	10 years
8.9	<b>Strategic asset allocation and risk management framework for investment operations</b>		
8.9.1	<b>Modelling and forecasting of risk factors</b> <i>Involves analytical tools which are used for strategic asset allocation, but also for various other reports (e.g. ALCO inputs, etc.)</i>		
8.9.1.1	Asset allocation procedures	T – End of calendar year	10 years

Class code	Series	Retention trigger point	Retention period
8.9.1.2	Establishment and maintenance of risk criteria, benchmark portfolio structure	E – Date of termination of the activity	10 years
8.9.1.3	Reports	T – End of calendar year	10 years
8.9.2	<b>Currency allocation and strategic asset allocation for foreign currency portfolios</b> <i>Includes descriptions of methodologies applied, as well as notes related to potential changes to currency or asset allocation</i>		
8.9.2.1	Currency allocation and strategic asset allocation including regular reviews	T – End of calendar year	10 years
8.9.3	<b>Strategic asset allocation for euro denominated portfolios</b> <i>Includes descriptions of methodologies applied, as well as notes related to potential changes to asset allocation</i>		
8.9.3.1	Regular reviews and ad hoc analysis	T – End of calendar year	10 years
8.9.4	<b>Credit risk framework for investment operations</b> <i>Includes associated eligibility criteria and limit setting</i>		
8.9.4.1	Allocation of limits	T – End of calendar year	10 years
8.9.4.2	Establishment of eligibility criteria	E – Date of termination of the activity	10 years
8.9.5	<b>Market risk framework for investment operations</b> <i>Includes the limit-setting framework for market risk (e.g. value at risk (VaR))</i>		
8.9.5.1	Market risk framework	E – Date of termination of the activity	10 years
8.9.6	<b>Compliance monitoring</b> <i>Includes notes relating to the compliance monitoring applied, as well as the results of compliance monitoring (i.e. breaches) and associated analysis</i>		
8.9.6.1	Compliance monitoring; manuals; financial administration; contingency arrangements	T – End of calendar year	10 years
8.9.7	<b>Regular reporting on risk and performance</b> <i>Includes regular reports ranging from monthly to semi-annual, as well as occasional reports on special investment operations (e.g. the sales of gold)</i>		
8.9.7.1	Performance and risk measurement reporting	T – End of calendar year	10 years
8.9.8	<b>Risk management issues related to investment operations</b> <i>Includes analysis of new instruments from a risk management perspective and any other issues</i>		
8.9.8.1	Ad hoc analysis	T – End of calendar year	10 years
8.10	<b>Eurosystem reserve management services</b> <i>Refers to the provision of Eurosystem reserve management services by Eurosystem members to non-euro area central banks and international institutions</i>		

Class code	Series	Retention trigger point	Retention period
8.10.1	<b>Policy framework for regulating the provision of the Eurosystem reserve management services</b>		
8.10.1.1	Policy issues on providing Eurosystem reserve management services		Permanent
8.10.2	<b>Monitoring of the Eurosystem reserve management services framework</b> <i>Covers the complete cycle of periodic report production, including related correspondence and supporting activities</i>		
8.10.2.1	Quarterly and annual reporting	T – End of calendar year	20 years
<b>8.11</b>	<b>Settlement and reconciliation activities</b>		
8.11.1	<b>Settlement and reconciliation of market operations</b> <i>Includes SWIFT messages and trade transaction files for all market operations, as well as reports on SWIFT messages. Also includes the provision of service payments to third parties (e.g. the European Banking Authority (EBA), European Stability Mechanism (ESM), European financial Stability Facility (EFSF), European Financial Stabilisation Mechanism (EFSM))</i>		
8.11.1.1	Trade transaction files; SWIFT messages; settlements and reconciliations	T – End of calendar year	10 years
8.11.1.2	Overview of messages (stored outside of the original system); task lists	T – End of calendar year	2 years
8.11.1.3	Third-party payment operations	T – End of calendar year	10 years



Class code	Series	Retention trigger point	Retention period
<b>9</b>	<b>Payment systems and market infrastructure</b> <i>Covers the ECB's payment systems policy, its clearing and securities settlement systems policy, the development and operating of Trans-European Automated Real-time Gross settlement Express Transfer (TARGET) services, as well as any monitoring and coordinating activities at Eurosystem and international level aimed at harmonising the national systems</i>		
<b>9.1</b>	<b>General issues</b>		
9.1.1	<b>Legal advice on issues relevant to payment systems and securities settlement systems</b> <i>Includes the compliance function (i.e. ensuring harmonised implementation of ECB legal acts and administering the ECB's sanctioning powers in event of non-compliance), as well as the consultative function (i.e. advising on draft legislative provisions from the Community/Member States)</i>		
9.1.1.1	Legal advice and supporting documentation	E – Date case is closed	15 years
9.1.1.2	Legal acts and supporting documentation		Permanent
9.1.1.3	Compliance cases and sanctions		Permanent
9.1.1.4	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
9.1.1.5	BAs' contributions	T – End of calendar year	5 years
9.1.2	<b>Auditing of payment systems-related issues</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to payment systems and market infrastructure issues. Includes both internal and external audits</i>		
9.1.2.1	Audit missions	E – Date of termination of the activity	15 years
9.1.2.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
9.1.2.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
9.1.2.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
9.1.3	<b>Research and publications related to payment and settlement systems</b> <i>Involves documentation relevant to research activities and the preparation of publications (i.e. background material of papers submitted for publication). Includes also the Blue Book. All final products (i.e. archival copy of all ECB publications) must be filed under 6.6.8</i>		
9.1.3.1	Records documenting research undertaken to support publications	T – End of calendar year	5 years
9.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non recurrent issue or activity supporting, or relevant to, payment systems</i>		
9.1.4.1	Section/Division meetings	T – End of calendar year	5 years
9.1.4.2	Management meetings	T – End of calendar year	10 years
9.1.4.3	Participation in conferences	T – End of calendar year	5 years
9.1.4.4	Other activities	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
<b>9.2</b>	<b>Oversight concept and implementation</b>		
9.2.1	<b>Policy framework and concept of oversight</b> <i>Includes the development and implementation of payment systems policies and standards and of the concept of oversight, oversight expectations, the Eurosystem oversight policy framework, etc. Includes also consulting market participants on oversight issues</i>		
9.2.1.1	Policy development and implementation of oversight standards		Permanent
9.2.2	<b>Oversight of payment systems and instruments</b> <i>Involves the assessment of the compliance of payment systems and instruments with the defined oversight standards and policies. Covers supporting qualitative and quantitative analysis, including the collection of statistics on the soundness and efficiency of payment systems, including data on card fraud, interdependencies, analysis of payment innovation policies, etc. Also includes the preparation of presentations to the outside world</i>		
9.2.2.1	Assessment, monitoring and reporting; statistical time series (e.g. large-value payment systems (LVPS) data, Oversight for Card Schemes (OSCAR) data, Interdependencies data)	T – End of calendar year	15 years
9.2.3	<b>Oversight of securities clearing and settlement systems (SCSSs), central counterparties (CCPs), securities settlement systems (SSSs) and links user assessment</b> <i>Involves the assessment of the compliance of SCSSs/CCPs with the defined oversight standards and policies. Covers supporting qualitative and quantitative analysis, including the collection of statistics on the soundness of SCSS. Includes definition of the framework for assessment of SSSs and links eligible for use in Eurosystem credit operations. Also includes the preparation of presentations to the outside world</i>		
9.2.3.1	Assessment, monitoring and reporting; statistical time series (e.g. SCSSs data)	T – End of calendar year	15 years
9.2.4	<b>Cooperative oversight of international infrastructures and off-shore infrastructures</b> <i>Includes the coordination of the Eurosystem/international oversight (e.g. CLS, SWIFT), and promotion of consolidation of the infrastructures in the euro area/EU. Covers both global and EU off-shore systems. Also includes the preparation of presentations to the outside world</i>		
9.2.4.1	Cooperative oversight activities	T – End of calendar year	15 years
<b>9.3</b>	<b>Integration of market infrastructures</b>		
9.3.1	<b>Integration of retail payments market</b> <i>Covers the development of the policy framework related to the integration of retail payments infrastructure, as well as monitoring and other support activities to promote timely migration to relevant infrastructures. Includes also SEPA, EBA, LVPS</i>		
9.3.1.1	Policy framework related to the integration of retail payments infrastructures		Permanent
9.3.1.2	Monitoring and supporting activities	T – End of calendar year	10 years
9.3.2	<b>Securities and collateral handling</b> <i>Covers the definition of the policy framework for the integration of securities and collateral handling infrastructures, as well as the analysis of their impact on EU financial market</i>		
9.3.2.1	Policy framework for the integration of securities and collateral handling infrastructures		Permanent
9.3.2.2	Monitoring and supporting activities	T – End of calendar year	10 years

Class code	Series	Retention trigger point	Retention period
9.3.3	<b>International cooperation and harmonisation of national systems</b> <i>Involves the promotion of the market integration in the euro area/EU by driving harmonisation activities and facilitating the work of relevant stakeholders. In addition, covers advice to non-EU central banks, other relevant authorities and banking communities in the field of payments, market infrastructures, securities clearing and settlement, and collateral. Includes documentation of market contact groups dealing with payments and securities issues (e.g. Euro Payments Strategy and Euro Payments Securities Contact Groups)</i>		
9.3.3.1	Relations with international groups/for a and non-EU central banks	T – End of calendar year	10 years
9.3.3.2	Market Contact Groups	T – End of calendar year	15 years
<b>9.4</b>	<b>Management, development and maintenance of systems</b>		
9.4.1	<b>Development and maintenance of technical standards and procedures and systems management</b> <i>Covers the development and maintenance of the legal framework and governance policies, as well as of user requirements, the design and specifications, operating procedures and technical solutions related e.g. to TARGET2, TARGET2-Securities (T2S), the correspondent central banking model (CCBM) and solutions for mobilising foreign collateral in emergency situations. Includes the project, financial, users and service-level management of the systems, as well as communication and marketing activities, e.g. relationships with T2S and TARGET2 external stakeholders, trade associations and interest groups</i>		
9.4.1.1	Development and maintenance of systems legal framework and governance policies, technical standards and procedures	E – End of system/database life	10 years
9.4.1.2	Counterparty agreements and supporting documentation	E – Date agreement is terminated	10 years
9.4.1.3	Project, financial, users and service level management	T – End of calendar year	10 years
9.4.1.4	Marketing and communication activities	T – End of calendar year	5 years
9.4.2	<b>Development and maintenance of operating systems</b> <i>Involves the development and maintenance of the system platforms, i.e. the hardware, software and other technical infrastructure components through which the services are provided. Includes also the daily operational management and related coordination activities. IT Systems procurements must be filed under 5.2.3</i>		
9.4.2.1	Systems development and maintenance activities; operational management	T – End of calendar year	10 years

Class code	Series	Retention trigger point	Retention period
10	<b>Financial stability and supervision</b> <i>Covers the Eurosystem's statutory duties in the area of financial stability and supervision (Art. 127(5) of the Treaty)</i>		
10.1	<b>General issues</b>		
10.1.1	<b>Legal advice on issues relevant to prudential supervision and the stability of the financial system</b> <i>Includes the compliance function (i.e. ensuring harmonised implementation of ECB legal acts and administering the ECB's sanctioning powers in the event of non-compliance) in the field of macroprudential policies and financial stability, as well as the consultative function (i.e. advising on draft legislative provisions from the Community/Member States). Case files about sanctioning and enforcing procedures in the field of banking supervision must be filed under 10.4.12</i>		
10.1.1.1	Legal advice and supporting documentation	E – Date case is closed	15 years
10.1.1.2	Legal acts and supporting documentation		Permanent
10.1.1.3	Compliance cases and sanctions in the field of macroprudential policies and financial stability		Permanent
10.1.1.4	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
10.1.1.5	BAs' contributions	T – End of calendar year	5 years
10.1.2	<b>Auditing of financial stability and supervision issues</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to financial stability and supervision issues. Includes both internal and external audits</i>		
10.1.2.1	Audit missions	E – Date of termination of the activity	15 years
10.1.2.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
10.1.2.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
10.1.2.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
10.1.3	<b>Research and publications related to financial stability and supervision</b> <i>Includes the preparation of publications such as occasional papers and working paper series, contributions to the publication of statutory reports, e.g. the Annual Report on supervisory activities and Monthly Bulletin articles. Also includes the preparation of all kinds of annual, biannual and ad hoc publications, including the Financial Stability Review. All final products (i.e. archival copy of all ECB publications) must be filed under 6.6.8</i>		
10.1.3.1	Records documenting research undertaken to support publications	T – End of calendar year	5 years
10.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non recurrent issue or activity supporting, or relevant to, financial stability and supervision</i>		
10.1.4.1	Section/Division meetings	T – End of calendar year	5 years
10.1.4.2	Management meetings	T – End of calendar year	10 years
10.1.4.3	Participation in conferences	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
10.1.4.4	Other activities	T – End of calendar year	5 years
<b>10.2</b>	<b>Development of the financial stability and supervision policy</b> <i>Involves the definition of the regulatory framework and of roles, strategies, standards and procedures relevant to financial stability, financial regulation, financial supervision and other areas of financial services</i>		
10.2.1	<b>Development of the framework relevant to EU financial stability and financial regulation and supervision</b> <i>Includes provision of advice on the design and upgrade of the relevant EU financial regulation and the supervisory framework. Includes also the assessment of macroprudential policy measures announced by national designated authorities (NDAs) or national competent authorities (NCAs). For legal opinions in accordance with Art. 127(4) of the Treaty see also 1.1.5</i>		
10.2.1.1	Prudential supervision policy		Permanent
10.2.1.2	Assessment of macroprudential policy measures	T – End of calendar year	10 years
10.2.1.3	Advice and support on prudential policy issues and regulation	T – End of calendar year	10 years
10.2.1.4	BAs' contributions	T – End of calendar year	5 years
10.2.2	<b>Preparation of policy stance on financial stability, regulation and supervision</b> <i>Involves the definition of the ECB policy stance on financial stability and on financial regulation and supervision, including accounting, auditing and disclosure standards, contributions to policy discussions, relations and participation in meetings with the relevant European and international fora</i>		
10.2.2.1	Coordination and preparation of policy stances on financial stability, financial regulation and supervision	T – End of calendar year	20 years
10.2.2.2	Cooperation with parties of the European System of financial supervision		Permanent
10.2.2.3	Cooperation with other European and international institutions and fora	T – End of calendar year	15 years
10.2.2.4	Ad hoc relations and initiatives at European and international level	T – End of calendar year	10 years
10.2.2.5	Relations with market participants (market contact groups)	T – End of calendar year	15 years
10.2.3	<b>Promotion of financial integration in the EU</b> <i>Includes contributions to promote further financial integration in the EU after the completion of the Financial Services Action Plan (FSAP), the so-called post-FSAP strategy. Involves the sharing of information on the ECB activities in the field of financial integration and the identification of possible (joint) activities and projects by business areas respecting the separation principle between monetary policy and supervisory functions</i>		
10.2.3.1	Promotion of financial integration in the EU	E – Date of termination of the activity	10 years
10.2.3.2	Exchange of information between monetary policy and supervisory functions	T – End of calendar year	15 years
<b>10.3</b>	<b>Monitoring and analysing of financial stability</b> <i>Involves the systematic analysis of sources of vulnerabilities for the euro area/EU financial system and the assessment of its reliance to potential shocks, as well as the analysis of financial crisis management arrangements</i>		
10.3.1	<b>Assessment of the EU/euro area financial system from a financial stability perspective</b> <i>Includes the analysis and monitoring of the developments in the EU/euro area financial system (institutions, markets and infrastructures) from a financial stability and regulatory/supervision perspective. Also includes the development and maintenance of analytical methodologies and tools</i>		

Class code	Series	Retention trigger point	Retention period
10.3.1.1	Assessment of systemic risk impact; system-wide stress tests	T – End of calendar year	20 years
10.3.1.2	BAs' contributions	T – End of calendar year	5 years
10.3.1.3	Systemic risk analysis and monitoring	T – End of calendar year	15 years
10.3.2	<p><b>Eurosystem/SSM financial crisis management and resolution arrangements</b></p> <p><i>Involves defining Eurosystem/SSM procedures for crisis management, prevention and monitoring, including the organisation of crisis simulation exercises and assessment of credit institution recovery plans, as well as the consultation of resolution authorities on resolution plans. Covers also all the activities carried out in crisis situations, e.g. early intervention measures and the implementation of recovery measures, as well as cooperation with resolution authorities and participation in the Cross-Border Stability Groups (CBSGs) and High-Level Crisis Management Teams (CMTs)</i></p>		
10.3.2.1	Crisis management framework		Permanent
10.3.2.2	Crisis prevention and on-going monitoring of financial conditions	T – End of calendar year	15 years
10.3.2.3	Recovery and resolution planning	T – End of calendar year	15 years
10.3.2.4	Crisis management in crisis situations and resolution		Permanent
10.3.2.5	Supporting activities	T – End of calendar year	5 years
10.4	<p><b>Supervision of credit institutions</b></p> <p><i>Involves the microprudential supervision performed by the ECB within the Single Supervisory Mechanism (SSM). It includes both on-going supervision of significant institutions (SIs) and oversight of less significant institutions (LSIs). It includes also the horizontal and specialised expertise services to support JSTs and NCAs in the conduct of their activities</i></p>		
10.4.0	This uniform retention guidance applies to all databases required by persons or systems to make full and accurate use of supervisory data, in terms of processing, reading, interpreting, analysing and presenting the data (or any other use)	E – End of system/database life	5 years
10.4.1	<p><b>Supervisory dossiers</b></p> <p><i>Covers banks files for significant institutions (SIs) and for less significant institutions (LSIs). Includes information on supervised institutions, such as the supervisory history and risk profile, as well as periodic regulatory/ad hoc data and reports on the financial and prudential situation of banks (e.g. financial reporting (FINREP), common reporting (COREP), credit institution-specific reports). It includes also the documentation supporting on-going supervisory activities and the administration of joint supervisory teams (JSTs)</i></p>		
10.4.1.1	Master files on supervised institutions	T – End of calendar year	15 years
10.4.1.2	Administrative information related to joint supervisory teams (JSTs) and supervised institutions	T – End of calendar year	5 years
10.4.2	<p><b>Development and maintenance of supervisory methodologies, standards and procedures</b></p> <p><i>Involves developing and maintaining up-to-date supervisory methodologies, standards and procedures, as well as facilitating their harmonised application within the SSM. Covers also impact analysis and functionality tests prior to the implementation of new methodologies, as well as guidance and support to SSM stakeholders on methodological and process-related matters. Includes periodical updates of the Supervisory Manual</i></p>		
10.4.2.1	Development and update of the Supervisory Manual		Permanent
10.4.2.2	Development and maintenance of supervisory methodologies, standards and procedures	E – Repeal date	15 years

Class code	Series	Retention trigger point	Retention period
10.4.2.3	BAs' contributions	T – End of calendar year	5 years
10.4.2.4	Development of supervisory technology applications	T – End of calendar year	10 years
10.4.2.5	Advice and support on supervisory methodologies, standards and procedures	T – End of calendar year	10 years
10.4.3	<b>Assessment of the significance of credit institutions and transfer of supervisory responsibilities</b> <i>Covers regular and ad hoc assessment of the significance of credit institutions, regular updates of the list of supervised institutions and the consequent transfer of prudential supervisory responsibilities within the SSM</i>		
10.4.3.1	Classification of supervised institutions and update of related lists		Permanent
10.4.3.2	Assessment of the significance of supervised institutions (institution-specific assessment)	T – End of calendar year	15 years
10.4.3.3	Transfer of supervisory responsibilities (take-over and restitution activities)	T – End of calendar year	15 years
10.4.3.4	Supporting activities	T – End of calendar year	5 years
10.4.4	<b>Authorisations</b> <i>Involves common procedures for significant and less significant institutions, i.e. the granting, withdrawal and lapsing of authorisations to take up the business of a credit institution, as well as the assessment of acquisitions of qualifying holdings for all credits institutions established in participating Member States. Covers also the compliance with the fit and proper requirements for bank managers, the passporting procedures and any other formal permissions granted to significant institutions as required under the supervisory regulatory framework</i>		
10.4.4.1	Authorisation procedures	E – Date case is closed	15 years
10.4.4.2	Authorisation register or information covered by the authorisation register		Permanent (anonymised after 40 years)
10.4.4.3	Horizontal analysis, benchmarking and reporting	T – End of calendar year	10 years
10.4.5	<b>Microprudential risk analysis</b> <i>Involves monitoring changes in the overall risk environment of the SSM. Covers in-depth risk analysis activities on a broad range of risk categories and topics (e.g. horizontal analysis and peer reviews, thematic reviews) related to the banking sector, as well as assessment of the financial conditions and the risk profiles of individual credit institutions, including ID cards</i>		
10.4.5.1	Comprehensive assessment	T – End of calendar year	20 years
10.4.5.2	Banking-sector risk analysis and reporting; thematic reviews; stress tests	T – End of calendar year	15 years
10.4.5.3	Supporting activities	T – End of calendar year	5 years
10.4.5.4	Risk, impact and vulnerabilities assessment of credit institutions	T – End of calendar year	15 years
10.4.5.5	Development of analytical tools	E – Date of termination of the activity	10 years
10.4.5.6	Reports on cybercrime incidents	T – End of calendar year	20 years
10.4.5.7	Impact studies	T – End of calendar year	10 years

Class code	Series	Retention trigger point	Retention period
10.4.6	<b>Supervisory planning and monitoring</b> <i>Covers the preparation of the strategic planning of the SSM, as well as of the operational planning at credit-institution level (i.e. Supervisory Examination Programme (SEP)). Includes also monitoring the implementation of SEPs by the respective JSTs</i>		
10.4.6.1	Strategic and operational planning, monitoring and reporting	T – End of calendar year	15 years
10.4.6.2	Local planning/monitoring activities	T – End of calendar year	5 years
10.4.7	<b>On-going supervision of significant credit institutions</b> <i>Involves the activities conducted regularly or on ad hoc basis as part of, or input into, the Supervisory Review and Evaluation Process (SREP) by JSTs, with the support of the ECB and NCAs' horizontal divisions. Final SREP decisions to be filed as legal acts (10.1.1.2). Covers also the necessary measures at an early stage to address problems with respect to compliance with prudential requirements in order to ensure the viability of credit institutions (e.g. informal meetings, recommendations, letters of intervention and formal decisions). Includes also monitoring the implementation of supervisory measures</i>		
10.4.7.1	Dialogue with supervised credit institutions	T – End of calendar year	15 years
10.4.7.2	Supervisory Review and Evaluation Process (SREP)	T – End of calendar year	15 years
10.4.7.3	Preparation and monitoring of supervisory measures	T – End of calendar year	15 years
10.4.8	<b>Internal models</b> <i>Involves the approval of internal models used by credit institutions for calculating minimum capital requirements, as well as their on-going monitoring. Covers also the promotion of consistency approaches and interpretation with regard to internal models by driving harmonisation activities and supporting the work of relevant stakeholders</i>		
10.4.8.1	Assessment of internal models and on-going model monitoring	T – End of calendar year	15 years
10.4.8.2	Harmonisation activities and consistency reviews	E – Date of termination of the activity	15 years
10.4.9	<b>On-site inspections</b> <i>Involves in-depth investigations of risks, risk controls and governance of credit institutions at the business premises performed by inspection teams. Includes also on-site inspections at LSIs led by the ECB</i>		
10.4.9.1	Inspection missions	T – End of calendar year	15 years
10.4.9.2	Supporting activities	T – End of calendar year	5 years
10.4.9.3	Raw data on loans	T – End of calendar year	1 year
10.4.10	<b>Supervisory quality assurance</b> <i>Involves planning and conducting quality assurance reviews within the SSM to ensure the harmonisation and homogeneity of supervisory standards and activities</i>		
10.4.10.1	Quality assurance reviews and on-going activities	T – End of calendar year	15 years
10.4.10.2	Local files related to quality assurance	T – End of calendar year	5 years
10.4.10.3	Quality assurance on-going activities and reporting	T – End of calendar year	10 years



Class code	Series	Retention trigger point	Retention period
10.4.11	<b>Cooperation with supervisory authorities and international relations</b> <i>Involves cooperation in the field of supervision with banking and non-banking authorities/associations within and outside the SSM. Includes sharing of information on the basis of cooperation agreements and memoranda of understanding (MoU). Covers the establishment and organisation of/participation in meetings of colleges of supervisors or with other competent supervisory authorities. Supervisory activities when ECB is the home supervisor or the coordinator of supervisors for financial conglomerates must be filed according to the specific function</i>		
10.4.11.1	Participation in colleges of supervisors	T – End of calendar year	15 years
10.4.11.2	International cooperation with banking and other financial supervisors	T – End of calendar year	15 years
10.4.11.3	Cooperation with horizontal expert networks	T – End of calendar year	10 years
10.4.11.4	Cooperation with banking/non-banking associations	T – End of calendar year	10 years
10.4.11.5	Supervisory preparedness assessment for close cooperation	T – End of calendar year	15 years
10.4.11.6	Negotiation of Memoranda of understanding and cooperation agreements		Permanent
10.4.11.7	Exchange of information with anti-money laundering-Countering of the financing of terrorism (AML-CFT) authorities and reporting	T – End of calendar year	15 years
10.4.12	<b>Reporting of breaches, enforcement and sanctions</b> <i>Involves reporting breaches by supervised entities or competent authorities of EU law, ECB regulations and decisions (the Breach Reporting Mechanism). Includes also investigations of alleged breaches and the preparation of sanctioning measures (sanctioning procedures), as well as the preparation of enforcement measures (enforcement procedures). Final sanctions and enforcement decisions must be filed as legal acts (10.1.1.2)</i>		
10.4.12.1	Assessment of breach reports – Cases relevant to SSM-related tasks	E – Date case is closed	5 years
10.4.12.2	Assessment of breach reports – Cases relevant to ECB-related tasks unrelated to the SSM	E – Date case is closed	1 year
10.4.12.3	Assessment of breach reports – Cases not relevant to SSM-related tasks	E – Date case is closed	3 months
10.4.12.4	Assessment of breach reports – Assessment notes	E – Date case is closed	10 years
10.4.12.5	Enforcement and sanctioning procedures	E – Date case is closed	10 years
10.4.13	<b>Supervisory oversight</b> <i>Involves oversight of the supervision of LSIs carried out by NCAs to ensure that the supervisory activities are of the highest quality and applied consistently within the SSM. Includes both institution-specific and sectorial oversight, as well as monitoring compliance with the recommendations addressed to NCAs</i>		
10.4.13.1	Monitoring and reporting on LSIs and LSI sectors (including NCA ID cards)	T – End of calendar year	15 years
10.4.13.2	Coordination and assessment of notifications	T – End of calendar year	15 years
10.4.13.3	Reviews of NCAs' supervisory processes and standards and monitoring of harmonisation activities	T – End of calendar year	10 years
10.4.13.4	Coordination of country visits and on-going regular relations with NCAs	T – End of calendar year	15 years
10.4.13.5	Supporting activities	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
<b>11</b>	<b>Provision of statistics</b> <i>Covers the development, compilation and dissemination of statistics and related indicators that are needed for the ECB's functions</i>		
11.0	This uniform retention guidance applies to all database metadata required by persons or systems to make full and accurate use of statistical data, in terms of processing, reading, interpreting, analysing and presenting the data (or any other use)	E – End of system/database life	5 years
<b>11.1</b>	<b>General issues</b>		
11.1.1	<b>Legal advice on issues relevant to the ECB and ESCB's statistical legal framework</b> <i>Includes the drafting of legal acts for monetary statistics and for financial markets/institutions statistics</i>		
11.1.1.1	Legal advice and supporting documentation	E – Date case is closed	15 years
11.1.1.2	Legal acts and supporting documentation		Permanent
11.1.1.3	Compliance cases and sanctions (including preparatory and supporting documentation)		Permanent
11.1.1.4	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
11.1.1.5	BAs' contributions	T – End of calendar year	5 years
11.1.2	<b>Auditing of statistics-related issues</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to statistical issues. Includes both internal and external audits</i>		
11.1.2.1	Audit missions	E – Date of termination of the activity	15 years
11.1.2.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
11.1.2.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
11.1.2.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
11.1.3	<b>Statistical publication policy and production</b> <i>Involves the methods, tools and infrastructure for supporting the production of the statistical publications of the ECB, also including the collection, production and dissemination of statistical material used in other ECB publications. All final products (i.e. archival copy of all ECB publications) must be filed under 6.6.8</i>		
11.1.3.1	Records documenting research undertaken to support publications	T – End of calendar year	5 years
11.1.3.2	Technical manuals	E – End of system/database life	5 years
11.1.3.3	Documentation of procedures		Permanent
11.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non-recurrent issue or activity supporting, or relevant to, statistics</i>		

Class code	Series	Retention trigger point	Retention period
11.1.4.1	Section/Division meetings	T – End of calendar year	5 years
11.1.4.2	Management meetings	T – End of calendar year	10 years
11.1.4.3	Participation in conferences	T – End of calendar year	5 years
11.1.4.4	Other activities	T – End of calendar year	5 years
<b>11.2</b>	<b>Monetary and financial statistics and related indicators</b> <i>Involves the collection and elaboration of statistical data relating to monetary financial institutions (MFIs) and other financial institutions (OFIs), financial markets, banking statistics, etc.</i>		
11.2.1	<b>Statistics on monetary financial institutions (MFIs)</b> <i>Includes the management of the register of MFIs, as well as MFI balance sheet statistics (stocks, flows and growth rates, non-seasonally adjusted and seasonally adjusted), monetary aggregates and counterparts, minimum reserves statistics. Also includes MFI interest rates (MIR) statistics. Distinctions between euro area and pre-in Member States must be made at file level</i>		
11.2.1.1	Statistics on monetary financial institutions (balance sheets and interest rates)	T – End of calendar year	10 years
11.2.2	<b>Register and statistics on other financial intermediaries (OFIs)</b> <i>Includes the management of OFIs</i>		
11.2.2.1	Banking; registry operations; statistics and reports (use for actual statistics, analyses, compilations, related enquiries, amendments, comparisons)	T – End of calendar year	10 years
11.2.3	<b>Statistics on insurance corporations and pension funds (ICPFs)</b> <i>Includes the management of ICPFs</i>		
11.2.3.1	Banking; registry operations; statistics and reports (use for actual statistics, analyses, compilations, related enquiries, amendments, comparisons)	T – End of calendar year	10 years
11.2.4	<b>Financial market statistics</b> <i>Includes statistical series, statistical indicators, etc.</i>		
11.2.4.1	Statistical series, statistical indicators, etc.	T – End of calendar year	10 years
11.2.5	<b>Financial integration indicators</b>		
11.2.5.1	Financial integration indicators	T – End of calendar year	10 years
11.2.6	<b>Financial stability statistics</b>		
11.2.6.1	Financial system stability; data collection (activity of collecting, processing and collating data, statistics and other information for presentations, analysis and modelling)	T – End of calendar year	10 years
11.2.7	<b>Payment statistics</b>		

Class code	Series	Retention trigger point	Retention period
11.2.7.1	Payment regulation and coordination; data collection	T – End of calendar year	10 years
11.2.8	<b>Statistics on securities trading, clearing and settlement</b> <i>Includes capital market volume statistics (stocks and flows)</i>		
11.2.8.1	Capital market volume statistics (stocks and flows)	T – End of calendar year	10 years
11.2.9	<b>Money market statistics</b> <i>Includes statistics on money markets, bond markets etc.</i>		
11.2.9.1	Statistics on money markets, bond markets etc.	T – End of calendar year	10 years
<b>11.3</b>	<b>External statistics and statistical indicators</b>		
11.3.1	<b>Statistics on balance of payments and international investment positions</b> <i>Includes both balance of payments and international investment positions. Distinctions between euro area, pre-in Member States and accession countries must be made at file level</i>		
11.3.1.1	Statistics on balance of payments and international investment positions	T – End of calendar year	10 years
11.3.2	<b>Euro area external trade</b> <i>Includes briefing notes, quality reports and documents related to cooperation with Eurostat</i>		
11.3.2.1	Briefing notes, quality reports and documents related to cooperation with Eurostat	T – End of calendar year	10 years
11.3.3	<b>International role of the euro and effective exchange rates</b> <i>Includes occasional papers, briefing notes, contributions to the ECB Annual Report</i>		
11.3.3.1	Occasional papers, briefing notes, contribution to the ECB Annual Report	T – End of calendar year	10 years
11.3.4	<b>International reserve statistics and foreign-exchange operations</b> <i>Includes the international reserves of the ECB and Eurosystem</i>		
11.3.4.1	International reserves of the ECB and Eurosystem	T – End of calendar year	10 years
<b>11.4</b>	<b>Euro area accounts and statistical indicators</b>		
11.4.1	<b>Euro area financial accounts</b> <i>Involves quarterly and annual euro area financial accounts (monetary union financial accounts (MUFAs)). Also includes the euro area accounts compilation system</i>		
11.4.1.1	Financial accounts (including statistical analysis of economic developments)	T – End of calendar year	10 years
11.4.2	<b>Euro area non-financial sector accounts</b> <i>Involves quarterly and annual euro area non-financial sector accounts (quarterly sector accounts (QSAs))</i>		

Class code	Series	Retention trigger point	Retention period
11.4.2.1	Statistical analysis of economic developments	T – End of calendar year	10 years
11.4.3	<b>Statistics on gross domestic product (GDP) and breakdowns, productivity, capital stock and housing</b>		
11.4.3.1	Statistical analysis of economic developments	T – End of calendar year	10 years
<b>11.5</b>	<b>Government finance, general economic and other statistics and statistical indicators</b>		
11.5.1	<b>Government finance statistics</b> <i>Includes quality reports, derogation reviews, briefing notes, excessive deficit procedure (EDP) mission reports, fiscal position booklets, as well as documents for external (Eurostat) task forces and working groups</i>		
11.5.1.1	Statistical advice	T – End of calendar year	10 years
11.5.2	<b>Prices and costs statistics</b> <i>Includes briefing notes, back-to-office reports, data releases, general memos, inputs to official publications, and documents for external fora (e.g. Eurostat working groups and other external bodies)</i>		
11.5.2.1	Prices and costs statistics	T – End of calendar year	10 years
11.5.3	<b>Output, demand and labour market statistics</b> <i>Includes briefing notes, back-to-office reports, data releases, general memos, inputs to official publications, and documents for external fora (e.g. Eurostat working groups and other external bodies)</i>		
11.5.3.1	Output, demand and labour market statistics	T – End of calendar year	10 years
11.5.4	<b>Government finance and general economic surveys</b>		
11.5.4.1	Government finance and general economic surveys	T – End of calendar year	10 years
11.5.5	<b>Other statistics and statistical indicators</b> <i>Includes briefing notes, back-to-office reports, data releases, general memos, inputs to official publications, and documents for external fora (e.g. Eurostat working groups and other external bodies)</i>		
11.5.5.1	Coin statistics and returns; note statistics and returns	T – End of calendar year	10 years
<b>11.6</b>	<b>Development and harmonisation of statistical concepts and methods</b>		
11.6.1	<b>Statistics development</b> <i>Includes newly developed statistics such as MFI (balance sheet and interest rate) statistics, OFI statistics, payment and settlement systems statistics, financial stability statistics and financial integration indicators, euro area accounts, etc.</i>		
11.6.1.1	Statistics development	T – End of calendar year	10 years
11.6.1.2	Statistics accessibility	T – End of calendar year	10 years
11.6.2	<b>International statistical standards, methods, techniques and their harmonisation</b>		
11.6.2.1	Development of guidelines, instructions	T – End of calendar year	15 years
11.6.2.2	Statistical governance issues	E – Date of termination of the activity	10 years

Class code	Series	Retention trigger point	Retention period
11.7	<b>Statistical advice, compliance and analysis</b>		
11.7.1	<b>User services and training</b>		
11.7.1.1	User services and training	T – End of calendar year	10 years
11.7.2	<b>Advice of Eurostat and users concerning European Statistical System (ESS) statistics</b>		
11.7.2.1	Advice of Eurostat and users concerning ESS statistics	T – End of calendar year	10 years
11.7.3	<b>Statistics coordination and monitoring</b> <i>Includes the monitoring of non-statistical standards and the production of annual reports</i>		
11.7.3.1	Monitoring of non-statistical standards and production of annual reports	T – End of calendar year	10 years
11.8	<b>Management of statistical tools and infrastructure</b> <i>Involves developing, operating and maintaining statistical databases and other infrastructure, standards and tools for exchanging, processing/producing and disseminating statistics. Also includes providing users with technical support and with market data services</i>		
11.8.0	Preservation metadata, including full details of file formats, operating systems, application software, hardware, upgrades, conversions and storage media	E – End of system/database life	5 years
11.8.1	<b>Development and maintenance of market statistics databases</b> <i>Includes the management of projects relating to the Centralised Securities Database (CSDB), the Financial Market Database (FMDDB), the Register of institutions and assets database</i>		
11.8.1.1	Development and maintenance of market statistics databases	E – End of system/database life	10 years
11.8.2	<b>Statistical data collection infrastructure</b> <i>Includes methods, standards, tools and ECB/ESCB infrastructure for collecting statistical data and supporting data exchange</i>		
11.8.2.1	Methods, standards, tools and ECB/ESCB infrastructure	E – Date of termination of the activity	10 years
11.8.2.2	Supporting activities	T – End of calendar year	10 years
11.8.3	<b>Statistical data production infrastructure</b> <i>Includes cross-area methods, tools, infrastructure and support for statistical data production</i>		
11.8.3.1	Methods, standards, tools and infrastructure	E – Date of termination of the activity	10 years
11.8.3.2	Supporting activities	T – End of calendar year	10 years
11.8.4	<b>Statistical data dissemination infrastructure</b> <i>Includes methods, standards, tools and infrastructure for making statistics available to users internally and externally (Internet, databases)</i>		
11.8.4.1	Methods, standards, tools and infrastructure	E – Date of termination of the activity	10 years

<b>Class code</b>	<b>Series</b>	<b>Retention trigger point</b>	<b>Retention period</b>
11.8.4.2	Supporting activities	T – End of calendar year	10 years
<b>11.9</b>	<b>Supervisory statistics and derived indicators</b> <i>Involves the collection, validation and dissemination of supervisory data</i>		
11.9.1	<b>Supervisory statistics</b> <i>Includes methods, standards, tools and infrastructure relating to methodological issues</i>		
11.9.1.1	Methods, standards, tools and infrastructure	T – End of calendar year	15 years
11.9.2	<b>Supervisory statistics derived</b> <i>Includes methods, standards, tools and infrastructure relating to derived data</i>		
11.9.2.1	Methods, standards, tools and infrastructure	T – End of calendar year	15 years
<b>11.10</b>	<b>Statistics on securities</b>		
<b>11.10.1</b>	<b>Securities holdings statistics</b>		
11.10.1.1	Securities holdings statistics	T – End of calendar year	10 years
<b>11.10.2</b>	<b>Centralised securities database</b>		
11.10.2.1	Centralised securities database	E – Date of termination of the activity	10 years
<b>11.11</b>	<b>Statistical surveys on non-financial corporation and households and other data sources</b>		
<b>11.11.1</b>	<b>Firm-level statistical databases</b>		
11.11.1.1	Firm-level statistical databases	E – Date of termination of the activity	10 years
<b>11.11.2</b>	<b>Household-level statistical databases</b>		
11.11.2.1	Household-level statistical databases	E – Date of termination of the activity	10 years
<b>11.11.3</b>	<b>Provision of market data services and non-official statistics</b> <i>Involves the provision of market data services and the selection of the related tools. Procurement and contract management activities must be filed under 5.4.2</i>		
11.11.3.1	Market data and non-official statistics	T – End of calendar year	10 years
11.11.3.2	Planning and supporting activities of market data services	T – End of calendar year	15 years

Class code	Series	Retention trigger point	Retention period
12	<b>Design, issuance and circulation of banknotes and coins</b> <i>Covers development, monitoring and coordination of operational banknote activities within the Eurosystem</i>		
12.1	<b>General issues</b>		
12.1.1	<b>Legal advice on issues relevant to production, issuance and legal protection of euro banknotes and coins</b> <i>Includes, inter alia, legal advice on intellectual property rights and counterfeiting issues</i>		
12.1.1.1	Legal advice and supporting documentation	E – Date case is closed	15 years
12.1.1.2	Legal acts and supporting documentation		Permanent
12.1.1.3	Compliance cases and sanctions		Permanent
12.1.1.4	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
12.1.1.5	BAs' contributions	T – End of calendar year	5 years
12.1.2	<b>Auditing of banknotes-related issues</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. relating to banknotes issues. Includes both internal (including banknote quality management system (BQM)) and external audits</i>		
12.1.2.1	Audit missions	E – Date of termination of the activity	15 years
12.1.2.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
12.1.2.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
12.1.2.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
12.1.2.5	ISO 9001 audit and banknote quality management system (BQM)		Permanent
12.1.3	<b>Research and publications related to banknotes</b> <i>Involves documentation relevant to research activities and the preparation of publications (i.e. background material for papers submitted for publication). All final products (i.e. archival copy of all ECB publications) must be filed under 6.6.8</i>		
12.1.3.1	Records documenting research undertaken to support publications	T – End of calendar year	10 years
12.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non recurrent issue or activity supporting, or relevant to, banknotes</i>		
12.1.4.1	Section/Division meetings	T – End of calendar year	5 years
12.1.4.2	Management meetings	T – End of calendar year	10 years
12.1.4.3	Participation in conferences	T – End of calendar year	5 years
12.1.4.4	Other activities	T – End of calendar year	5 years



Class code	Series	Retention trigger point	Retention period
<b>12.2</b>	<b>Development of euro banknotes</b>		
12.2.1	<b>Research and development issues</b> <i>Includes coordination of the research and development of security systems for future series of euro banknotes</i>		
12.2.1.1	Research and development, testing		Permanent
12.2.2	<b>Future series</b> <i>Involves the development of future euro banknotes series and emergency banknote series</i>		
12.2.2.1	New banknote series development and technical specifications		Permanent
12.2.2.2	Procurement procedure; contracts and supporting documentation	E – End of contract period	10 years
<b>12.3</b>	<b>Banknote issuance management</b>		
12.3.1	<b>Monitoring of security requirements for banknotes and other secure items</b> <i>Includes the development of procedures for the handling, transportation and storage of banknote-related secure items, such as printing plates, watermark moulds, pigments, etc.</i>		
12.3.1.1	Policies and requirements for the common security system for the production, handling and transportation of euro banknotes; security inspections of the manufacturers	T – End of calendar year	20 years
12.3.2	<b>Banknote issuance and circulation</b> <i>Includes the monitoring of money distribution and cash payment systems. Also includes documentation relevant to the logistical banknote stock and the Eurosystem strategic stock projects</i>		
12.3.2.1	Annual banknote production requirements and management of Eurosystem's banknote stocks. Legal framework on the recirculation, authentication and fitness control of euro banknotes by credit institutions and other professional cash handlers, and by Eurosystem NCBs	T – End of calendar year	20 years
12.3.2.2	Records of monitoring, analyses of developments in the national cash supply systems. Strategies to harmonise NCBs' cash services to promote the efficiency of cash	T – End of calendar year	20 years
12.3.2.3	Management of the Eurosystem's information system on euro banknotes and coins (Currency Information System (CIS)) and other IT tools	T – End of calendar year	20 years
12.3.2.4	Euro area-wide studies and surveys related to euro banknotes, particularly on euro banknotes and coins	T – End of calendar year	20 years
<b>12.4</b>	<b>Control of counterfeiting and international cooperation</b> <i>Involves all counterfeit prevention activities put in place at ESCB and international level (e.g. the US Secret Service, Europol and Interpol)</i>		
12.4.1	<b>Counterfeit analysis and monitoring</b> <i>Includes the technical analysis of euro banknotes counterfeits and the management of the counterfeit monitoring systems</i>		

Class code	Series	Retention trigger point	Retention period
12.4.1.1	Records documenting suspicious and forgeries of banknotes and condemnations; correspondence with banks	E – Date of termination of the activity	20 years
12.4.2	<b>Providing information and training on euro banknotes and counterfeit detection</b> <i>Involves providing information on euro banknotes and on their security features and the preparation of training programmes for cash handlers. Includes collaboration on information campaigns on euro banknotes and coins, as well as the management and distribution of specimen banknotes</i>		
12.4.2.1	Instructions and manuals, including educational programmes. Handling of all enquiries related to note issuance matters	E – Date of termination of the activity	10 years
12.4.3	<b>Relations with other groups involved in counterfeit deterrence</b> <i>Includes the participation in global counterfeit deterrence activities, including support of the Central Bank Counterfeit Deterrence Group on technical and coordination issues</i>		
12.4.3.1	Records documenting information received from the police on counterfeit series, general enquiries, reward claims		Permanent
<b>12.5</b>	<b>Euro banknote production</b>		
12.5.1	<b>Coordination, monitoring and reporting of banknote production in terms of quality, health and safety and environmental compliance and quantity</b> <i>Involves quality inspections of manufacturers; Level-3 quality visits of manufacturers; approval of references for the start of different production phases in printing works and paper mills; manufacturer and user feedback system; qualification of alternative raw materials and production processes; continuous monitoring of the health and safety and environment obligations for manufacturers</i>		
12.5.1.1	Policies and requirements for the common quality, environmental, health and safety management systems of euro banknotes production	T – End of calendar year	20 years
12.5.1.2	Management of banknote technical specifications and origination materials	E – Repeal date	10 years
12.5.1.3	Records documenting and monitoring the quantity, quality, health and safety and environmental compliance of banknotes in production, including accreditation	E – Date of termination of the activity	10 years
12.5.2	<b>Monitoring of coin quality systems</b> <i>Functioning as an independent assessor of the quality of euro coins. Provide technical advice to the NCBs on euro coins</i>		
12.5.2.1	Mint quality audit	E – Date of termination of the activity	10 years
<b>12.6</b>	<b>Stakeholder management and international relations</b>		
12.6.1	<b>Stakeholder consultations and international relations</b> <i>Covers meetings and advice to central banks and national authorities, as well as consultations of high-level stakeholders. Cooperation with groups involved in counterfeit deterrence must be filed under 12.4.3</i>		
12.6.1.1	High-level stakeholder consultations and advice to national authorities and NCBs		Permanent
12.6.1.2	Relations with professional and business associations	T – End of calendar year	15 years

Class code	Series	Retention trigger point	Retention period
13	<b>International and European cooperation</b> <i>Covers the maintenance of relations between the ECB's representatives and relevant foreign, international and European institutions, bodies and fora in relation to cooperation/coordination issues that are not accounted for elsewhere</i>		
13.1	<b>General issues</b>		
13.1.1	<b>Legal advice on issues relevant to international and European cooperation</b> <i>Includes the compliance function (i.e. ensuring harmonised implementation of ECB legal acts and administering the ECB's sanctioning powers in event of non-compliance), as well as the consultative function (i.e. advising on draft legislative provisions from the Community/Member States)</i>		
13.1.1.1	Legal advice and supporting documentation	E – Date case is closed	15 years
13.1.1.2	Legal acts and supporting documentation		Permanent
13.1.1.3	Compliance cases and sanctions		Permanent
13.1.1.4	Litigation with legal precedents, judicial proceedings (e.g. Court of Justice cases)		Permanent
13.1.1.5	BAs' contributions	T – End of calendar year	5 years
13.1.2	<b>Auditing of international and European cooperation related issues</b> <i>Involves audit missions (including programmes and reports), investigations, consultancy work, follow-ups, activity reports, etc. on international and European cooperation issues. Includes both internal and external audits</i>		
13.1.2.1	Audit missions	E – Date of termination of the activity	15 years
13.1.2.2	Audit checks, activity reports, investigations, supporting documentation related to inquiries	E – Date of termination of the activity	10 years
13.1.2.3	Audit checks, investigations, supporting documentation not related to inquiries	E – Date of termination of the activity	2 years
13.1.2.4	Local files related to audit missions (kept in BAs other than Directorate Internal Audit)	T – End of calendar year	5 years
13.1.3	<b>Research and publications related to international and European cooperation</b> <i>Involves documentation relevant to research activities and the preparation of publications (i.e. background material for papers submitted for publication). All final products (i.e. archival copy of all ECB publications) must be filed under 6.6.8</i>		
13.1.3.1	Records documenting research undertaken to support publications	T – End of calendar year	5 years
13.1.4	<b>Other matters</b> <i>Includes reference materials and informative notes and reports, materials related to conferences, courses, etc., internal meeting minutes, projects and analytical agenda items not elsewhere included. Also includes any outstanding/non-recurrent issue or activity supporting or relevant to international and European cooperation. Includes back-to-office reports and calls for paper related to the participation of ECB staff members in both external and internal conferences, workshops and seminars</i>		
13.1.4.1	Section/Division meetings	T – End of calendar year	5 years
13.1.4.2	Management meetings	T – End of calendar year	10 years
13.1.4.3	Participation in conferences	T – End of calendar year	5 years

Class code	Series	Retention trigger point	Retention period
13.1.4.4	Other activities	T – End of calendar year	5 years
<b>13.2</b>	<b>Monitoring, analysis and reporting on international and European cooperation issues</b> <i>Includes all documents of substance relating to the preparation and coordination of policy positions on international issues with no direct impact on the ECB monetary and exchange-rate policies</i>		
13.2.1	<b>Global economic and financial issues</b> <i>Includes analysis, monitoring and policy positions related to key global economic policy issues of relevance to the world economy, such as global imbalances, as well as issues relating to the international monetary and financial system and its architecture</i>		
13.2.1.1	Monitoring and analysis of global macroeconomic and financial developments	T – End of calendar year	15 years
13.2.1.2	International relations (briefings, meetings, reporting); international markets monitoring	T – End of calendar year	15 years
13.2.2	<b>Issues relating to countries and regions outside the EU</b> <i>Includes analysis, monitoring and policy positions related to all European countries outside the EU and countries around the Mediterranean, as well as the emerging market and developing economies (except EU neighbouring regions) on issues not directly relevant to the monetary policy of the euro area. Includes both high-level meetings (at Board level), as well as meetings at staff level</i>		
13.2.2.1	Monitoring macroeconomic and financial developments, systems in specific countries and regions outside the EU	T – End of calendar year	15 years
13.2.2.2	Relations with non-EU countries (events, meetings, visits)	T – End of calendar year	15 years
13.2.3	<b>Issues relating to the international monetary system, including the international role of the currencies</b> <i>Includes analysis, monitoring and policy positions related to the international role of the euro excluding purely statistical issues, which are covered under 11.3.3</i>		
13.2.3.1	Monitoring and participating in macroeconomic and financial developments, systems and events in specific countries and regions, as well as global	T – End of calendar year	15 years
13.2.4	<b>Inactive/Not used</b>		
13.2.5	<b>European institutional and governance issues</b> <i>Includes analysis of institutional aspects of European integration, such as the European Constitution, other reforms of the EU institutional framework, institutional issues related to EU/euro area enlargement and the common foreign and security policy (CFSP), as well as the accountability of the ECB and Banking Union</i>		
13.2.5.1	Monitoring and participating in macroeconomic and financial developments, systems and events in specific countries and regions, as well as global		Permanent
13.2.6	<b>Issues related to European internal policies</b> <i>Includes analysis of the institutional framework for economic governance, in particular economic policy coordination, surveillance, the Internal Market and the EU Budget, as well as competition and research, on issues not directly relevant to the monetary policy of the euro area</i>		
13.2.6.1	Monitoring and participating in macroeconomic and financial developments, systems and events in specific countries and regions, as well as global		Permanent

Class code	Series	Retention trigger point	Retention period
13.2.7	<b>Issues related to European external policies</b> <i>Includes analysis of EU policies in the field of external cooperation, trade and development (e.g. macro-financial assistance), exchange-rate policies of the EU and monetary arrangements with third countries, on issues not directly relevant to the monetary policy of the euro area</i>		
13.2.7.1	Monitoring and participating in macroeconomic and financial developments, systems and events in specific countries and regions, as well as global		Permanent
<b>13.3</b>	<b>Inactive/Not used</b>		
<b>13.4</b>	<b>Preparation of the ECB's participation in meetings of international fora</b> <i>Involves participation in, as well as the conduct and follow up of, international meetings, seminars, workshops, etc. Includes relations with Bank for International Settlements (BIS), International Monetary Fund (IMF), Group of Seven (G7), Group of Eight (G8), Group of Ten (G10), Group of Twenty (G20), Group of Thirty (G30), Organisation for Economic Co-operation and Development (OECD) counterparts, etc.</i>		
13.4.1	<b>BIS meetings</b> <i>Involves the preparation, conduct and follow up, as well as the preparation of internal summaries, relevant to the meetings of the BIS</i>		
13.4.1.1	Participation in meetings	T – End of calendar year	15 years
13.4.1.2	BAs' contributions	T – End of calendar year	5 years
13.4.2	<b>IMF meetings</b> <i>Involves the preparation, conduct and follow up, as well as the preparation of internal summaries, relevant to the meetings of the IMF</i>		
13.4.2.1	Participation in meetings	T – End of calendar year	15 years
13.4.2.2	BAs' contributions	T – End of calendar year	5 years
13.4.3	<b>G7, G8 meetings</b> <i>Involves the preparation, conduct and follow up, as well as the preparation of internal summaries, relevant to the meetings of the G7 and of the G8</i>		
13.4.3.1	Participation in meetings	T – End of calendar year	15 years
13.4.3.2	BAs' contributions	T – End of calendar year	5 years
13.4.4	<b>G10 meetings</b> <i>Involves the preparation, conduct and follow up, as well as the preparation of internal summaries, relevant to the meetings of the G10</i>		
13.4.4.1	Participation in meetings	T – End of calendar year	15 years
13.4.4.2	BAs' contributions	T – End of calendar year	5 years
13.4.5	<b>OECD</b> <i>Involves the preparation, conduct and follow up, as well as the preparation of internal summaries, relevant to the meetings of the OECD</i>		

Class code	Series	Retention trigger point	Retention period
13.4.5.1	Participation in meetings	T – End of calendar year	15 years
13.4.5.2	BAs' contributions	T – End of calendar year	5 years
13.4.6	<b>G20 meetings</b> <i>Involves the preparation, conduct and follow up, as well as the preparation of internal summaries, relevant to the meetings of the G20</i>		
13.4.6.1	Participation in meetings	T – End of calendar year	15 years
13.4.6.2	BAs' contributions	T – End of calendar year	5 years
13.4.7	<b>G30 meetings</b> <i>Involves the preparation, conduct and follow up, as well as the preparation of internal summaries, relevant to the meetings of the G30</i>		
13.4.7.1	Participation in meetings	T – End of calendar year	15 years
13.4.7.2	BAs' contributions	T – End of calendar year	5 years
13.4.8	<b>Other international and inter-regional meetings, seminars and workshops</b> <i>Includes any other participation in, as well as preparation of, recurrent or occasional meetings at international level</i>		
13.4.8.1	Participation in meetings	T – End of calendar year	15 years
13.5	<b>Preparation of the ECB's participation in meetings of European fora</b> <i>Involves relations with the European Parliament, Commission, etc., academic institutions and think-tanks. Includes both participation in events and coordination of preparations, as well as conduct and follow up, of European meetings, seminars, workshops, etc.</i>		
13.5.1	<b>Eurogroup meetings</b> <i>Involves the preparation, conduct and follow up of Eurogroup meetings</i>		
13.5.1.1	Participation in meetings		Permanent
13.5.1.2	BAs' contributions	T – End of calendar year	5 years
13.5.2	<b>Economic and Financial Committee (EFC) meetings</b> <i>Involves the preparation, conduct and follow up of EFC and EFC Alternates meetings, and Eurogroup working groups</i>		
13.5.2.1	Participation in meetings		Permanent
13.5.2.2	BAs' contributions	T – End of calendar year	5 years
13.5.3	<b>Economic Policy Committee (EPC) meetings</b> <i>Involves the preparation, conduct and follow up of EPC meetings, as well as relevant preparatory committees and working groups</i>		
13.5.3.1	Participation in meetings		Permanent

Class code	Series	Retention trigger point	Retention period
13.5.3.2	BAs' contributions	T – End of calendar year	5 years
13.5.4	<b>Economic and Financial Affairs Council (ECOFIN) meetings</b> <i>Involves the preparation, conduct and follow up of ECOFIN and Informal ECOFIN meetings</i>		
13.5.4.1	Participation in meetings		Permanent
13.5.4.2	BAs' contributions	T – End of calendar year	5 years
13.5.5	<b>Macroeconomic Dialogue (MED) meetings</b> <i>Involves the preparation, conduct and follow up of MED meetings</i>		
13.5.5.1	Participation in meetings	T – End of calendar year	15 years
13.5.5.2	BAs' contributions	T – End of calendar year	5 years
13.5.6	<b>European Parliament meetings</b> <i>Involves the preparation, conduct and follow up of the European Parliament testimonies and committee meetings</i>		
13.5.6.1	Participation in meetings		Permanent
13.5.6.2	BAs' contributions	T – End of calendar year	5 years
13.5.7	<b>Other European meetings, seminars and workshops</b> <i>Includes any other participation in, as well as preparation of, recurrent or occasional meetings at the European level</i>		
13.5.7.1	Participation in meetings	T – End of calendar year	15 years
13.5.7.2	BAs' contributions	T – End of calendar year	5 years
13.5.8	<b>European Council meetings</b> <i>Involves the preparation, conduct and follow-up of European Council meetings</i>		
13.5.8.1	Participation in meetings		Permanent
13.5.8.2	BAs' contributions	T – End of calendar year	5 years
<b>13.6</b>	<b>Coordination of technical assistance</b>		
13.6.1	<b>Technical assistance provided by ECB to central banks and other recipients</b> <i>Involves technical assistance and related policies directly provided by the ECB following (ad hoc) requests by central banks, regardless of their geographical location. Includes, inter alia, assistance provided on ECB projects with non-Eurosystem partners involved (e.g. the blueprint for monetary union for the Gulf Cooperation Council)</i>		
13.6.1.1	Coordination of technical assistance within the ECB; project files	E – Date of termination of the activity	10 years
13.6.1.2	Development of policies		Permanent

Class code	Series	Retention trigger point	Retention period
13.6.1.3	Supporting activities	T – End of calendar year	10 years
13.6.2	<b>Management of technical assistance programmes</b> <i>Involves the provision of (e.g. Eurosystem) coordinated technical assistance and related policies</i>		
13.6.2.1	Coordination of technical assistance with international institutions; project files	E – Date of termination of the activity	10 years
13.6.2.2	Development of policies		Permanent



## Supplementary Schedule A

### Documents that can be disposed of in the normal course of business

The types of documents (in any format) listed below can be destroyed of by members of staff without initiating a formal disposal procedure

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1. Exact copies of documents saved in DARWIN or an official ECB record-keeping system.

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  2. Emails in Outlook folders when a copy has been saved in DARWIN or an official ECB record-keeping system.

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  3. Rough working papers and/or calculations.

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  4. Drafts not intended for further use or reference.

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  5. Drafts of documents submitted by third-party organisations (these must be destroyed when the final version has been received).

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  6. Drafts that have minor edits for grammar, style or spelling and do not contain significant changes or annotations.

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  7. Transitory or short-term documents or emails including 'personal' notes of meetings or conferences, appointment diaries, calendars, and facilitative or personal messages. Activity feeds, social connections, posts and instant messaging, notifications created via ECB collaboration tools/features (ephemeral messaging).

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  8. Copies of documents retained by individuals as personal 'convenience' copies for reference purposes.

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  9. Copies of (non-library) published material, including materials downloaded from the world wide web.

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  10. Documents containing either short-lived personal data or personal data that need to be kept up-to-date must be destroyed as soon as they are either not necessary or superseded, unless case-specific retention requirements apply. This covers documents of organisational nature such as birthday lists, contact lists, tasks allocations, dietary requirements.

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  11. Documents unrelated to the business of the ECB.

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