

Regulation 8/2012	No.	Internal standard of Institute of Technology and Business in České Budějovice			
CURRENT WORDING RULES RELATING TO FILES AND SAFE DESTRUCTION OF OFFICIAL DOCUMENTS					
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PART ONE
INITIAL PROVISIONS

Article 1

The Purpose of the Rules relating to Files and Safe Destruction of Official Documents

- (1) Rules relating to files and safe destruction of official documents (hereinafter 'the rules') governs a unified and binding procedure to professionally administer documents terminated and created by activities of Institute of Technology and Business in České Budějovice (hereinafter 'ITB') including their adequate reception, archiving, distribution, circulation, processing, execution, signing, sending, keeping and discarding in proceedings related to safe destruction of official documents including supervision of these activities.
- (2) The rules are governed by Act No. 499/2004 Sb., On Archiving and Files Management and on Amendments to Some Acts, Act No. 259/2012 191/2009 Sb., On Details of the Performance of the Files Management, Act No. 300/2008 Sb., on Electronic Acts and Authorized Document Conversion, Act No. 297/2016 Sb., on Trust Building Services for Electronic Transactions) .
- (3) Duties resulting from these rules apply to all employees of ITB and also to students performing the length of professional service.

Article 2

Definition of General Terms

- (1) The term document refers to all written, visual, sound, electronic or otherwise recorded information either in the analogue, or digital form which was created or served on ITB. The term official document refers to a document issued by a public administration body or other body in order to perform a duty in public interest which is of administrative, information, scientific or cultural importance and is given a reference number. The term document of private nature refers to a document on whose envelope the name and surname of a natural person (alternatively into own hands) is written on the first place. The performance of files management involves a professional administration of documents created by activities of ITB including their adequate reception, archiving, distribution, circulation, processing, execution, signing, sending, keeping and discarding in proceedings related to safe destruction of official documents including supervision of these activities.
- (2) The term file(s) refers to a closed set of documents relating to the same case, marked with a file number and archived in writing or electronic form.
- (3) The filing office is a workplace of ITB designed for a central reception of documents; it is at the same time a place where a dispatched document is equipped with dispatching essentials. The filing office also sorts and redistributes documents within the external mail and within the internal document circulation. The filing office also serves as a registry.

- (4) The electronic system of files management (hereinafter 'ESFM') is an essential archiving electronic tool of the files management. ESFM contains documents recorded in numerical and time series of the recording. The system serves for adequate document keeping and is central managed in electronic form (in the Financial Information System, hereinafter 'IFIS System').
- (5) PID of a document is a unique identification number which is allocated to individual documents within ESFM. This identification number is generated by IFIS System.
- (6) A reference number is a basic identifying symbol of each document recorded in ESFM. It always consists of the abbreviation of ITB workplace, serial number of the document in ESFM and the calendar year in which its submission was recorded. The form of the reference number is thereby as follows: 'VŠTE 123456/2010'. The reference number is generated by IFIS System.
- (7) A file symbol refers to a symbol according to which the documents are sorted into classes for purposes of their future inspection, keeping and discarding; a file symbol also sorts individual document classes of the related nature according to their content.
- (8) A symbol relating to safe destruction of official documents refers to a symbol according to which the document is considered within proceedings related to safe destruction of official documents; it expresses a value of the document or the file and refers to a way in which the document will be treated after the period for safe destruction of official documents has expired.
- (9) The period for safe destruction of official documents refers to a period within which the processed (a document processing phase) document or file shall be kept in the registry of ITB. The period is expressed by a number of years following 31st December of the current year until the document or file has been processed or closed. The period for safe destruction of official documents is marked with a numeral with a symbol relating to safe destruction of official documents.
- (10) A registry is a place reserved for keeping processed documents and files which are no longer needed by ITB for its immediate activities. A registry keeps the documents until the proceedings relating to safe destruction of official documents commence; i.e. after the expiration of the period for safe destruction of official documents.
- (11) The reference files refer to a place created in selected workplaces where documents (files) necessary for the smooth operation of the specific workplace are archived.
- (12) The safe destruction of official documents refers to an effective removal of documents marked with 'S' symbol.
- (13) The proceedings relating to safe destruction of official documents refer to a procedure of discarding documents no longer needed for ITB activities after the expiration of the period for safe destruction of official documents. The relevant archive selects archives according to the proposal of safe destruction of official documents submitted by ITB.

- (14) Archives refer to documents which were selected in the public interest to be permanently kept in the archive and registered in archives record-keeping in view of their time of origin, content, origin, external features and universal value relating to their political, economic, legal, historical, cultural, scientific or information importance; archives also involve seals, stamps and other corporeal objects related to the archive fund or archive collection which were permanently registered in archives record-keeping with respect to their time of origin, content, origin, external features and universal value relating to their political, economic, legal, historical, cultural, scientific or information importance.
- (15) An archive refers to a professional facility which serves for keeping and tending archives. The archive for the needs of ITB is established in the State Regional Archive in Třeboň.
- (16)
- A file separation refers to a procedure which would be adopted in the event of the dissolution or reorganization of ITB. The proceedings relating to safe destruction of official documents always constitute its integral part.
- (17) Keeping files in extraordinary situations refers to keeping files in the event of a natural disaster, ecological, industrial or other catastrophe or other extraordinary situation which renders ITB incapacitated to keep files in ESFM for a specific period of time. In such a case files are kept in an alternative way in writing and documents are registered in an extra record-keeping tool in writing, which is an alternative record-keeping method of documents. ITB provides details of keeping files in an extraordinary situation including without limitations marking and record-keeping of documents, the way they shall be processed, sent and kept in compliance with the rules relating to files. The filing journal in writing archives a serial number, sender, addressee, file content, reference number, the person processing the document and the way of processing.

Article 3 Responsibilities of the Files Management

- (1) Proper and timely performance of the files management and document handling at individual workplaces including the supervision of document processing is subject to directors of specific workplaces.
- (2) Satisfactory performance of the files management and document handling in the filing office and registry of ITB including tutoring of workers in managing files is subject to the head of the Economic Section.
- (3) When managing files, a person involved shall keep mail and official secret.

Article 4 Organization of the Files Management

- (1) Duties within the files management will be carried out by:

Workplace for carrying out the files management	Position within the organizational structure of ITB	Type of activity to carry out the operation of the files management
Filing office (Dispatch office)	Economic Section	Reception, archiving, circulation and classification, dispatching documents, keeping a filing journal, ESFM, central record-keeping
File nodes	Subject of <u>Attachment No. 2</u>	Processing, submitting documents to processing, execution of documents, providing a file symbol.
Registry	Economic Section	Carrying out the operation of the registry, record-keeping, instituting proceedings related to safe destruction of official documents

Article 5

Filing Journals and Creation of Files

- (1) ITB files documents by means of a record-keeping tool ESFM in IFIS System in Files Management Module; subject to Article 6 Paragraph 5.
- (2) ESFM records documents in the order in which they were served on ITB or created as a result of its activities.
- (3) ESFM files documents in a numerical and time series. IFIS System uses two numerical series labelled as PID. Generated PID constitutes one series in format RRRRCCCCC; PID created by bar code (unified identifier) in format "VSTE"-RR-CCCCC constitutes the second series. ESFM is kept for the whole calendar year; i.e. from 1st January to 31st December. Documents supplied with bar code PID are filed via the filing office.
- (4) ESFM contains relevant boxes to record:

Document serial number – PID	Document numerical symbol under which the document is archived in ESFM; it clearly distinguishes documents from one another.	E.g. 2010000001 or VSTE-10-00002 (from 1. 1. to 31. 12)
The date of the document service; or the date the document was created	The date of the document service in compliance with post stamp; or the date of its creation if a document created as a result of activities of ITB is to be dealt with.	E.g. 01. 04. 2019
Sender identification	Sender's address: is recorded in notes section as 'Own' if a document created as a result of activities of ITB is to be dealt with.	E.g. Jan Novák, Praha 5 E.g. Own
Document content	Document description, sender's reference number, number of pages of the served document of the document created as a result of activities of ITB, number of attachment sheets, number of attachments in non-writing and type identification.	E.g.: Application for a tender, r.n.: VŠTE001234/2010, 1+2 (5+CD), /1 document sheet, 2 attachments, one in writing consisting of 5 sheets and 1 CD/
Processed by	Name of the worker to whom was	E.g. J. Marek / MO

	the document assigned and handed over to process; or from whose activity the document was created	
The way of processing	The way the served document was processed. The person processing the document agrees upon all formalities, e.g. number of attachments, document content etc.	E.g. taken into account, processed by the original, referral...
Sent to	Recipient's address and the date of sending	E.g. Jan Novák, Praha 5 10. 04. 2010
The symbol relating to files and safe destruction of official documents, the period for safe destruction of official documents	The symbol relating to files and safe destruction of official documents, the period for safe destruction of official documents in compliance with the plan relating to files and safe destruction of official documents	E.g.: D/II/3 S45

- (5) ITB creates a file by linking documents in ESFM. If found out when recording a new document in ESFM that a different document referring to the same subject-matter had already been recorded, the person authorized to process the document will create a file in which the both documents will be kept. Together with the post stamp, the new document will be equipped with the reference number of the previous document.

PART TWO

DISPOSAL OF DELIVERED DOCUMENTS

Article 6

Document Reception and Sorting

- (1) Documents served on ITB are received at the filing office. The filing office sorts documents as follows:
- a) newspaper, magazines, books, official printed material (collection of laws, heralds etc.), brochures, catalogues, blanks, leaflets, programmes, promoting and information material, price lists, New Year's Cards, invitations (with the exception of invitations to admissions), tickets, travel orders, requisition slips and other documents of a similar character which are not subject to ESFM record-keeping.
 - b) documents served on addressees sealed (Art. 6 Paragraph 8)
 - c) other documents subject to ESFM record-keeping
 - d) documents subject to special record-keeping in accordance with Article 4 Paragraph 5
- (2) What is also considered as served documents are documents received outside the filing office. The recipient of the document ensures that the document is immediately handed over and recorded in the filing office.

- (3) An official document is also a document served through a data box which is created in the filing office. Documents are automatically transferred from the data box to ESFM through IFIS Program. Employees of the filing office are informed about the incoming data message via e-mail.
- (4) An official document served in a digital form directly to the e-mail box of the employee shall be immediately recorded by the recipient. In this way served document shall be permanently archived so that the recipient forwards the document to the filing office for permanent archiving.
- (5) If specific legislation relates to the reception and handling with documents, the documents are received separately and archived under special conditions. The list of applied separate document files of ITB is as follows:
 - a) Study administrative duties – are recorded in writing and electronic form
 - I. all requests relating to study are recorded in electronic form and are archived in the information system in Document Office section.
 - II. all materials relating to admissions are recorded in writing and are archived in a printed filing journal.
 - b) Administrative duties of life-long learning students – are recorded in electronic form
- (6) Received mail is subject to address revision and the filing office further checks whether the packed has not been damaged. By-accident received mail is sent back to the carrier and detected defects are immediately reported. These duties also apply to employees who took the document over.
- (7) Documents containing a delivery note to the name which the filing office is not authorized to take over, the filing office takes over the call to collect and hand it over to the addressee.
- (8) Documents that are handed over to addressees sealed are as follows:
 - a) addressed directly to individual employees if the name of the addressee is written on the first place before the name of the organization,
 - b) addresses 'in own hands',
 - c) marked as a tender
 - d) marked with 'do not open'

In the event that an official document is to be dealt with, the recipient is obliged to record the document via the filing office.

- (9) Delivered documents are equipped with a post stamp imprint at the filing office. If the document itself cannot be designated, a special sheet of paper which will be attached to the document is designated. When opening the mail, the filing office checks the number of attachments of the received document. If inconsistencies in the number of attachments are found, the filing office mentions it next to the post stamp. The document is subsequently scanned and filed to ESFM in IFIS System.
- (10) Post stamp always contains:

- a) text with the name of ITB,
 - b) the date of delivery,
 - c) reference number,
 - d) the number of sheets
- (11) The document envelope is preserved as its integral part if:
- a) the mail is delivered to own hands,
 - b) it is necessary to do so for identifying the time the mail was filed or delivered
 - c) it is crucial to do so for identifying sender's address

Article 7 Document Files

- (1) Delivered documents, subject to documents under Article 6 Paragraph 5, are filed in ESFM archived by the filing office in IFIS system in Files Management module. The filing office also provides their electronic form and document originals are archived in writing. The exception are documents which are not archived in the original in-writing form in the filing office.
- (2) Selected administrative duties are recorded in a specific mode. The specific mode means that document files are different according to the place where the original documents are archived, whether their electronic form was not created so as not to disclose personal data, or delaying the creation of electronic form in order to protect the competition. The specific mode applies to the following documents:
- a) Administrative duties relating to accounting – are filed in the reference registry of the ES; the filing office records received invoices and credit notes and creates their electronic form by means of ESFM. The document original is subsequently referred to the ES to be processed. Documents of administrative duties relating to accounting are archived in the reference registry for the duration of 2 years since the time the document was processed and are subsequently referred to the central registry.
 - b) Administrative duties of the academic senate – are filed in the reference registry of the rector's office. The filing office archives documents in ESFM and creates electronic forms of the documents. Document originals are referred to the rector's office of ITB. This shall not apply to candidate's Poster in the event of which the rector's office receives only a coloured copy of the document while the original remains archived in the central registry after the filing office has recorded the document and created its electronic form. Authorised workers of the rector's office are entitled to record documents and create their electronic forms. Originals referred to the reference registry of the rector's office are archived for the duration of 2 years and are subsequently referred to the central registry.
 - c)

Contracts and documents received from the Ministry of Education, Youth and Sport (hereinafter 'MEYS') are filed in the reference registry of the rector's office. The filing office records documents in ESFM and creates electronic form of the document. The document original is then referred to the rector's office of ITB. Rector's office workers receive this document in writing and electronic form. If the document is designed for other persons, the administrator of the node 1,000 executes a copy of the document which will be treated as a copy, i.e. it will be equipped with H.I. file symbol. This copy is subsequently sent via e-mail within IFIS. Authorised workers of the rector's office are entitled to record documents and execute an electronic form of the document if necessary. Documents are filed in the reference registry in duration of 2 years following the date of file processing. The documents are subsequently referred to the central registry.

- d) Contracts and orders exceeding 50,000 CZK are published in the register of contracts. A worker authorised by the rector's office files the contract in the register.
- e) Foreign administrative duties – documents are filed in the reference registry of the Division of Foreign Relations. The filing office records documents in ESFM and creates an electronic form of the document. The document original is then referred to an authorised worker of the Division of Foreign Relations. Documents are filed in the reference registry in duration of 1 year following the date of file processing. The documents are subsequently referred to the central registry.
- f) Administrative duties relating to wages and human resources – these documents do not require electronic form of the document due to the protection of sensitive data. The documents are archived only in writing in the reference registry. Documents are filed in the reference registry in duration of 2 years following the date of file processing. The documents are subsequently referred to the central registry.
- g) Public tenders – documents relating to public tenders are recorded in a file in ESFM created by the filing office called Public Tenders. Documents are referred to the Purchasing Department. In the event that a tender offer delivered in an envelope marked as 'do not open' is to be dealt with, receptionists shall file a record in ESFM equipped with an envelope scan. Sealed envelopes are subsequently referred to the Purchasing Department. Neither records, nor scans of accepted tender offers are executed so as not to disclose business secret. After envelopes have been opened, the Purchasing Department shall compile a report on the envelope opening which a worker of the Purchasing Department archives in ESFM file and creates electronic form of the document. If more reports have been drawn up to a public tender, all these reports constitute an integral part of the file; i.e. a record is filed in ESFM and, at the same time, an electronic form of the document is created. The documents are filed in the reference registry in duration of 1 year following the date of file processing. The documents are subsequently referred to the central registry.

- (3) In the event that it cannot be understood from the content of the document to which workplace (department) should the document be referred, the head of the Economic Section will make a decision upon which department is competent to receive it.

Article 8 Document Circulation

- (1) All documents which are subject to recording in the filing journal (subject to Article 7 Paragraph 2) are handed over in the electronic form (scanned) to be processed by authorised workers (file nodes).
- (2) Distribution and circulation of the delivered documents are ensured by the filing office.

Article 9 Document processing

- (1) Documents shall be processed duly, on time and economically. Deadlines for processing documents shall comply with applicable legislation, internal regulations and standards of ITB, requirements of the sender or decision of a senior employee.
- (2) Timely and due document processing is subject to the employee to whom the document was assigned to process.
- (3) Documents are processed by an authorised employee. If a document is processed in other form than in writing (via telephone or personally), a respective record shall be filed in ESFM. What shall also be recorded is processing of a specific document in writing. The person who is responsible for the document processing shall file a record about the way the document was processed and the date it was processed in IFIS System.
- (4) All documents relating to same case are compiled into a file. Files contain a register of all numbers of reference documents, which are its integral part. The cohesion of attached documents shall be recorded in ESFM. Files are considered disposed of after all its documents have been processed. In-writing copies of processed documents equipped with the date when they were handed over to be dispatched constitute an integral part of a disposed file.
- (5) The employee who processed the document is obliged to attach a symbol and period of time relating to files and safe destruction of official documents into ESFM.

PART THREE
RECORD-KEEPING AND DISPATCH OF DOCUMENTS

Article 10
Modification of Documents

- (1) Documents arising from official activities of ITB are marked with a heading that contains:
 - a) name, i.e. "Institute of Technology and Business in České Budějovice",
 - b) permanent address, i.e. "Okružní 10, 370 01 České Budějovice",
 - c) logo,
 - d) reference number.
- (2) All dispatched documents should, according to its nature, contain these formalities:
 - a) addressee including the address,
 - b) date of the signature of the document,
 - c) reference number,
 - d) number of sheets of the document,
 - e) number of attachments,
 - f) number of sheets or attachments sheafs, or their designation
 - g) reference number of the received document; if applicable
 - h) name of the employee who settles the matter
 - i) contact information of the employee who processes the document
 - j) signature, printed name and position of the signed employee
 - k) if applicable, identification number, tax identification number, bank account and contact information of ITB
- (3) All documents arising from activities of ITB or from processing of received documents are governed by ČNS 01 6910 (Modification of Documents Processed by Text Editors). Documents dispatched outside ITB use a unified letterhead.
- (4) The use of stamps and signature cards is closely described in Rector's Measures No. 6/2017.

Article 11
Record-Keeping of Drawn-up Documents

- (1) Documents arising from activities of ITB are documents that are property of ITB and are classified into four groups:

- a) Documents that originated from activities of ITB and that are not addressed to the third parties. These documents are archived in a special mode (available on a document server of the information system (hereinafter 'DSIS')). According to their nature, they are divided into the following classes:
 - I. Internal regulations of ITB; i.e. a set of rules and measures suggested by rector (measures, regulations, methodological instructions etc.),
 - II. Management meeting minutes and other meeting minutes (department meetings, meeting of working groups etc.)
 - III. Presentations about the school and other promoting material,
 - IV. Documents relating to the teaching process (study material, accreditation applications, teachers' materials and study plans). The Deputy Director of Department for Education of individual faculties of ITB is responsible for these documents; the head of a specific department is responsible for teachers' materials. A detailed description of documents relating to the teaching process is depicted in Attachment No. 5.
- b) Documents that originated from activities of ITB and that are addressed to the third parties – these documents arose from activities of ITB, but they are dispatched or handed over to the third parties. In the event that it is necessary to send or hand over the document original, a document duplicate which is archived by the filing office in ESFM is drawn up (contracts, tender documentation, orders etc.). Documents that originated within ITB and that are designed including without limitations for external subjects are recorded via ESFM in IFIS.
- c) Other documents that originated from activities of ITB and that are recorded only in their digital form. These documents are closely referred to in Article 12 of this regulation.

Article 12

Documents in the Digital Form

- (1) Archiving documents arisen from activities of ITB in digital form. A document originated from activities of ITB is a document elaborated by an employee of ITB. In order to file these documents, their invariability and permanence of their information content must be ensured. Digital documents in regard to the legislation relating to files managements can originate in several ways. The most common method is using a text editor (e.g. Word) and then converting the text to a relevant output format (e.g. PDF/A) and subsequently signing by a recognized electronic signature and, finally, designating by a qualified stamp. The second option is to print the relevant file through a printer, provide it with a physical signature and subsequently convert it to a digital form. To convert the text to a digital form, it is necessary to use means of authorized conversion. In fact, the mere scanning of an analogue document and its subsequent signing by a recognized electronic signature is under Act No. 300/2008 Sb., on Electronic Acts and Authorized Conversion of Documents considered as an improper official procedure.

- (2) Filing documents in a digital form. Filing documents in a digital form is provided by DSIS of ITB. The digital registry conducts an inspection of archived metadata and their comprehensiveness, format validation of the archived components, the possibility to lend/inspect the documents and, also, potential anonymization of personal/sensitive data and creation of SIP packets for needs of the proceedings related to safe destruction of official documents and the safe destruction of official documents itself. The above-mentioned inspections are automated. The entire manipulation with in this way filed documents is carried out by authorised workers within the organizational structure of ITB.
- (3) Discarding documents in a digital form. The process of discarding is carried out within the proceedings relating to safe destruction of official documents. Documents may not be destroyed unless proper proceedings relating to safe destruction of official documents are instituted. Documents discarded in its digital form shall be provided with a list of the relevant records in the electronic form by a worker authorised by the digital registry. An archivist draws up a report on the proceedings related to safe destruction of official documents in accordance with the submitted proposal relating to safe destruction of official documents. In the event that it is archives which are selected from the proposed documents, the authorised worker forwards their copies together with relevant metadata to the respective digital archive. Otherwise, a permission to destroy all documents with 'S' Symbol is issued and an empowered worker ensures their destruction. In the event that documents are executed in a digital form, they will be deleted, which is ensured by authorised workers of ITB.

Article 13

Principles of Internal Document Management

- (1) The management of internal documents involves all activities during processing, exercising and revising internal documents until the time of their discarding in proceedings related to safe destruction of official documents; the proceedings are governed by the relevant legislation, internal regulations of ITB and resolutions adopted by senior employees.
- (2) Internal documents shall comply with the relevant legislation, binding resolution of external bodies and other external binding documents, resolutions adopted by authorised bodies and senior employees and other internal documents. This compliance is subject to a senior worker.
- (3) Internal documents shall be executed so that their legibility and identification and detectability is preserved.
- (4) Employees are obliged to immediately warn the senior employee about any inconsistency of an internal document with requirements resulting from these measures.
- (5) According to the position of ITB and its tasks relating to the resolution of the authorised body of ITB, guarantors and senior workers are obliged to continuously monitor all procedures concerning activities of ITB to identify needs which give a reason to process relevant internal documents and to prevent inconsistencies between internal documents and requirements of this regulation.

- (6) In the event of comments on internal documents, the commenting person is obliged to exercise his/her expertise in order to prevent inconsistencies between internal documents and requirements of the legislation, binding resolutions of external bodies, other external binding documents, internal regulations, and interests of ITB, resolutions adopted by the authorised body of ITB and other resolutions of senior employees within their competence.
- (7) When verifying a document, the verifier inspects whether a proper procedure for processing internal documents was followed. If so, the verifier confirms the procedure by underwriting of other relevant form (e.g. at the meeting or e-mail).
- (8) The guarantor submits the verified proposal of the internal document for approval. If the comments on the content of the internal document failed to comply between the guarantor and commenting person(s) so that it may influence the decision upon approving or exercising the internal document, the guarantor is obliged to inform the approving person about this matter upon submitting the internal document for approval. The authorisation for approving the internal document is governed by internal regulations. The approved version of the document is distributed to all places where the previous version was sent. The approving subject is responsible for sending new document versions and informing affected persons about the invalidity of the previous document versions. The resolution upon the approval of the internal document is confirmed by a signature of the approving person.

Article 14 **Documents Dispatch**

- (1) ITB dispatches documents via filing office. Dispatching documents in the digital form via e-mail is ensured by individual workplaces. They also archive documents in digital form in ESFM. Dispatching documents through the data box is carried out by the filing office.
- (2) Documents dispatched to external addressees are handed over to the filing office in pre-printed envelopes with the name and address of ITB in the upper-left corner. Documents dispatched by recorded delivery are on the envelope equipped with note 'recorded delivery' on the left under the name and address of ITB.
- (3) Documents that require a clause upon delivery are sent to addressee's own hands; or if specific legislation requires so. A document in writing confirming that the document was delivered is attached to the respective document (file) after return.
- (4) The filing office shall examine the dispatched document whether whole prescribed or required processing has been executed and if all relevant attachments are enclosed. Defects must be removed upon detection.
- (5) ESFM records the date and dispatch of the document.

**PART FOUR
DOCUMENT FILING**

**Article 15
Document Filing**

- (1) Documents shall be treated throughout all acts carefully.
- (2) Documents (files) are filed in the filing office in duration of a common year, subject to documents that are handed over in documentary form for processing (Article 7, Paragraph 1), study administrative duties and administrative duties of life long learners, which are pursuant to Article 6 Paragraph 5 subject to separate record-keeping. These documents are filed in reference files within respective departments.
- (3) Reference files (archives) are created in the Economic Section (accounting administrative duties) and in the rector's office (contracts, administrative duties of the academic senate, academic board and management board and documents received from MEYS), in the Division of External Relations (foreign administrative duties), in the Study Department and Life-Long Learning Centre (scope of duties of Life-Long Learners).
- (4) After the common year has elapsed, closed documents (files) are duly classified according to the subject-matter competence in compliance with the plan relating to files and safe destruction of official documents and are sorted according to the time competence into relevant files in the registry. If a document is used even after the common year has passed, it may be filed into the central registry from the reference registry after the expiration of 2 years. The exceptions are tests (and seminar papers) which are archived in duration not exceeding 30 days following the end of the exam period. Documents filed in the registry are archived in files. Individual files must be provided with a filled-in list which constitutes Attachment No. 3 and 4 of this document. This list may be supplemented with a copy of an entry of students from the information system of ITB always in compliance with submitted documents. Senior workers of individual departments where the document originated are responsible for adequate filing of this document in the registry. Teachers and academic workers of ITB are responsible for filing tests (seminar papers) from all their subjects taught in a specific semester.
- (5) Filing office employees are responsible for the condition and adequate filing of documents and files in the registry according to the plan relating to files. The registry allows access only to filing office employees. Documents in writing archived in the registry shall neither be lent, nor surrendered for inspection, subject to legitimate reasons. If necessary, electronic versions of archived documents are available although only to employees of workplaces (departments) where the document originated or was processed, or to employees of another workplace (department) of ITB with a consent of a senior worker in whose workplace (department) the document (file) originated or was processed.
- (6) A registry worker reviews if a recorded document (file) is complete, files it and keeps its records. The document is filed in the registry according to the plan of ITB relating to files.

- (7) As a result of exemption from the rule not to inspect files, records on files inspection and lending are kept in a documentary form.
- (8) The registry records are archived in IFIS Program.

Article 16 Data Boxes

- (1) Data boxes are established and administered by the Ministry of the Interior of the Czech Republic.
- (2) The data box is a data warehouse designed for:
 - a) service by public bodies
 - b) making acts towards public bodies
 - c) sending documents to individuals, individuals doing business and legal entities.
- (3) Rector, administrator and authorized persons are entitled to access the data box of ITB. The authorized persons are obliged to:
 - a) use the data box so that the security of the information system of data boxes is not compromised,
 - b) immediately notify the Ministry of the Interior of the CZ of the danger of abuse of the data box; the authorized person also informs the person from whom he/she received the authorization
- (4) The identifier published in a regulation by the Ministry of the Interior of the CZ serves to identify the data box. The identifier of ITB is 72pj9jc. The type of the box of ITB is a legal entity in the position of PB (Public Body).
- (5) The data box enables the conversion of documents. Conversion includes:
 - a) a complete conversion of a document in writing to a document contained in the data message or data set (hereinafter 'document contained in the data message') so that the consistency of their content is ensured and a clause on carried out conversion is attached (hereinafter 'clause'),
 - b) a complete conversion of a document contained in the data message to a document in writing so that the consistency of their content is ensured and the clause is attached:
 - I. the document which originated through the conversion (hereinafter 'output') is of same legal effect as the document from which the outcome originated (hereinafter 'input')
 - II. if other legislation governs that a document shall be submitted in writing to the administrative body, court or another state body including without limitations so that it would be used as a material to issue a resolution, this duty is performed by submitting its output.

PART FIVE
PROCEEDINGS RELATED TO SAFE DESTRUCTION OF OFFICIAL DOCUMENTS AND DISCARDING DOCUMENTS

Article 17
Proceedings related to Safe Destruction of Official Documents and Discarding Documents

- (1) Proceedings related to safe destruction of official documents (hereinafter 'the proceedings') refer to discarding documents no longer required for activities of ITB and selection of documents of permanent documentary value; the proceedings are instituted by the State Regional Archive in Třeboň. No documents may be discarded without the proceedings.
- (2) The proposal for the proceedings is submitted by an authorized worker of the registry; the senior employee of the workplace from which the document (file) originated will give his/her consent. The proceedings are carried out throughout the whole organization once a year. They embrace all documents after expiration of the period for safe destruction of official documents (hereinafter 'the period') and all stamps removed from record-keeping.
- (3) A special committee is created to start the proceedings. Its members always include a worker of the central registry, senior worker of a workplace from whose activities the document (file) originated and the head of the Economic Section.
- (4) A worker authorized to keep records in the registry during the proceedings shall in referring reports designate documents with the expired period based on which he/she executes a list of documents submitted to the proceedings; the list shall be classified according to individual workplaces of ITB and filed with the senior worker of the department for approval. The worker authorized to keep records in the registry during the proceedings shall execute a proposal relating to safe destruction of official documents (hereinafter 'the proposal') to which he/she encloses lists of documents (files) and stamps to be discarded.
- (5) The proposal signed by the rector and the authorized person of the registry is filed together with duplicates of lists of documents (separately for symbols 'A' and 'S') with the State Regional Archive in Třeboň, workplace in České Budějovice.
- (6) If the State Regional Archive in Třeboň has found that all elements of the proceedings are in compliance with prescribed requirements, the Archive will compile a report on the proceedings including a resolution on the selection and recording of archives, their filing in distinct categories and, at the same time, the institution will approve of destroying all documents designated with 'S' symbol.
- (7) After receiving the report, documents of no permanent value are destroyed and documents selected for archiving are referred to the State Regional Archive in Třeboň within 29 days following the day of service.
- (8) The proceedings are recorded by ITB.
- (9) This way destroyed documents shall be indicated in IFIS System.

PART SIX
FINAL PROVISIONS

Article 18
Final provisions

- (1) Supervisory activities within files management are subject to the specialist officer of the Economic Section working at the filing office of ITB.
- (2) The smooth operation of the files management in individual workplaces is subject to the direct supervisor of employees operating in the files management.

Attachments:

[Attachment No. 1](#) [Plan relating to files and safe destruction of official documents](#)

[Attachment No. 2](#) [List of file nodes](#)

[Attachment No. 3](#) [List of documents referred to the registry – seminar papers](#)

[Attachment No. 4](#) [List of documents referred to the registry - tests](#)

[Attachment No. 5](#) [List of documents recorded in IS \(departments\)](#)