EUROPEAN CENTRAL BANK

EUROSYSTEM

How to manage ECB information

**Information Governance Division
DG-SE/IGO**

Presentation to ECB staff

Information management lifecycle

The Information lifecycle

1 CREATED
CREATED by member of staff or received from externally

2 STORED
STORED in DARWIN, an approved application and/or paper filing system

3 DISTRIBUTED
DISTRIBUTED to these with an interest or need to know

4 DISPOSED
DISPOSED OF according to ECB retention plan

How to **name** ECB documents

Make it simple

- Use sentence case (not all caps)
- Avoid abbreviations/ acronyms
- Avoid special characters:

**~ ! @ # $ % ^ & ( ) + = [ ] { } ; : ' , ?
| / \ <_€**

Make it unique

- Relevant **dates** with the format YYYY-MM-DD
- The **type** of document (e.g. agenda, presentation, minutes)
- The **context** (meeting forum, sender, recipient)
- The **topic**, key words and any actions
- The **status** (DRAFT, FINAL, UPDATABLE)

Naming **examples**

Tell people **what it really is** – use **good titles** - unique and easy to read, understand and help find the documents

e.g.

2022-12-05 – Instruments working group meeting agenda - FINAL

2019-12-15 - Presentation to EB - Importance of ECB information governance - DRAFT

How to **classify** ECB information

	Security Clearance Level
Current Security Clearance Level:	30 ... Restricted ▼

- Security classifications are assigned at **folder level**.

- Items saved in a folder automatically **inherit** the security classification of this folder.

- **Security clearance** should be considered **upon folder creation**.

- The security clearance of a folder should always **correspond** to the **level of the highest classification** applied to the **individual items** contained in it.

Where to store ECB digital information

STORED

2

STORED in DARWIN, an approved application and/or paper filing system

All electronic ECB documents (*including business relevant e-mails*) must be stored in DARWIN!

Documents in Darwin

Documents should be **stored:**
- **within a folder** with closely **related** documents
- use **shortcuts** to facilitate access from different locations

Keep folder structure **flat, consistent and neat**

Darwin collaboration tools

Communities

Blogs

Workflows

Wikis

Which **emails** to **store** in DARWIN

Store important business emails in DARWIN

Evidence

of business activities, decisions, transactions

Future value

Information with future business, financial, legal, research value.

Formal communications

between staff and external parties

More about email retention in the Email retention portal

Keeping & deleting information

DISPOSED

4

DISPOSED OF according to ECB retention plan

*The __ECB Filing and Retention Plan__ defines which **ECB documents** should be **retained permanently** as part of the historical archive and which should be **destroyed** after fixed periods in line with **legal**, **accountability** or **business requirements**. It is **integrated in DARWIN** and retention happens at regular intervals.*

Keep (e.g. save in DARWIN) ✔

- Evidence of business activities, decisions, transactions
- Information with future value (business, financial, legal, research)
- Formal communication (between staff and external parties)

Delete 🗑

- Information with short-term value
- Ephemeral information not required in the future
- Duplicates or copies
- Drafts superseded by a final version

Thank you!

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