

EU-RAIL 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.
EU-RAIL.1	CORPORATE					
EU-RAIL.1.1	Financial Matters		Files on EU-RAIL's day-to-day financial management.			
	EU-RAIL.1.1.1	Planning and reporting	Planning of the EU-RAIL administrative appropriations and follow-up, implementation and reporting instruments, including follow-up on commitments and payments.	5 years	THA	PP
	EU-RAIL.1.1.2	Expert reimbursement	Files related to the reimbursement of experts: invitations, reimbursement forms, supporting documents.	7 years	EL	
	EU-RAIL.1.1.3	Payroll and missions	Files related to EU-RAIL's personnel payments, reimbursements, etc.	7 years	EL	
	EU-RAIL.1.1.4	Accounting	Files relating to the validation of accounts and the function of the Accounting Correspondent.	5 years	THA	PP
	EU-RAIL.1.1.5	Financial Questions and Answers	Q&A relating to different financial matters	5 years	THA	PP
EU-RAIL.1.2	Budget					
	EU-RAIL.1.2.1	Budget implementation framework		5 years	THA	PP
	EU-RAIL.1.2.2	Management of accounts	Files relating to budget accounts, bank accounts and payments, EU-RAIL's annual accounts, management of imprest accounts, the accounting framework and its rules, cash management, validation of accounting systems.	5 years	THA	2nd review
	EU-RAIL.1.2.3	Management of expenditure	Including files relating to the release of appropriations, transfers, etc.	10 years	THA	2nd review
	EU-RAIL.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
	EU-RAIL.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 EU-RAIL conducts revenue and expenditure transactions; files containing bank data on all the companies, organisations and persons with which EU-RAIL 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
	EU-RAIL.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 EU-RAIL has exercised sound financial management).	5 years	SAM/SEL	2nd review
	EU-RAIL.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
EU-RAIL.1.3	Logistics and Security					
	EU-RAIL.1.3.1	Security policy and implementation	Files concerning the adoption and implementation of the EU-RAIL policy in the area of security (protection from premeditated events): information, persons, buildings, etc.	7 years	THA	PP

	EU-RAIL.1.3.2	Buildings policy, security and implementation	Admission control and surveillance in EU-RAIL premises. Files concerning the coherent long-term policy for the provision of office space for EU-RAIL 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
	EU-RAIL.1.3.3	Protection and crisis management	Files concerning protection and crisis management (security policy)	7 years	EL	
	EU-RAIL.1.3.4	Transport and mobility policy	Files concerning the adoption of transport and mobility policies within EU-RAIL which fit into an overall policy designed to benefit both the individual and the quality of the environment.	5 years	THA	2nd review
	EU-RAIL.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 EU-RAIL 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	THA	2nd review
	EU-RAIL.1.3.6	Social infrastructure policy	Files on the definition of rules and principles for the management of infrastructure for EU-RAIL staff (e.g. mass catering and formal catering infrastructure, sports infrastructure, nurseries and child care facilities, etc.).	5 years	THA	2nd review
	EU-RAIL.1.3.7	Management of building contracts	Files on the negotiation, signing and implementation of contracts on the basis of which the EU-RAIL occupies buildings (rental and other tenancies, leasehold, etc.) until those contracts expire.	10 years	THA	2nd review
	EU-RAIL.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
	EU-RAIL.1.3.9	Day-to-day management of logistics	Files on the day-to-day management of logistical issues at EU-RAIL, with the exception of IT equipment.	5 years	EL	
	EU-RAIL.1.3.10	Document management policy, archive policy and their implementation	Adoption, implementation and development of these policies.	5 years	THA	PP
	EU-RAIL.1.3.11	Day-to-day document management	Day-to-day document management.	3 years	EL	
	EU-RAIL.1.3.12	Internal administrative instructions	Adoption and amendment of internal administrative instructions to ensure the functioning of EU-RAIL in accordance with its Regulation.	5 years after the act is repealed (replaced/amended)	THA	PP
EU-RAIL.1.4 Procurement Procedures & Legal Matters						
	EU-RAIL.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
	EU-RAIL.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
	EU-RAIL.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
	EU-RAIL.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
		e-Submission - Administrative Procurements	e-Requests for public procurement procedures, e-Public procurement procedures, e-Contract management	10 years T2	SAM/SEL	2nd review
		Early Detection and Exclusion System (EDES)		5 years	THA	2nd review

	EU-RAIL.1.4.4	Court cases	Files related to the appearance of EU-RAIL 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
	EU-RAIL.1.4.5	Relations with the European Ombudsman	Files related to the relations with the European Ombudsman.	5 years	SAM/SEL	2nd review
	EU-RAIL.1.4.6	Relations with the European Anti-Fraud Office (OLAF)	Files related to the relations with OLAF.	20 years	EL	
	EU-RAIL.1.4.7	Legal advice and opinions	Legal advice and opinions on EU-RAIL operations including public procurement procedures.	5 years	EL	
	EU-RAIL.1.4.8	Data protection policies	Data protection policies applicable at EU-RAIL.	7 years	THA	PP
	EU-RAIL.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
	EU-RAIL.1.4.10	Personal data breach incidents	Files concerning incidents related to the breach of personal data rules.	5 years	EL	
	EU-RAIL.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
EU-RAIL.1.5	Information Communication Technology		Concerns applications, in particular their documentation, reasons for choice of technologies, etc.; management of infrastructure services and IT services in general.			
	EU-RAIL.1.5.1	ICT policies, strategy, infrastructure and maintenance	Policies and broad guidelines implemented by EU-RAIL (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
	EU-RAIL.1.5.2	Corporate systems and JU-specific systems	These are systems such as SYSPER2, ARES, ABAC, etc. including IT systems developed and used by EU-RAIL.	3 years	THA	2nd review
	EU-RAIL.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	
	EU-RAIL.1.5.4	Day-to-day management of ICT issues	Files by EU-RAIL 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	
EU-RAIL.1.6	Human Resources		All files on human resources policy and day-to-day staff management at EU-RAIL level.			
	EU-RAIL.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
	EU-RAIL.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	
	EU-RAIL.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
	EU-RAIL.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	
	EU-RAIL.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	
	EU-RAIL.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	

	EU-RAIL.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	
	EU-RAIL.1.6.8	Appraisal and reclassification procedure	Files related to the procedural documents for launching and closing the appraisal and reclassification of EU-RAIL staff.	5 years	SAM/SEL	2nd review
	EU-RAIL.1.6.9	Training plans, coordination, budget	Files related to training of EU-RAIL staff.	5 years	SAM/SEL	2nd review
	EU-RAIL.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
	EU-RAIL.1.6.11	Legal advice	Legal advice to staff consulting on subjects such as leases, different sort of problems, etc.	5 years	EL	
	EU-RAIL.1.6.12	Ethics and disciplinary measures	Files on ethics, disciplinary investigations and proceedings.	20 years	EL	
	EU-RAIL.1.6.13	Day-to-day management of human resources	Files of the EU-RAIL departments on staff management, allocation of vacant posts, leave, etc.	4 years	EL	
	EU-RAIL.1.6.14	Relations with Staff Committee	Files on elections of the Staff Committee, etc.	5 years	SAM/SEL	2nd review
	EU-RAIL.1.6.15	Payroll	Files related to the EU-RAIL'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	
EU-RAIL.1.7	Control, Evaluation and Audit					
	EU-RAIL.1.7.1	Audits	Files related to audits carried out in EU-RAIL (Court of Auditors, Commission Internal Audit Services, external auditors).	7 years	THA	PP
	EU-RAIL.1.7.2	Ex-post controls	Files related to ex-post controls.	7 years	THA	PP
	EU-RAIL.1.7.3	Internal controls (incl. Internal Control Standards (ICS))	Files related to the evaluation of EU-RAIL operations, application of ICS and execution of monitoring actions.	7 years	THA	PP
	EU-RAIL.1.7.4	Risk management	Files on risk management and risk assessment exercises.	7 years	THA	PP
	EU-RAIL.1.7.5	Anti Fraud	Files on Anti Fraud including the strategy.	7 years	THA	PP
EU-RAIL.1.8	Annual Work Plan		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
EU-RAIL.1.9	Annual Activity Report (AAR)		EU-RAIL 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
EU-RAIL.1.10	Communication, Information and Relation with Citizens, Media and EU Bodies					
	EU-RAIL.1.10.1	Organisation of events	Organisation by EU-RAIL of conferences, seminars, workshops, campaigns, exhibitions, fairs, etc.	5 years	THA	PP
	EU-RAIL.1.10.2	Participation in external events	Participation of EU-RAIL staff in seminars, conferences and external meetings organised by public or private external bodies.	5 years	SAM/SEL	2nd review
	EU-RAIL.1.10.3	Websites	Creation of websites (site structure and design).	2 years	SAM/SEL	2nd review
	EU-RAIL.1.10.4	Requests for access to documents	Application of Commission Regulation No 1049/2001.	5 years	THA	PP
	EU-RAIL.1.10.5	Requests for information	EU-RAIL replies to citizens' requests for information under the Code of Good Administrative Behaviour.	2 years	EL	

	EU-RAIL.1.10.6	Relations with the media	Relations with the media (press, radio, TV, etc.), cooperation with the spokesperson, relations of EU-RAIL with the specialist press, etc.	5 years	SAM/SEL	2nd review
	EU-RAIL.1.10.7	Communication and transparency activities	Transparency activities related to EU-RAIL operations: public register, access to information, etc. including communication activities.	5 years	SAM/SEL	PP
	EU-RAIL.1.10.8	Relations with EU institutions	Cooperation with EU institutions.	5 years	THA	PP
	EU-RAIL.1.10.9	Relations with EU Agencies and other bodies	Files related to EU-RAIL relations with EU Agencies, including the Network of Agencies, and other bodies.	5 years	SAM/SEL	2nd review
EU-RAIL.2	Governance					
EU-RAIL.2.1	Executive Director (ED)					
	EU-RAIL.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, board meetings and service level agreements.	5 years	THA	PP
	EU-RAIL.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
EU-RAIL.2.2	Governing Board (GB)					
	EU-RAIL.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
	EU-RAIL.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
EU-RAIL.2.3	Statutory Acts		Files concerning the Statutory Acts of EU-RAIL.	5 years	THA	PP
EU-RAIL.2.4	States Representatives Group (SRG)		Files concerning the SRG, such as declarations of interest, rules of procedure, correspondence, meetings, etc.	5 years	THA	PP
EU-RAIL.2.5	Scientific Committee (SC)		Files concerning the SC, such as declarations of interest, rules of procedure, correspondence, meetings, etc.	5 years	THA	PP
EU-RAIL.2.6	Programme Groups					
	EU-RAIL.2.6.1	Innovation Programmes (IP)	Files concerning IP1, IP2, IP3, IP4, IP5, DAC Delivery Programme.	5 years	SAM/SEL	PP
	EU-RAIL.2.6.2	Working Groups (WG)	Files concerning Cross-Cutting Activities (CCA), System Integration Working Group (SWIG), User Requirements, Implementation and Deployment Working Group (URID-WG), Tiger Team Working Group, Hyperloop Promoters Group.	5 years	SAM/SEL	PP
EU-RAIL.2.7	S2R/EU-RAIL Joint Undertaking Members					
	EU-RAIL.2.7.1	Calls for Associated Members	Files concerning the calls, questions and answers, evaluations, etc.	10 years	SAM/SEL	2nd review
	EU-RAIL.2.7.2	Membership Agreements/Letters of Commitment	Files concerning membership agreements/letters of commitment including amendments.	10 years	THA	PP
EU-RAIL.2.8	Evaluation and New Institutional Framework		Files concerning mid-term reviews, action plan, etc.	10 years	SAM/SEL	2nd review
EU-RAIL.2.9	System Pillar Steering Group (SP-STG)		Files concerning the SP-STG, such as declarations of interest, rules of procedure, correspondence, meetings, etc.	5 years	THA	PP
EU-RAIL.2.10	Deployment Group (DG)		Files concerning the DG, such as declarations of interest, rules of procedure, correspondence, meetings, etc.	5 years	THA	PP
EU-RAIL.3	Operational Activities					
EU-RAIL.3.1	Programme and Projects					
	EU-RAIL.3.1.1	Planning and reporting		5 years	THA	PP
	EU-RAIL.3.1.2	Horizon 2020 Projects		6 years	THA	PP
EU-RAIL.3.2	Calls and Operational Management					

	EU-RAIL.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
	EU-RAIL.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
	EU-RAIL.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
	EU-RAIL.3.2.5	Operational Questions & Answers (Q&A)	Files containing questions and answers related to the call.	10 years	THA	PP
EU-RAIL.3.3	Master Plan, Multi-Annual Action Plan and Multi-Annual Work Programme		EU-RAIL Master Plan.	5 years	THA	PP
EU-RAIL.3.4	Dissemination		Files concerning the presentation of programme and projects results, including the publication.	10 years	THA	PP
EU-RAIL.3.5	Innovation Pillar		Projects under the Innovation Pillar	6 years	THA	PP
EU-RAIL.3.6	System Pillar		Projects under the System Pillar	6 years	THA	PP
EU-RAIL.3.7	Exploratory Research and Other		Projects under the Exploratory Research and Other	6 years	THA	PP

T₁	Elimination of all projects not selected after three years
T₂	Elimination of all unsuccessful bids after five years.
T₃	Elimination after five years of all documents except application forms, offers of traineeships, letters of acceptance and attestations of traineeships.