

## **Provision for Producing Archives at Caucasus International University**

### **Chapter I. General Provisions**

#### **Article 1. General provisions**

1. Archives at Caucasus International University (hereinafter shall be referred to as – “University”) representing a structural subdivision of Chancellery pursues its activities in accordance with the Constitution of Georgia, Law of Georgia on Higher Education, current Legislation of Georgia, Instruction for Document Management, University Provision and present provision.
2. Provision of Archives determines the regulation for storing documents at university, terms, procedures for destruction, functions and major directions of its activity.

### **Chapter II.**

#### **Regulation for Classifying and Storing Documents**

#### **Article 2. Documentation to be Stored**

1. The documentations drawn up at university fall into two categories: documentations to be stored constantly and temporarily.
2. The documentations to be stored constantly include: resolutions concluded by university administrative body (decrees, minutes of a meeting, resolutions), correspondence, a register recording decrees and correspondence, students' private documents, official registers, official records, personnel's private documents, copies of diplomas and supplements and a register for recording their issuance, Master's and PhD theses, documentations for possessing inventory, contracts.
3. The documentations to be stored temporarily include: students' midterm and final written examination papers, course papers, Bachelor's theses, etc.

#### **Article 3. Storing Documents at University**

1. The documents to be permanently stored (including accounting documents) are kept in corresponding departments, structural units for three years. Then they are submitted to the responsible body for maintaining archives at the institution.
2. Preparation procedures for submitting documents to archives include: examining documents, making descriptions, drawing up acts for allocating documents for destruction.
3. The documents to be temporarily stored, as a rule, are kept in corresponding departments and structural units and are to be destroyed after the expiry date.

#### **Article 4. Storage Terms**

1. The documents to be permanently stored are kept constantly and are not the subject of destruction.
2. The documents to be temporarily stored are kept for the term of 6 months. The documents to be temporarily stored, elaborated during the term shall be destroyed after the completion of following term.
3. The financial documentations, not being essential to be stored for the university, may be destroyed after date of expiry of financial limitation set by Tax Code.
4. The documents to be permanently stored are kept for 3 years in the corresponding structural units. After 3 years, the documents are submitted to archives, unless it is necessary to be kept in primary location due to its daily application.

### **Chapter III.**

#### **The Activity Pursued by Archives**

#### **Article 5. Objectives of Archives**

1. Categorizing documents;
2. Keeping a record, protecting and applying the documents kept in archives;
3. Supervising the procedure of document organization within university structural units in accordance with the requirement of “Common Regulation for Document Management”.

## **Article 6. Functions of Archives**

Archive is to fulfill the following procedures:

- a) Receiving properly arranged documents from university structural sub-divisions after completion of document management according to the schedule approved.
- b) Creating, improving and completing reference apparatus and catalogues allocated for the cases and documents kept in archives.
- c) Organizing document application;
- d) Providing documents on the basis of request;
- e) Issuing cases and copies of documents for the organizations expressing interest with the purpose of professional and scientific application in accordance with the regulation determined;
- f) Responding to questions of institutions and determining work experience of citizens and elaborating other kinds of social statements. Issuing copies of the documents and archival notifications in accordance with the existing regulation, providing consultation to institutions and individuals.
- g) Giving account of the documents stored in archives, being subject of acts for keeping and being destroyed in connection with the expiry dates for keeping;
- h) Delivering-accepting documents from university structural subdivisions;
- i) Coordinating structural units for giving accounts and destroying the documentations to be temporarily stored.

## **Article 7. Destruction of Documents**

1. Destruction of documentations involves giving accounts on documents, drawing up acts and destructing.
2. Giving accounts involves the following procedures: noting the content of the document, the period and the number of documentations to be destroyed.
3. In order the documentations being subject of keeping temporarily to be destructed, a person is allocated by head of the corresponding structural unit and the destruction of documentations are carried out with Head of Archives following to every procedure for destruction.
4. The results of record keeping are depicted in the act, signed by a representative of structural unit and head of archives.
5. An act for document destruction is stored in archives.

## **Article 8. Structure**

1. Archives is supervised by Head of Chancellery.
2. A specialist for producing archives may be appointed in accordance with the necessity by Chancellor. He/she is dismissed by order issued by Chancellor;
3. Head of archives is accountable to Chancellor and Rector.

## **Chapter IV. Final Provision**

1. A corresponding decree is issued by Chancellor on approving the present provision;
2. The provision comes into force on the next working day after its approval;
3. University structural units and personnel pursue their activities on the basis of the present provision and they are obliged to follow corresponding regulations;
4. Amendments and/or supplementary articles/paragraphs in the present provision are made/added by Chancellor's order;

1. 5.University personnel are obliged to become familiarize with the present provision and administration is obliged to give them an opportunity to become aware of it;
5. The present provision becomes invalid in case a new one is approved.