

S2RJU Retention List

S2R CODE	FILE TYPES	DESCRIPTION	ARP (Administrative retention period)	POST-ARP ACTION OR FIRST REVIEW: EL: elimination; SAM/SEL: sampling and/or selection; THA: transfer to the Historical Archives.	ACTION FOLLOWING TRANSFER TO HISTORICAL ARCHIVES 2ND REVIEW: second review; PP: permanent preservation.
<b>S2R.1</b>	<b>CORPORATE</b>				
<b>S2R.1.1</b>	<b>Financial Matters</b>	Files on S2R's day-to-day financial management.			
	S2R.1.1.1	Planning and reporting	5 years	THA	PP
	S2R.1.1.2	Expert reimbursement	7 years	EL	
	S2R.1.1.3	Payroll and missions	7 years	EL	
	S2R.1.1.4	Accounting	5 years	THA	PP
<b>S2R.1.2</b>	<b>Budget</b>				
	S2R.1.2.1	Budget implementation framework	5 years	THA	PP
	S2R.1.2.2	Management of accounts	5 years	THA	2nd review
	S2R.1.2.3	Management of expenditure	10 years	THA	2nd review
	S2R.1.2.4	Management of revenue	10 years	THA	2nd review
	S2R.1.2.5	Management of third-party files (Legal Entities File (LEF) and Bank Account File (BAF)) and Early Warning System (EWS).	5 years	THA	2nd review
	S2R.1.2.6	Budget discharge: obtaining discharge and follow-up	5 years	SAM/SEL	2nd review
	S2R.1.2.7	Setting up and running the financial circuit	5 years	SAM/SEL	2nd review
<b>S2R.1.3</b>	<b>Logistics and Security</b>				
	S2R.1.3.1	Security policy and implementation	7 years	THA	PP
	S2R.1.3.2	Buildings policy, security and implementation	5 years	THA	2nd review
	S2R.1.3.3	Protection and crisis management	7 years	EL	
	S2R.1.3.4	Transport and mobility policy	5 years	THA	2nd review
	S2R.1.3.5	Health safety, hygiene and environmental protection at work	5 years	THA	2nd review
	S2R.1.3.6	Social infrastructure policy	5 years	THA	2nd review
	S2R.1.3.7	Management of building contracts	10 years	THA	2nd review
	S2R.1.3.8	Management and logistics of translations	5 years	SAM/SEL	2nd review
	S2R.1.3.9	Day-to-day management of logistics	5 years	EL	
	S2R.1.3.10	Document management policy, archive policy and their implementation	5 years	THA	PP
	S2R.1.3.11	Day-to-day document management	3 years	EL	
	S2R.1.3.12	Internal administrative instructions	5 years after the act is repealed (replaced/amended)	THA	PP

<b>S2R.1.4</b>	<b>Procurement &amp; Legal Matters</b>					
	S2R.1.4.1	Administrative procurement procedures	Preparation and launch of the tendering procedures, opening and evaluation of tenders and award of contracts. The files contain: the call for expressions of interest; the invitation to tender (open, restricted, negotiated, etc.) the preliminary and final information sheets, the award decision, etc.	10 years T2	SAM/SEL	2nd review
	S2R.1.4.2	Administrative contract management (following award of contracts), "including expert contracts"	Files which start with the signing of the contract and continue up to the last payment. These files contain documentation of both the technical and financial parts of the project, including audits where appropriate.	10 years	SAM/SEL	2nd review
	S2R.1.4.3	Early Detection and Exclusion System (EDES)		5 years	THA	2nd review
	S2R.1.4.4	Court cases	Files related to the appearance of S2R before the European Courts and at national level as the applicant or defendant, depending on the case; also when called upon to make comments in preliminary ruling proceedings and when asked to intervene in support of a party.	5 years	THA	PP
	S2R.1.4.5	Relations with the European Ombudsman	Files related to the relations with the European Ombudsman.	5 years	SAM/SEL	2nd review
	S2R.1.4.6	Relations with the European Anti-Fraud Office (OLAF)	Files related to the relations with OLAF.	20 years	EL	
	S2R.1.4.7	Legal advice and opinions	Legal advice and opinions on S2R operations including public procurement procedures.	5 years	EL	
	S2R.1.4.8	Data protection policies	Data protection policies applicable at S2R.	7 years	THA	PP
	S2R.1.4.9	Notifications to the Data Protection Officer (DPO)/European Data Protection Supervisor (EDPO)s	Files concerning notifications and communication of personal data processing procedures.	5 years	THA	PP
	S2R.1.4.10	Personal data breach incidents	Files concerning incidents related to the breach of personal data rules.	5 years	EL	
	S2R.1.4.11	Intellectual property rights	Files on patents, trademark rights, image rights. This covers both the acquisition of rights (e.g. taking out a patent or trademark right) and termination, defence of acquired rights against infringements and exploitation of rights through licensing contracts.	10 years	THA	2nd review
<b>S2R.1.5</b>	<b>Information Communication Technology</b>		Concerns applications, in particular their documentation, reasons for choice of technologies, etc.; management of infrastructure services and IT services in general.			
	S2R.1.5.1	ICT policies, strategy, infrastructure and maintenance	Policies and broad guidelines implemented by S2R (e.g. e-governance), including issues related to IT security and protection (essentially issues such as viruses, spam, secure e-mail, etc.). Files on the vision and strategy for the infrastructure services.	5 years	SAM/SEL	2nd review
	S2R.1.5.2	Corporate systems and S2R-specific systems	These are systems such as SYSPER2, ARES, ABAC-etc. including IT systems developed and used by S2R.	3 years	THA	2nd review
	S2R.1.5.3	Management of networks and telecommunications services	Selection, set-up and management. Files on operational follow-up; administrative coordination of the proper operation of the services.	5 years	EL	
	S2R.1.5.4	Day-to-day management of ICT issues	Files by S2R on the day-to-day management of issues linked to IT and follow-up of the lifecycle of IT equipment such as PCs, laptops, printers, photocopiers, telephones (from acquisition to decommissioning).	5 years	EL	
<b>S2R.1.6</b>	<b>Human Resources</b>		All files on human resources policy and day-to-day staff management at S2R level.			
	S2R.1.6.1	Staff implementing rules	Rules for implementing the Staff Regulations and Conditions of employment of other servants (CEOS), training, equal opportunities, harassment, teleworking, social dialogue, evaluation and promotion system, mobility, recruitment, pay, pensions, sickness, accidents, leave, missions, termination of service, external activities, contract staff, etc.	10 years	THA	PP
	S2R.1.6.2	Internal policies on staff matters	Files concerning the implementation of applicable human resources policies, including the files concerning the management of vacancy notices.	10 years	EL	
	S2R.1.6.3	Procedures for the selection of contract staff and temporary staff	Organisation of selection procedures for contract staff and temporary staff.	5 years	SAM/SEL	2nd review
	S2R.1.6.4	Files on candidates for posts as contract or temporary staff	Files on each competition candidate (application letter, exams, etc.), both those eliminated during the procedure and those entered on the reserve list.	3 years	EL	
	S2R.1.6.5	Non-recruited candidates	Files concerning the recruitment procedure termination or the establishment of the reserve list by the selection committee.	2 years	EL	
	S2R.1.6.6	Personal files	File for each staff member (temporary or contractual) opened when they take up their duties and kept open until their service is terminated (because of retirement, death, voluntary departure or end of contract). Each file contains all documents relating to the staff member's career (Article 26 of the Staff Regulations). The ARPs for personal files under this point and within the meaning of Article 26 of the Staff Regulations apply by analogy to the personal files of national experts on secondment, structural trainees and local staff.	10 years as of the termination of employment or as of the last pension payment.	EL	
	S2R.1.6.7	Files on trainees	File for each trainee, opened when s/he is recruited and kept open until the end of the traineeship; contains the application (form and attachments), preselection evaluation sheet, correspondence, offer of traineeship, letter of acceptance, legal entity, description of tasks, attestation of traineeship, traineeship certificate, etc.	50 years	EL	
	S2R.1.6.8	Appraisal and reclassification procedure	Files related to the procedural documents for launching and closing the appraisal and reclassification of S2R staff.	5 years	SAM/SEL	2nd review
	S2R.1.6.9	Training plans, coordination, budget	Files related to training of S2R staff.	5 years	SAM/SEL	2nd review
	S2R.1.6.10	Article 90 (2) complaints (preliminary procedures), Article 90 (1) and Article 24 requests	Complaints to the administration under Article 90 of the Staff Regulations and requests under Article 24.	5 years	THA	PP
	S2R.1.6.11	Legal advice	Legal advice to staff consulting on subjects such as leases, different sort of problems, etc.	5 years	EL	
	S2R.1.6.12	Ethics and disciplinary measures	Files on ethics, disciplinary investigations and proceedings.	20 years	EL	
	S2R.1.6.13	Day-to-day management of human resources	Files of the S2R departments on staff management, allocation of vacant posts, leave, etc.	4 years	EL	
	S2R.1.6.14	Relations with Staff Committee	Files on elections of the Staff Committee, etc.	5 years	SAM/SEL	2nd review

	S2R.1.6.15	Payroll	Files related to the S2R's personnel salary payments.	8 years after the extinction of all rights of the person concerned and of any dependants, and for at least 120 years after the date of birth of the person concerned.	EL	
<b>S2R.1.7</b>	<b>Control, Evaluation and Audit</b>					
	S2R.1.7.1	Audits	Files related to audits carried out in S2R (Court of Auditors, Commission Internal Audit Services, external auditors).	7 years	THA	PP
	S2R.1.7.2	Ex-post controls	Files related to ex-post controls.	7 years	THA	PP
	S2R.1.7.3	Internal controls (incl. Internal Control Standards (ICS))	Files related to the evaluation of S2R operations, application of ICS and execution of monitoring actions.	7 years	THA	PP
	S2R.1.7.4	Risk management	Files on risk management and risk assessment exercises.	7 years	THA	PP
<b>S2R.1.8</b>	<b>Annual Work Plan</b>		Drawing up and adopting the work plan and the necessary planning and reporting instruments for the implementation of the programme (in both technical and financial terms), on the basis of implementing powers conferred by the legislative act setting up the programme.	5 years	THA	PP
<b>S2R.1.9</b>	<b>Annual Activity Report (AAR)</b>		S2R elaborates its AAR, measuring results against the set objectives and accounts for the sound management of the resources allocated to it.	5 years	THA	PP
<b>S2R.1.10</b>	<b>Communication, Information and Relation with Citizens, Media and EU Bodies</b>					
	S2R.1.10.1	Organisation of events	Organisation by S2R of conferences, seminars, workshops, campaigns, exhibitions, fairs, etc.	5 years	THA	PP
	S2R.1.10.2	Participation in external events	Participation of S2R staff in seminars, conferences and external meetings organised by public or private external bodies.	5 years	SAM/SEL	2nd review
	S2R.1.10.3	Websites	Creation of websites (site structure and design).	2 years	SAM/SEL	2nd review
	S2R.1.10.4	Requests for access to documents	Application of Commission Regulation No 1049/2001.	5 years	THA	PP
	S2R.1.10.5	Requests for information	S2R replies to citizens' requests for information under the Code of Good Administrative Behaviour.	2 years	EL	
	S2R.1.10.6	Relations with the media	Relations with the media (press, radio, TV, etc.), cooperation with the spokesperson, relations of S2R with the specialist press, etc.	5 years	SAM/SEL	2nd review
	S2R.1.10.7	Communication and transparency activities	Transparency activities related to S2R operations: public register, access to information, etc. including communication activities.	5 years	SAM/SEL	PP
	S2R.1.10.8	Relations with EU institutions	Cooperation with EU institutions.	5 years	THA	PP
	S2R.1.10.9	Relations with EU Agencies and other bodies	Files related to S2R relations with EU Agencies, including the Network of Agencies, and other bodies.	5 years	SAM/SEL	2nd review
<b>S2R.2</b>	<b>Governance</b>					
<b>S2R.2.1</b>	<b>Executive Director</b>					
	S2R.2.1.1	Executive Director decisions, external relations, etc.	Files related to the Executive Director's decisions (both sensitive and non sensitive), as well as the Executive Director's external relations including agreements, working arrangements and service level agreements.	5 years	THA	PP
	S2R.2.1.2	Management of day-to-day activities of Executive Director and Executive Director office	Executive Director Office files on issues that are part of their portfolio including Executive Director correspondence and Executive Director Office administration.	5 years	SAM/SEL	PP
<b>S2R.2.2</b>	<b>Governing Board</b>					
	S2R.2.2.1	Governing Board decisions	Files related to the decisions of the Governing Board including the written procedures and the adoption of minutes.	5 years	THA	PP
	S2R.2.2.2	Day-to-day management of Governing Board files	Governing Board declarations of interest and commitment, Governing Board rules of procedure, Governing Board correspondence, etc.	5 years	THA	PP
<b>S2R.2.3</b>	<b>Rules of Procedure of S2R</b>		Files concerning the Statutory Acts of S2R.	5 years	THA	PP
<b>S2R.2.4</b>	<b>States Representatives Group (SRG)</b>		Files concerning the SRG, such as declarations of interest, rules of procedure, correspondence, meetings, etc.	5 years	THA	PP
<b>S2R.2.5</b>	<b>Scientific Committee (SC)</b>		Files concerning the SC, such as declarations of interest, rules of procedure, correspondence, meetings, etc.	5 years	THA	PP
<b>S2R.2.6</b>	<b>Programme Groups</b>					
	S2R.2.6.1	Innovation Programmes (IP)	Files concerning IP1, IP2, IP3, IP4, IP5.	5 years	SAM/SEL	PP
	S2R.2.6.2	Working Groups	Files concerning Cross-Cutting Activities (CCA), System Integration Working Group (SWIG), User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group.	5 years	SAM/SEL	PP
<b>S2R.2.7</b>	<b>S2R Joint Undertaking Members</b>					
	S2R.2.7.1	Calls for Associated Members	Files concerning the calls, questions and answers, evaluations, etc.	10 years	SAM/SEL	2nd review
	S2R.2.7.2	Membership Agreements	Files concerning membership agreements including amendments.	10 years	THA	PP
<b>S2R.2.8</b>	<b>Evaluation and New Institutional Framework</b>		Files concerning mid-term reviews, action plan, etc.	10 years	SAM/SEL	2nd review
<b>S2R.3</b>	<b>Operational Activities</b>					
<b>S2R.3.1</b>	<b>Programme and Projects</b>					
	S2R.3.1.1	Planning and reporting		5 years	THA	PP
	S2R.3.1.2	Evaluation of expenditure programmes		6 years	THA	PP
<b>S2R.3.2</b>	<b>Calls</b>					
	S2R.3.2.1	Procedures for award of grants	Preparation and publication of the calls for proposals, evaluation of the applications for grants and selection of projects for financing. Management of preparatory files for grants for which, as an exception, no calls for proposals have been launched.	10 years T1	SAM/SEL	2nd review

	S2R.3.2.2	Management of grant agreements and decisions	Files which start with the signing of the grant agreement or notification of the grant decision and continues up to the last payment. These files contain documentation of both the technical and financial parts of the project.	10 years	SAM/SEL	2nd review
	S2R.3.2.3	Operational procurement procedures	Preparation and launch of the tendering procedures, opening and evaluation of tenders and award of contracts. The files contain: the call for expressions of interest; the invitation to tender (open, restricted, negotiated, etc.) the preliminary and final information sheets, the award decision, etc.	10 years T2	SAM/SEL	2nd review
	S2R.3.2.4	Management of programmes and projects including contract management (following award of contracts)	Files also contain mid-term and final reviews, communications with coordinators, deliverables, etc.	10 years	SAM/SEL	2nd review
	S2R.3.2.5	Accounting	Includes files relating to the validation of accounts and the functioning of the Accounting Correspondent.	5 years	THA	PP
	S2R.3.2.6	Questions and answers	Files containing questions and answers related to the call.	10 years	THA	PP
<b>S2R.3.3</b>	<b>Master Plan</b>		S2R Master Plan.	5 years	THA	PP
<b>S2R.3.4</b>	<b>Dissemination</b>		Files concerning the presentation of programme and projects results, including the publication.	10 years	THA	PP