

ARCHIVES SERVICES OF THE EUROPEAN UNION INSTITUTIONS

COMMITTEE OF REGIONS OF THE EU

1. Full title of Institution and of archives service

European Union
Committee of the Regions
Archives/Mail Department

2. Contact details

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3. Summary of historical background of the archive service

The Committee of the regions was created by the Maastricht Treaty as a consultative body. Since its creation an archives service has been preserving the documents produced within the framework of its advisory role. The archives/official mail /Transparency service depends of the Directorate Registry, Legal affairs and Assistance to the members

4. Physical access

The consultation room is available for research.

Opening hours:

Monday – Thursday 9:00 - 12:30 and 14:30 and 17:00

Friday : 9:00 - 12:30

The service is closed between Christmas and New Year.

5. Practical facilities

The consultation room offers 1 microfiche reader.

6. Reproduction of documents

Photocopies are available on request without charges.

7. Access regulations

In accordance with the provisions regarding public access to the historical archives, under the conditions laid down in Regulation (EEC, Euratom) n°384/83 of the Council of 1 February 1982 and Decision (EAEC) n°359/83 of the Commission of 8 February 1983, modified by the regulation (CE, Euratom) n°1700/2003 bringing the exceptions into line with those concerning the right of access provided for in Regulation (EC) n°1049/2001, the consultation of documents is allowed after the expiry of a period of 30 years starting from the date of their creation.

Documents less than 30 years old are available to the public under the conditions defined by the originating services, respecting the Regulation (EC) n°1049/2001 of 30 May 2001. Those specific conditions are specified as follows:

- Decision of the Bureau of the Committee of the Regions n°64/2003 on public access to committee of the regions documents which defines the process of accessibility of the documents of the Committee via the adoption of an electronic Register of the Documents (RED) and written request procedures.
- DECISION No. 128/2003 of the Bureau of the Committee of the Regions n°128/2003 on public access to Committee of the Regions documents via the electronic document register
- Decision of the Secretary-General of the Committee of the regions n°129/2003 on document management at the Committee of the Regions which objectives are :
 - defining a corporative system and integrated of documentary management within the Institution;
 - determining the participants' internal responsibilities in the cycle of documentary management;
 - making each service of the Committee responsible in the systematic opening of an official file for each business treated by it and its later transfer to the archives service of the Institution

8. Concise description of the principal record groups and collections

The archives of the Committee of the regions preserve the records of its Presidents and the documents resulting from its specific activities corresponding to the precise functions which arise from its mandate. This record group "Specific activities" is subdivided in six record groups corresponding to his functions/activities:

1. Representation activity of the local and regional authorities to the legislative and decisional European process (advisory role): records on the participation of the Committee in the community legislative process and in its role of initiative.
2. Organic activity: records concerning the organisation of work of the Committee. In particular, the records intended for the meetings of the Plenary Session, the Bureau, the Commissions, the Working parties and Joint committees.
3. Activities of political strategy and of evaluation: political assessments of the activities of the Committee, position taken by the Committee.
4. Research and communication activities: records on the studies and the thesis competitions set up by the Committee. Communication with the press and the general public via various publications.
5. Activities of relationship with the other Institutions and bodies
6. Activities concerning European integration (Period covered: as from 1994)