S2R CODE		FILE TYPES	DESCRIPTION	ARP (Administrative retention period)	POST-ARP ACTION OR FIRST REVIEW: EL: elimination; SAM/SEL: sampling and/or selection; THA: tradest to the	ACTION FOLLOWING TRANSFER TO HISTORICAL ARCHIVES 2ND REVIEW: Second reviews P
					THA: transfer to the Historical Archives.	second review; PF permanent preservation.
S2R.1 S2R.1.1	CORPORATE Financial Mat		Files on S2R's day-to-day financial management.			
ULIN:	S2R.1.1.1	Planning and reporting	Planning of the S2R administrative appropriations and follow-up, implementation and reporting instruments, including follow-up on commitments and payments.	5 years	ТНА	PP
	S2R.1.1.2	Expert reimbursement	Files related to the reimbursement of experts: invitations, reimbursement forms, supporting documents.	7 years	EL	
	S2R.1.1.3	Payroll and missions	Files related to S2R's personnel payments, reimbursements, etc.	7 years	EL	
	S2R.1.1.4	Accounting	Files relating to the validation of accounts and the function of the Accounting Correspondent.	5 years	THA	PP
S2R.1.2	Budget					
	S2R.1.2.1	Budget implementation framework		5 years	THA	PP
	S2R.1.2.2	Management of accounts	Files relating to budget accounts,bank accounts and payments, S2R's annual accounts, management of imprest accounts, the accounting framework and its rules, cash management, validation of accounting systems.	5 years	THA	2nd review
	S2R.1.2.3	Management of expenditure	Including files relating to the release of appropriations, transfers, etc.	10 years	THA	2nd review
	S2R.1.2.4	Management of revenue	Files related to the offsetting of recovery orders and payments, validation of recovery orders, reconciliation of receipts, various bookings, debt management and follow-up.	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).	Files concerning all third parties with which S2R conducts revenue and expenditure transactions; files containing bank data on all the companies, organisations and persons with which S2R has financial relations; files concerning information on fund beneficiaries who have committed or are suspected of committing administrative errors or fraud.	5 years	THA	2nd review
	S2R.1.2.6	Budget discharge: obtaining discharge and follow-up	With the discharge, Parliament "releases" the JU from its management responsibility and ends the budget cycle. These files include prior contacts with the Court of Auditors to obtain the discharge (the Court of Auditors draws up external audit reports on the legality and correctness of receipts and expenditure and establishes whether S2R has exercised sound financial management).	5 years	SAM/SEL	2nd review
	S2R.1.2.7	Setting up and running the financial circuit	Setting up and implementing the financial circuit: appointment of authorising officers by delegation and subdelegation, financial initiators, verifiers, evaluation of financial circuits, etc.	5 years	SAM/SEL	2nd review
S2R.1.3	Logistics and	d Security				
	S2R.1.3.1	Security policy and implementation	Files concerning the adoption and implementation of the S2R policy in the area of security (protection from premeditated events): information, persons, buildings, etc.	7 years	THA	PP
	S2R.1.3.2	Buildings policy, security and implementation	Admission control and surveillance in S2R premises. Files concerning the coherent long-term policy for the provision of office space for S2R staff (development of new or existing sites). These files also concern the choice of buildings, technical requirements, etc., as well as files for informing both arms of the budgetary authority about any buildings projects that may have a financial impact, including the programming of some buildings projects.	5 years	THA	2nd review
	S2R.1.3.3	Protection and crisis management	Files concerning protection and crisis management (security policy)	7 years	EL	
	S2R.1.3.4	Transport and mobility policy	Files concerning the adoption of transport and mobility policies within S2R which fit into an overall policy designed to benefit both the individual and the quality of the environment.	5 years	THA	2nd review
	S2R.1.3.5	Health safety, hygiene and environmental protection at work	Files concerning the adoption of the policy on prevention and protection (safety: protection from accidental events) and hygiene for staff at the S2R premises. Ensuring compliance with health, safety and hygiene standards through opinions and advice. Organisation of information programmes, prevention, training and intervention in emergencies.	5 years	ТНА	2nd review
	S2R.1.3.6	Social infrastructure policy	Files on the definition of rules and principles for the management of infrastructure for S2R staff (e.g. mass catering and formal catering infrastructure, sports infrastructure, nurseries and child care facilities, etc.).	5 years	THA	2nd review
	S2R.1.3.7	Management of building contracts	Files on the negotiation, signing and implementation of contracts on the basis of which the S2R occupies buildings (rental and other tenancies, leasehold, etc.) until those contracts expire.	10 years	THA	2nd review
	S2R.1.3.8	Management and logistics of translations	Implementation of translation policy, management of document translation (internal or external), linguistic and quality advice, terminology, translation/management tools).	5 years	SAM/SEL	2nd review
	S2R.1.3.9	Day-to-day management of logistics	Files on the day-to-day management of logistical issues at S2R, with the exception of IT equipment.	5 years	EL	
	S2R.1.3.10	Document management policy, archive policy and their implementation	Adoption, implementation and development of these policies.	5 years	THA	PP
	S2R.1.3.11	Day-to-day document management	Day-to-day document management.	3 years	EL	
	S2R.1.3.12	Internal administrative instructions	Adoption and amendment of internal administrative instructions to ensure the functioning of S2R in accordance with its Regulation.	5 years after the act is repealed (replaced/amend ed)	THA	PP

S2R.1.4		t & Legal Matters				
	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 continues 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
S2R.1.5	Information (Communication Technology	Concerns applications, in particular their documentation, reasons for	or choice of techn	ologies, etc.; manager	nent of infrastructu
	S2R.1.5.1	ICT policies, strategy, infrastructure and maintenance	services and IT services in general. Policies and broad guidelines implemented by S2R (e.g. e-	1		T
	0211.1.0.1	To r policies, strategy, innastructure and maintenance	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 infastructure 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	
S2R.1.6	Human Reso	urces		-	EL	
S2R.1.6	Human Reso S2R.1.6.1	urces Staff implementing rules	laptops, printers, photocopiers, telephones (from acquisition to decommissioning).	-	EL	PP
S2R.1.6			laptops, printers, photocopiers, telephones (from acquisition to decommissioning). All files on human resources policy and day-to-day staff management 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	ent at S2R level.		PP
S2R.1.6	S2R.1.6.1	Staff implementing rules	laptops, printers, photocopiers, telephones (from acquisition to decommissioning). All files on human resources policy and day-to-day staff managemu 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. Files concerning the implementation of applicable human resources policies, including the files concerning the management of vacancy notices. Organisation of selection procedures for contract staff and	10 years	THA	
S2R.1.6	S2R.1.6.1 S2R.1.6.2 S2R.1.6.3	Staff implementing rules Internal policies on staff matters Procedures for the selection of contract staff and temporary staff	laptops, printers, photocopiers, telephones (from acquisition to decommissioning). All files on human resources policy and day-to-day staff manageme. 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. Files concerning the implementation of applicable human resources policies, including the files concerning the management of vacancy notices. Organisation of selection procedures for contract staff and temporary staff.	ent at S2R level. 10 years	ТНА	PP 2nd review
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S2R.1.6	S2R.1.6.1 S2R.1.6.2 S2R.1.6.3 S2R.1.6.4 S2R.1.6.5	Staff implementing rules Internal policies on staff matters Procedures for the selection of contract staff and temporary staff Files on candidates for posts as contract or temporary staff Non-recruited candidates	laptops, printers, photocopiers, telephones (from acquisition to decommissioning). All files on human resources policy and day-to-day staff manageme 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. Files concerning the implementation of applicable human resources policies, including the files concerning the management of vacancy notices. Organisation of selection procedures for contract staff and temporary staff. Files on each competition candidate (application letter, exams, etc.), both those eliminated during the procedure and those entered on the reserve list. Files concerning the reserve list by the selection committee. 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 retimement, 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. 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 contains he, application (form and attachments), preselection evaluation sheet, correspondence, offer of traineeship, letter of acceptance, legal entity, description of tasks, attestation of traineeship, traineeship.	10 years 10 years 5 years 3 years 2 years 10 years as of the termination of employment or as of the last pension	THA EL SAM/SEL EL EL	
S2R.1.6	S2R.1.6.1 S2R.1.6.2 S2R.1.6.3 S2R.1.6.4 S2R.1.6.5 S2R.1.6.6 S2R.1.6.6 S2R.1.6.7	Staff implementing rules Internal policies on staff matters Procedures for the selection of contract staff and temporary staff Files on candidates for posts as contract or temporary staff Non-recruited candidates Personal files Files on trainees Appraisal and reclassification procedure	laptops, printers, photocopiers, telephones (from acquisition to decommissioning). All files on human resources policy and day-to-day staff manageme 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. Files concerning the implementation of applicable human resources policies, including the files concerning the management of vacancy notices. Organisation of selection procedures for contract staff and temporary staff. Files on each competition candidate (application letter, exams, etc.), both those eliminated during the procedure and those entered on the reserve list. Files concerning the recruitment procedure termination or the establishment of the reserve list by the selection committee. 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 retimement, 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. 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 traineship, traineeship certificate, etc. Files related to the procedural documents for launching and closing the appraisal and reclassification of SZR staff.	10 years 10 years 5 years 2 years 10 years 3 years 2 years 10 years as of the termination of employment or as of the last pension payment. 50 years 5 years	THA EL SAM/SEL EL EL EL SAM/SEL	2nd review
S2R.1.6	S2R.1.6.1 S2R.1.6.2 S2R.1.6.3 S2R.1.6.4 S2R.1.6.5 S2R.1.6.6 S2R.1.6.6 S2R.1.6.7 S2R.1.6.8 S2R.1.6.9	Staff implementing rules Internal policies on staff matters Procedures for the selection of contract staff and temporary staff Files on candidates for posts as contract or temporary staff Non-recruited candidates Personal files Files on trainees Files on trainees Appraisal and reclassification procedure Training plans, coordination, budget	laptops, printers, photocopiers, telephones (from acquisition to decommissioning). All files on human resources policy and day-to-day staff manageme. 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. Files concerning the implementation of applicable human resources policies, including the files concerning the management of vacancy notices. Organisation of selection procedures for contract staff and temporary staff. Files on each competition candidate (application letter, exams, etc.), both those eliminated during the procedure and those entered on the reserve list. Files concerning the recruitment procedure termination or the establishment of the reserve list. Files concerning the recruitment procedure termination or the establishment of the 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. File for each cortinees on secondment, structural trainees and local staff. File for each trainee, opened when s/he is recruited and kept open until the of the traineeship; contains the application (form and attachments), preselection evaluation sheet, correspondence, offer of traineeship; contains the application (form and attachments), preselection evaluation sheet, correspondence, offer of traineeship, tertier of acceptance, legal entity, description of tasks, attestation of traineeship, traineeship, traineeship, traineeship, certificate, etc.	10 years 10 years 5 years 2 years 2 years 10 years as of the termination of employment or as of the last pension payment. 50 years	THA EL EL EL EL EL	2nd review
S2R.1.6	S2R.1.6.1 S2R.1.6.2 S2R.1.6.3 S2R.1.6.4 S2R.1.6.5 S2R.1.6.6 S2R.1.6.6 S2R.1.6.7 S2R.1.6.7 S2R.1.6.8 S2R.1.6.9 S2R.1.6.10	Staff implementing rules Internal policies on staff matters Procedures for the selection of contract staff and temporary staff Files on candidates for posts as contract or temporary staff Non-recruited candidates Personal files Files on trainees Appraisal and reclassification procedure Training plans, coordination, budget Article 90 (1) and Article 24 requests	laptops, printers, photocopiers, telephones (from acquisition to decommissioning). All files on human resources policy and day-to-day staff manageme. 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. Files concerning the implementation of applicable human resources policies, including the files concerning the management of vacancy notices. Organisation of selection procedures for contract staff and temporary staff. Files on each competition candidate (application letter, exams, etc.), both those eliminated during the procedure and those entered on the reserve list. Files concerning the reserve list by the selection committee. 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 retimement, death, voluntary departure or en 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 on the indice all personal files on secondment, structural trainees and local staff. File for each trainee, opened when s/he is recruited and kept open until their derived of the traineeship; contains the application (form and attachments), preselection evaluation sheet, correspondence, offer of traineeship; contains the application (form and attachments), preselection evaluation sheet, correspondence, offer of traineeship; contains the application (form and attachments), preselection evaluation sheet, correspondence, offer of traineeship; contains the application (form and attachments), preselection for SZR staff. Files related to the apr	10 years 10 years 5 years 2 years 10 years as of the termination of employment or as of the last pension payment. 50 years 5 years 5 years 5 years	THA EL SAM/SEL EL EL EL EL SAM/SEL SAM/SEL THA	2nd review
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S2R.1.6	S2R.1.6.1 S2R.1.6.2 S2R.1.6.3 S2R.1.6.4 S2R.1.6.4 S2R.1.6.5 S2R.1.6.6 S2R.1.6.6 S2R.1.6.7 S2R.1.6.7 S2R.1.6.10 S2R.1.6.11 S2R.1.6.11 S2R.1.6.12	Staff implementing rules Internal policies on staff matters Procedures for the selection of contract staff and temporary staff Files on candidates for posts as contract or temporary staff Non-recruited candidates Personal files Files on trainees Appraisal and reclassification procedure Training plans, coordination, budget Article 90 (2) complaints (preliminary procedures), Article 90 (2) complaints (preliminary procedures), Article 91 (1) and Article 24 requests Legal advice Ethics and disciplinary measures	laptops, printers, photocopiers, telephones (from acquisition to decommissioning). All files on human resources policy and day-to-day staff manageme. 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. Files concerning the implementation of applicable human resources policies, including the files concerning the management of vacancy notices. Organisation of selection procedures for contract staff and temporary staff. Files on each competition candidate (application letter, exams, etc.), both those eliminated during the procedure and those entered on the reserve list. Files concerning the recruitment procedure termination or the establishment of the reserve list. Files concerning the recruitment procedure termination or the establishment of the reserve list but hey open until their service is terminated 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 Regulation spect, correspondence, offer of traineeship, contains the application (form and attachments), preselection committe, and local staff. Files related to the procedural documents for launching and closing the appriasal and reclassification of S2R staff. Files related to the procedural documents for launching and closing the appriasal and reclassification of S2R staff. Files related to tast for conduct documents for launching and closing the appriasal and reclassification of S2R staff. Files neated to tast for staff consulting on subjects such as leases, different sort of problems, etc.	10 years 10 years 5 years 2 years 10 years as of the termination of employment or as of the last pension payment. 50 years 5 years 5 years 5 years	THA EL SAM/SEL EL EL EL EL SAM/SEL SAM/SEL THA	2nd review 2nd review 2nd review 2nd review
S2R.1.6	S2R.1.6.1 S2R.1.6.2 S2R.1.6.3 S2R.1.6.4 S2R.1.6.4 S2R.1.6.5 S2R.1.6.6 S2R.1.6.6 S2R.1.6.7 S2R.1.6.7 S2R.1.6.10 S2R.1.6.11	Staff implementing rules Internal policies on staff matters Procedures for the selection of contract staff and temporary staff Files on candidates for posts as contract or temporary staff Non-recruited candidates Personal files Files on trainees Appraisal and reclassification procedure Training plans, coordination, budget Article 90 (2) complaints (preliminary procedures), Article 90 (2) and Article 24 requests Legal advice	laptops, printers, photocopiers, telephones (from acquisition to decommissioning). All files on human resources policy and day-to-day staff manageme Rules for implementing the Staff Regulations and Conditions of employment of other servants (CEOS), training, equal a 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. Files concerning the implementation of applicable human resources policies, including the files concerning the management of vacancy notices. Organisation of selection procedures for contract staff and temporary staff. Files on each competition candidate (application letter, exams, etc.), both those eliminated during the procedure and those entered on the reserve list. Files concerning the recruitment procedure termination or the establishment of the reserve list with eselection committee. 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 retimemet, 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. Files related to the procedural documents for launching and closing the appraisal and reclassification of S2R staff. Files related to the procedural documents for launching and closing the appraisal and reclassification of S2R staff. Files related to the atomicel add coursents for launching and closing the appraisal and reclassification of S2R staff. Files related to the procedural documents for launching and closing the appraisal and reclassification of s2R staff. Files rel	10 years 10 years 5 years 2 years 10 years as of the termination of employment or as of the last pension payment. 50 years 5 years 5 years 5 years 5 years	THA EL SAM/SEL EL EL EL EL SAM/SEL SAM/SEL THA EL	2nd review 2nd review 2nd review 2nd review

	\$2R.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	
S2R.1.7	Control, Eval	uation and Audit				
	S2R.1.7.1	Audits	Files related to audits carried out in S2R (Court of Auditors,	7.0000	THA	PP
	000 / 7.0	.	Commission Internal Audit Services, external auditors).	7 years		
	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
S2R.1.8 S2R.1.9	Annual Work	Plan ity Report (AAR)	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. S2R elaborates its AAR, measuring results against the set the basis of accentric terms and accentric the set the programme.	5 years	THA	PP
COD 4 40	Communicati	en Information and Dalation with Citizana Madia	objectives and accounts for the sound management of the resources allocated to it.	5 years	THA	PP
S2R.1.10	and EU Bodie	ion, Information and Relation with Citizens, Media				
	S2R.1.10.1	Organisation of events	Organisation by S2R of conferences, seminars, workshops,	5 years	THA	PP
	S2R.1.10.2	Participation in external events	campaigns, exhibitions, fairs, etc. 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 S2R.1.10.5	Requests for access to documents Requests for information	Application of Commission Regulation No 1049/2001. S2R replies to citizens' requests for information under the Code of	5 years	THA	PP
			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
S2R.2	Governance					
S2R.2.1	Executive Dir	rector				
	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
S2R.2.2	Governing Bo	pard				
	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	5 years	THA	PP
S2R.2.3	Rules of Proc	cedure of S2R	correspondence, etc. Files concerning the Statutory Acts of S2R.	E .unors		РР
			Files concerning the SRG, such as declarations of interest, rules	5 years	THA	
S2R.2.4		sentatives Group (SRG)	of procedure, correspondence, meetings, etc.	5 years	THA	PP
S2R.2.5	Scientific Cor Programme C		Files concerning the SC, such as declarations of interest, rules of procedure, correspondence, meetings, etc.	5 years	THA	PP
S2R.2.6	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
S2R.2.7	S2R Joint Un	dertaking Members	Integration Working Group (SWIG),User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group.	5 years		PP
S2R.2.7			Integration Working Group (SWIG),User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group. Files concerning the calls, questions and answers, evaluations,	5 years	SAM/SEL	PP 2nd review
S2R.2.7	S2R Joint Un	dertaking Members	Integration Working Group (SWIG),User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group.	- -		
S2R.2.7 S2R.2.8	S2R Joint Un S2R.2.7.1 S2R.2.7.2	dertaking Members Calls for Associated Members	Integration Working Group (SWI0),User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group. Files concerning the calls, questions and answers, evaluations, etc.	10 years	SAM/SEL	2nd review
S2R.2.8 S2R.3	S2R Joint Un S2R.2.7.1 S2R.2.7.2 Evaluation an Operational A	dertaking Members Calls for Associated Members Membership Agreements Id New Institutional Framework Activities	Integration Working Group (SWIG),User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group. Files concerning the calls, questions and answers, evaluations, etc. Files concerning membership agreements including amendments.	10 years 10 years	SAM/SEL THA	2nd review PP
S2R.2.8	S2R Joint Un S2R.2.7.1 S2R.2.7.2 Evaluation ar Operational A Programme a	dertaking Members Calls for Associated Members Membership Agreements In New Institutional Framework ctivities and Projects	Integration Working Group (SWIG),User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group. Files concerning the calls, questions and answers, evaluations, etc. Files concerning membership agreements including amendments.	10 years 10 years 10 years	SAM/SEL THA SAM/SEL	2nd review PP 2nd review
S2R.2.8 S2R.3	S2R Joint Un S2R.2.7.1 S2R.2.7.2 Evaluation ar Operational A Programme a S2R.3.1.1	dertaking Members Calls for Associated Members Membership Agreements de New Institutional Framework ctivities and Projects Planning and reporting	Integration Working Group (SWIG),User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group. Files concerning the calls, questions and answers, evaluations, etc. Files concerning membership agreements including amendments.	10 years 10 years 10 years 5 years	SAM/SEL THA SAM/SEL THA	2nd review PP 2nd review PP
S2R.2.8 S2R.3	S2R Joint Un S2R.2.7.1 S2R.2.7.2 Evaluation ar Operational A Programme a	dertaking Members Calls for Associated Members Membership Agreements In New Institutional Framework ctivities and Projects	Integration Working Group (SWIG),User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group. Files concerning the calls, questions and answers, evaluations, etc. Files concerning membership agreements including amendments.	10 years 10 years 10 years	SAM/SEL THA SAM/SEL	2nd review PP 2nd review

S2R.3.4			Files concerning the presentation of programme and projects results, including the publication.	10 years	THA	PP
S2R.3.3	Master Plan		S2R Master Plan.	5 years	THA	PP
	S2R.3.2.6	Questions and answers	Files containing questions and answers related to the call.	10 years	THA	PP
	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.3.2.4	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.3.2.3	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.3.2.2	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