INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES

STUDIES - ÉTUDES

PARLAMENTARY INSTITUTIONS:
The criteria for appraising and Selecting documents

LAS INSTITUCIONES PARLAMENTARIAS:
Criterios para la evaluación y Selección de documentos

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APPENDIX:
File circuit: procedures and documentation. MOTION

file procedures	body or administrative unit	documents in the file	medium[1]	
			original	copies
- presentation of the initiative	- Registrar of the House Clerk	- motion	P	
- acceptance of the initiative for consideration	- Presiding Board			
- views of the Board of Spokespeople	- Board of Spokespeople		P	
- communications of the Presiding Board	- Presiding Board	- communication of the Board's agreements	P	
- order to publish the initiative	- Presiding Board	- publication order	P	
- presentation of amendments	- Registrar of the House Clerk	- amendments	P	
- acceptance of amendments for consideration	- Committee/Board	- minutes of the Board Committee	P	
- communications of the Presiding Board	- Presiding Board	- communication of the Board's agreements	P, V, A	E
- order to publish amendments	- Presiding Board	- order to publish amendments	P	
- adoption in Committee/Plenum	- Committee/Plenum	- resolution/motion		
- order to publish adoption and debate	- Presiding Board	- publication order		

[1] Medium: P (paper), E (electronic), V (video), A (audio), F (photograph), O (specify others)

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Other documents that may form part of the file to be assessed[2]
- application to extend time period for presenting amendments
- presentation of agreed amendments
- withdrawal application in writing
- presentation to the Registrar of a correction to the language
- application to change the processing committee
- application to process using the emergency procedure
- application for the agreement of the Presiding Board to be reconsidered

[2] These documents in the file initiate different procedures. In a general way and for each of them, the Presiding Board assesses them and agrees to admit them for consideration or not, communicates its agreements to the Government, members and parliamentary groups, and publishes the documents and agreements in the Official Gazette of the Parliament of Catalonia.