



a modern document management policy

E-Domec has set the stage for a successful document management policy. Every staff member has an important part to play – here's a reminder of your role.

What is it?

E-Domec is the acronym for the **E**lectronic archiving and **D**Ocument **M**anagement policy in the **E**uropean **C**ommission, which was introduced in 2002 and applies to all Directorates-General and Commission Services, including the Cabinets, Delegations, Offices and Executive Agencies. This policy established a common set of rules and procedures to help you manage the files you deal with in your daily work. It allows any document connected with the Commission's official functions to be managed efficiently, kept and found securely at all times.

Does it concern you?

YES! Almost everybody in the Commission is concerned with documents: their reception, drafting, registration, filing, storage, archiving and transfer to the Historical Archives or destruction (when they are no longer considered significant or needed for Commission business). All these activities are part of what we call the document management policy.

Why a document management policy?

The **Commission** needs an efficient, modern document management policy to cope with an ever increasing volume of documents and files and to help improve the quality of its work. This policy allows accountability for the activities and decisions taken to the other Institutions and increases transparency for European Citizens.

As **staff**, you also need rapid access to information to help you in your daily work, ensuring workflows and continuity.

What is your role?

- To check the content of the document received or created and to decide whether it should be registered or not.
- To know when to create, how to manage and when to close an official file.
- To ensure that the files are preserved according to the required deadline.

Four steps in managing documents

Registration

We produce and receive numerous documents but we do not have to register them all, only the important ones, which:

- are received or formally drawn up by a Commission department in the course of its activities;
- are likely to require further action;
- commit the Commission;
- contain important information which is not short-lived;
- testify to decisions, situations, intentions or events.

Filing

- Every registered document must be filed in the corresponding official file.
- A file is a coherent set of documents, which tracks the life cycle of a case.
- The Filing Plan of the Commission is organised according to its activities, with

ten broad common themes under which there are specific levels managed by the DGs and their Document Managers Officers (DMOs).

- Every file must be closed when a case is concluded: for some of your files this will be at the end of the fiscal or calendar year; for others this will be when the occurrence of a particular event or action concludes the case.

Preservation

- The file needs to be correctly stored and preserved so that we have a trace of work done.
- Files are preserved by the Commission according to a required deadline.
- Each closed file is kept in the DG for a defined period, set out in the Common Commission-Level Retention List (CRL) per type of file.
- Each DG has an archive schedule indicating for how long each of your files has to be kept and what happens afterwards - ask your DMO!

DID you know?

Personal files are kept for 120 years after the date of birth of the interested party.

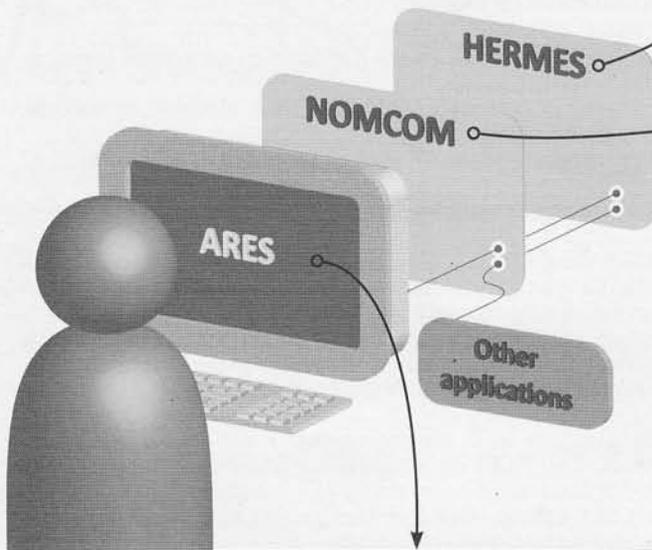
Appraisal and Transfer

- Not all of the files that we create have to be kept for eternity, only those with a historical, legal or administrative value.
- Files with long-term value are transferred to the Historical Archives.

Document management: ARES, leads the way forward

Behind the scenes: HERMES

Harmonises the Commission's various **digital document and file management applications** so that official Commission documents are only stored once.



NOMCOM

(Common Nomenclature) manages the Filing Plan and file lists for the whole Commission.

Leading role: ARES

- ARES is the acronym for Advanced Records System.
 - It is the new single general register designed **to replace all the varying ADONIS databases** throughout the Commission.
 - In addition, it offers new features that allow better workflows and transmission of documents.
 - It is an **IT tool which ensures that all e-Domec rules are fully respected**.
 - 19 services (September 2009) are already using ARES, representing almost 50% of staff.
 - The remaining services are scheduled to switch to ARES in the next 15 months.
- ① **If you are not already a user of ARES, have a try on:** http://www.development.cc.cec/Ares_pg (ecas login)

Help

Your DMO

<http://www.cc.cec/home/dgserv/sg/edomec/index.cfm?lang=fr&page=photosdmo>

On Intracomm, **the E-Domec website** includes information about your DMO; manuals on registration, filing, transfer; description material on the e-Domec courses; presentation and e-learning on the new IT applications (Hermes, Ares,

NomCom); Frequently Asked Questions (FAQ) and good practices in other DGs): <http://www.cc.cec/home/dgserv/sg/edomec/index.cfm>

Secretariat General.B.5

is the unit responsible for the development and implementation of e-Domec:
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Training to suit your profile

Whether you are a Head of Unit, DMO, case manager or secretary, e-Domec has specially tailored training courses to help you. Applications are made via SYSLOG. Look up all the training courses by entering the key-word "edomec". There is also a whole series of IT courses for document management – speak with your DMO to determine your training needs.