

**PLAN OF ITB RELATING TO FILES AND SAFE DESTRUCTION OF OFFICIAL DOCUMENTS**

- (1) The plan relating to files and safe destruction of official documents (hereinafter ,the plan') is a scheme to designate and file executed and processed documents in the registry. The plan contains a register of document classes (according to the subject-matter competence) and allocated symbols relating to files and safe destruction of official documents (hereinafter ,the symbols') and the period for safe destruction of official documents (hereinafter ,the period').
- (2) To classify a document into a specific class (i.e. subclass) its content is the decisive factor. These classes and subclasses are suggested in the left column of the plan, i.e. the symbol. Next to the symbol there is a place suggested where the document is archived before it is referred to the central registry, i.e. a filing symbol.
- (3) The symbols and periods are suggested in the right column. If documents with different symbols and periods are included in one file, the respective file is designated by the symbol in the order 'A', 'V' and 'S' and the period the longest possible.
- (4) The symbol 'A' – this class includes document of permanent value, which will be filed as archives to be permanently recorded in the State Regional Archive in Třeboň after the expiration of the period.
- (5) The symbol 'V' – this class consists of documents that will be considered by the committee upon whose resolution some will be archived in the State Regional Archive in Třeboň and the others will be safely destroyed after the expiration of the period.
- (6) The symbol 'S' – this class includes documents with no permanent value; these documents will be subject to the proceedings to be safely destroyed after the expiration of the period.
- (7) The symbols and periods are binding only to the workplaces where the documents originated or were processed. Other workplaces shall regard these documents as multiplicity and shall be considered as shown below.
- (8) The symbols and periods suggested in the plan are binding on one document execution. All other executions, i.e. duplicates or multiplicates (i.e. copies, duplicates, carbon copies, reproductions ensured by all kinds of reprographic technologies) are generally considered documents of 'S' type; these may be suggested for discarding or immediate destruction as soon as they are no longer required for other activities of the workplace unless becoming an integral part of a processed file, which means they bear the same symbol and period. The exception are documents of a major importance, which are archived in two copies.
- (9) In the event that a document designated by symbol 'A' failed to be kept as a record, it is necessary to replace it for archival purposes with documents usually designated by symbol 'S', e.g. documents with annual periodicity may be replaced with partial documents for a period shorter than one year, cumulative documents may be replaced with source document, document originals may be replaced with copies, duplicates, pictures, conceptions etc.; incomplete study files shall be replaced with operative record-keeping so that they contain information included in a complete study file.

(10) Documents designated by symbol 'A' are referred to the State Regional Archive in Třeboň in a documentary form.

(11) Symbols for individual types are suggested in the plan to the date of signing. If there are documents without a devised plan relating to files and safe destruction of official documents, they are considered as analogical and of the subject-matter competence closest to documents suggested in the plan during the proceedings.

## PLAN RELATING TO FILES AND SAFE DESTRUCTION OF OFFICIAL DOCUMENTS - TABLE

### A. BODIES OF ITB

#### A. I. Bodies of ITB

A. I.1	ITB	Meeting minutes, conclusions, opinions, reports on activities	A	5
A. I.2	ITB	Materials for the meeting	V	5
A. I.3	ITB	Organizational and operating documents	S	5

### B. ORGANIZATION AND MANAGEMENT

#### B. I. Regulations and standards

B. I.1	RO	Generally binding regulations relating to higher education (laws, decrees, regulations and directives of MEYS etc.	S	5
B. I.2	RO	Internal regulations and standards (rules, codes, measures)	A	5
B. I.3	RO	Imposing regulations and standards – registration applications etc.	S	5

#### B. III. Duties of employees of ITB

B. III.1	RO	Rector's duties (subject to usual correspondence)	V	5
B. III.2	B	Bursar's duties (subject to usual correspondence)	S	5
B. III.3	VR*	Vice-Rectors' duties (subject to usual correspondence)	S	5
B. III.4	SW*	Duties of senior workers	S	5

#### B. IV. Elections, appointments and dismissals

B. IV.1	RO	Reports on elections, records	A	5
B. IV.2	RO	Ballots	S	5
B. IV.3	RO, DHRP	Creation, appointment, dismissal, delegation, authorization	A	5

#### B. V. Supervisory activities of ITB

B. V.1	RO	Audits	A	5
B. V.2	RO	Internal governance of ITB - reports	S	5
B. V.3	RO	Complaints, applications to be processed and reported	V	5

## B. VI. Reports of ITB relating to the public

B. VI.1	RO	Annual reports, reports on activities, long-term objectives, developmental plans	A	5
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## C. MATTERS RELATING TO HUMAN RESOURCES AND WAGES

## C. I. Duties of the Department of Human Resources

C. I.1	DHRP	Competitive hiring procedures – announcements, applications, records, resolutions	S	10
C. I.2	DHRP	Job applications	S	5
C. I.3	DHRP	Personal files of employees in employment/employment agreements, appointments, payments charged, positions, work load, personal data, documents on educational background, adjustment of working hours, copies of entries in the Criminal Records	V	45
C. I.4	DHRP	Agreements to complete a job	S	10
C. I.5	DHRP	Agreements to perform work	S	45
C. I.6	DHRP	Duties of foreign employees, work permits, duties relating to disabled persons	S	10
C. I.8	DHRP	Duties relating to occupational health care	S	10
C. I.11	DHRP	Labour law duties, other	S	5
C. I.12	DHRP	Employees' benefits, social needs of employees	S	5
C. I.14	DHRP	Education of employees	S	5
C. I.15	DHRP	Personal analyses, records, other	A	10

## C. II. Duties relating to wages

C. II.1	DHRP	Materials to process wages/ time sheets, leaves etc./	S	3
C. II.2	DHRP	Employment records /applications, deregistrations, payment overviews/	S	10
C. II.3	DHRP	Records of District Social Security Administration /applications, deregistrations, overviews of sickness benefits	S	10
C. II.4	DHRP	Records of pension insurance	S	45
C. II.5	DHRP	Duties relating to wages /overviews and organization of wages, payrolls, reimbursement, deduction from wages etc./	S	5
C. II.6	DHRP	Payrolls	S	45
C. II.7	DHRP	Taxes /tax returns, documents on tax returns, acknowledgement, clearing etc./	S	10

## C. III. Industrial safety and health protection

C. III.2	OD	Fire protection, fire book, training, reports etc.	S	5
C. III.3	OD	Health and safety protection at work, training, tests, examinations, reports	S	5
C. III.4	OD	Accidents at work /minor	S	10
C. III.5	OD	Fatal accidents at work, serious accidents	A	10
C. III.8	OD	Other duties relating to safety and health protection	S	5

**D. MATTERS RELATING TO STUDY****D. I. Study organization**

D. I.1	F	Accreditation materials, decision on accreditation of study programmes/fields, assessment of the accreditation committee of MEYS	A	10
D. I.3	SD	Study plans, subject annotations	A	10
D. I.4	LLC	Life-long learning – programmes, courses, education, accreditation	A	10
D. I.5	LLC	Agreements, study contracts etc.	S	10
D. I.6	SD	Information about study, information brochures	S	5
D. I.7	SD	Admissions /announcement of requirements for admissions, result evaluation of admissions/	A	10

**D. II. Duties relating to study**

D. II.1	SD	Safety and health protection, students, training	S	5
D. II.2	SD	Students' accidents /minor	S	10
D. II.3	SD	Accidents resulting in death of students, serious accidents	A	10
D. II.4	SD	Study files of students/graduates /enrolment, the course of study, resolutions upon study matters, graduation/drop-outs etc.	S	45
D. II.6	SD	Scholarships /applications, decisions upon awarding etc./ study fees	S	10
D. II.7	SD	Registries, Institute for Information and Education, statistics, overviews	A	10
D. II.8	SD	Register of results, graduation from study subjects, exams, recognition of study and foreign education	S	10
D. II.9	D	Seminar and other papers of students	S	5
D. II.10	SD	Final works	V	45
D. II.11	SD	Reports on final exams	A	45
D. II.12	SD	Diplommas, certificates, recognition	A	10
D. II.13	ES	Duties relating to dormitories	S	5
D. II.14	SD	Other duties relating to study	S	5

**E. EXTERNAL RELATIONS, RESEARCH, DEVELOPMENT AND OTHER CREATIVE ACTIVITIES****E. I. Research, development and other creative activities**

E. I.1	VR, F	Research and development projects, grants etc.	A	10
E. I.2	VR, F	Patents, licenses, applied designs	A	10
E. I.4	VR, F	Record-keeping, lists, overviews of research, development and other creative activities of ITB	A	5
E. I.5	VR, F	Contracts, agreements relating to research and development	S	10
E. I.7	VR, F	Publishing activities, reviews, proofreading	V	5
E. I.8	VR, F	Publishing activities	A	10
E. I.9	VR, F	Grant agency	A	10
E. I.10	VR, F	Students' activities, Student Scientific Activity etc.	V	10
E. I.11	VR, F	Other activities	S	5

E. II. External relations

E. II.2	DER	Promoting and informative actions	A	5
E. II.4	DER	Media contacts, press releases	S	10

E. III. Foreign relations

E. III.1	RO	Cooperation with foreign institutions (contracts, agreements)	A	10
E. III.2	DFR	Students' mobility	S	5
E. III.3	DFR	Employees' mobility	S	5
E. III.7	DFR	Other foreign activities	S	5

E. IV. Project activities

E. IV.1	DPW	Project documentation	V	15
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**F. LAW, ECONOMY AND FINANCES**

F. I. Legal duties

F. I.1	RO	Contracts, agreements	V	10
F. I.3	RO	Legal explanations, opinions, statements	V	10

F. II. Economic duties

F. II.2	ES	Financial statements, final statements, annual reports etc.	A	10
F. II.3	ES	Budgets, subsidy, grants, funds	V	10
F. II.4	ES	Tax returns	S	10
F. II.5	ES	Statistical statements, reports/annual	A	5
F. II.6	ES	Statistical statements, reports/half-year, quarterly etc.	S	5
F. II.8	ES	Income, expense receipts, copies of entries from current accounts	S	10
F. II.10	ES	Invoices received	S	10
F. II.11	ES	Invoices issued	S	10
F. II.12	ES	Business trips, travel orders	S	10
F. II.13	ES	Other financial documents	S	10
F. II.14	ES	Public tenders	S	10
F. II.15	ES	Insurable risks and other	S	5
F. II. 17	ES	Formal requests for payment	S	10

F. III. Assets

F. III.1	ES	Stock-taking of assets	S	5
F. III.2	ES	Assets – documents relating to filing, discarding, relocating, depreciation plan and related documentation	S	10
F. III.4	ES	Other duties	S	5

F. IV. Investments

F. IV.1	ES	Plans and studies relating to investment construction, project work, documentation, studies	A	10
F. IV. 2	ES	Technical reports	S	10

F. IV.4	ES	Permissions, trade licenses, licenses etc.	A	10
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### G. OPERATING MATTERS

G. I.	B	Documentation of information systems and sources, communication technologies	S	5
G. III.	B	Transfer reports and documents	S	5
G. IV.	L	Library, study room, information centre/accrual list, audit reports on the library fund, decremental list etc./	S	10
G. V.1	FO	Registry and filing office – recording tools <sup>1</sup>	S	10
G.V.2	FO	Proposals, lists of documents suggested for the proceedings, reports on referring documents to the registry	S	10
G.VI.1	ITB	Records on inspections, communication with controlling bodies	S	10
G.VI.2	ITB	Relations with MEYS	S	10
G.VI.3	ITB	Common correspondence	S	5

### H. OTHER CORRESPONDENCE

H.I.	ITB	Other correspondence, multiplicates, duplicates	S	1
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### Used abbreviations

ITB	Institute of Technology and Business
RAR	Rector's Authorised Representative
KR	Rector's Office
VR	Vice-Rectors
F	Faculties
DER	Division of External Relations
B	Bursar
D	Departments
ES	Economic Section
DHRP	Department of Human Resources and Payroll
OD	Operations Department

<sup>1</sup>The period for safe destruction of official documents commences at the moment when all documents filed in the records will be discarded in proceedings related to safe destruction of official documents

L	Library and Study Room of ITB
LLC	Life-Long Learning Centre
SD	Study Department
SW	Senior Workers
FO	Filing Office