



AKADEMIA • ACADEMY TEMPULLI

REGULATION FOR THE ARCHIVE

Article 1.

Legal basis

Based on Articles 10 and 85 of the Statute of the Tempulli Academy, within the organizational chart of the Tempulli Academy in its physical space is issued this regulation determines the basic rules for the organization and functioning of the archival service in the Tempulli Academy.

Article 2

Definitions

In this regulation, the following terms have the following meanings:

- a) "Archive" is any documentary property created that is preserved by the Tempulli Academy.
- b) "Documents" are all documents created by the governing bodies of the main units, basic units and administrative units of the TA, during the exercise of its activity.
- c) "Archive employee" is the person responsible for organizing, systematizing and maintaining AT documentation.

Article 4

Archivist Leader

The duties and functions of the Archive Office will be performed by the Head of the Archive Office of the Tempulli Academy, under the management of the Secretary General of the Tempulli Academy.

The head of the Archive Office determines the modalities, the list and the deadline for storing the documents. Drafts the annual action plan, develops the work analysis and the final report with the relevant measures related to the archive service in the institution.

Article 5

Registration

The responsible employee archives the documents according to the provisions of this Regulation. Records documents with the necessary identification information. If the documents are multi-sheet, the material should be tied in regular groups and be protected with a cardboard lid, plastic or placed in a cardboard box if required or indexing should be done by setting the batch name, titles and date of the document.

Filing is done by entering a dial number, and placing it in the section defined for the document category.

Article 6

Document archiving management

Upon receiving a document in the archive, the responsible employee must:

- a. Examine the material for signs of insect or mold infection and identify if the material needs treatment;
- b. Check if the data is properly labeled;
- c. Placing them in a safe area for temporary storage designated for new admissions;
- d. Check the data against the reference list, transfer list or summary list as appropriate to ensure that the documents actually refer to that data and that all items that are presumed to be included are there;
- e. Fill in a form for their acceptance that is prepared in advance and receive a signature authorizing entry from the person authorized to compile the document;
- f. To enter and register;

The obligatory time of keeping the archive documents is determined by the General Secretary Council as follows:

- a. Original copies of exams:
 - b. 5 years from the date of the exam;
- c. Original copies of exam minutes:
 - d. 5 years from the date of the exam;
- e. Original copies of projects, course assignments, various assignments:
 - f. 2 years from their submission;
- g. Registry records:
 - h. Scammers;
 - a. Grade registers:
 - i. Scammers;
 - a. Original copies of master program theses:
 - a. Student file: 5 years after graduation;
 - b. Various certificates: 5 years from the date of issue.

Article 7

Indexing of documents

Indexing of documents should consist of three elements:

1. Titles;
2. Subheadings;
3. Archival references.

Titles may consist of terms they represent;

- a) Name of the department, commission
- b) Personal names (names of persons signing the document)
- c) Function (ex. department head, teacher)
- d) Type of registration (ex. memo, decision, application for registration)
- e) General information (ex. registration documents for Master or Bachelor)

Article 8

Infrastructure

Documents should be stored in a suitable environment, clean, with good lighting and on safe shelves and secured by fire.

The room must contain an "Exit" sign in case of fire. The ambient temperature should reach 16-20 degrees Celsius and the humidity should be between 55-65.

Article 9

Location register

The location register should contain the following elements:

1. Have a separate page for each archive group;
2. Have a separate entry for each series, numerically arranged.

Article 10

Location of documents to be written according to the following form:

Storage number / section number / shelf letter;

For example: 5/25 / 4A is the storage number, 333 is the section number and A is the shelf letter.

Article 11

Providing copies of archival materials

The archive copy register contains the details of the copies made from the documents in written form but also electronically.

Photocopied information which must be recorded and must contain the following data:

- a. The reference number of the file where the document is located;
- b. Document number;
- c. Copy type (such as microfilm, electronic copy or photocopy).

The archive copy register must be clearly labeled and securely stored.

Article 12

Tempulli Academy has the right to request a change in the definition of documents in its possession, declared of national historical importance. The decision to change the status of documents declared of national importance is taken in the same form, with the same procedure and by the same authorities, as in the case of their declaration as such.

Article 13

Admission register

Receipt of documents is registered in the register of receipt of documents which must contain the following data:

1. Admission number;
2. Date of receipt;
3. Details and data of the document (serial number if known, title or description, document dates, number of boxes or quantity);
4. The source from where the documentation comes from or is transferred (including the original references if known);
5. Archival references of the document if transferred from an external archive;
6. Remarks (related to the documentation);
7. Date of completion of the action;
8. All admissions will be recorded in a separate column. The data in this column must correspond to the data on the acceptance form.

Article 15

The receipt register contains a label on the lid and is stored in a safe place. This material is for internal use of the institution only. When the register is completed, it must be kept with the minutes for permanent storage, as part of the archives of the institution.

When a documentation receipt belongs to a new series, the responsible employee will assign the next available series number within the group and enter this new number in the register.

If the archives belong to a new series, the numbers will start with the number "1". If materials are being added to an existing batch, the first batch must be given the next batch number. This number must be taken from the register, which is then updated to indicate the last number.

Amendments and supplements to this regulation are made according to the manner and procedure by which it is approved.

Article 16

The regulation enters into force on the day of approval by the Steering Council.