

International Balkan University

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Pursuant to the Law on Archival Material ("Official Gazette of the Republic of Macedonia" No. 95/12, 41/14, 72/15, 148/15, 169/15, 53/16 and 11/18), the Senate of the International Balkan University Skopje (hereinafter: "The University"), at the session held on 29.11.2022, adopted the following:

R U L E B O O K O N A R C H I V I N G

General Provisions

Article 1

This Rulebook regulates the manner and technique of handling archival and documented material in office and archival operations.

Article 2

The rulebook covers conventional types of documents/records recorded on paper, microfilm, etc., and non-conventional types such as electronic and digitized documents/records.

OFFICE WORK

Article 3

Office operations include receipt, review, and arrangement of the document/record, filing of the document/record, delivery of the document/record to work, administrative-technical processing of the document/record, sending of the document/record, separation and classification of the document/record and filing the resolved document/record in the registry office.

Article 4

Office work is done through a registry office.

The registry office performs the receipt, review of the document/record, filing and grouping of documents/records, submission to work, sending of the document/record, separation of the document/record, and its archiving from the registry office to the archive.

Receipt, review, and distribution of documents

Article 5

The receipt and review of the document/record are performed by an authorized officer.

The document/record with which an official action is initiated and the document/record with a classification level are reviewed by an authorized officer.

The document/record of an urgent nature, received after working hours and on non-working days, is reviewed by the officer on duty.

The officer on duty examines the document/record with a degree of classification only if he is authorized to do so. If the officer on duty is not authorized to review documents/records of an urgent nature and with a degree of classification, he delivers them as soon as possible to the person who is authorized to review them, that is, to act on them.

Article 6

The distribution of the document/record by officials is carried out by the person in charge of the University, based on the Plan of archival signs.

The responsible person can authorize another officer to distribute the document/record.

Article 7

In the case of officials who keep separate ledgers in the University, the responsible person can determine that the documents/records submitted to those persons and authorities should be received in separate registers.

Filing of documents/records in a ledger and other records

Article 8

The ledger is a book for keeping basic records of documents/records.

The ledger is kept according to a system of basic numbers and sub-numbers. The ledger contains the following elements: basic number and sub-number and transfer of the document or object, date of receipt, data about the sender or recipient, number and date of sending, archival code of the organizational unit and breakdown of the document or object.

Separate prescribed records can be kept for certain types of documents/records.

The ledger, in accordance with the provisions of this decree, can also be kept in electronic form, an electronic ledger.

Article 9

The basic record for the documents/records kept by the holder includes the following data: for the identification and classification sign, for the sender and the receiver; where the document is located, that is, the object during the administrative-technical processing and the method of its resolution in administrative, business and other procedures.

Article 10

The owner, as a rule, keeps one ledger.

As an exception to paragraph (1) of this article, separate organizational units at the holder may keep separate ledgers if this is determined by the responsible person.

For documents/records and objects with a classification level, a separate ledger is kept - a ledger for classified documents/records according to the level of classification of the document/record.

When filing the documents/records and objects that have a classification level in the special ledger, the classification level with which the document/record or object is marked is also indicated.

Article 11

In addition to the ledger, for easier and faster handling of documents/records, auxiliary record books are also kept.

Auxiliary records books are inventory of documents, register, internal delivery book, registered mail book, and place book.

Delivery of the document/record in work

Article 12

The received document/record must be filed on the same day in the basic record ledger and in the auxiliary records and submitted for work to the organizational units or officials.

If the received document/record cannot be registered on the same day it is received, it is registered at the beginning of the next working day, before the registration of the new mail, and under the date it was received.

Administrative-technical processing of the document/record

Article 13

The document/record of the University with which official correspondence is carried out with another holder contains:

- Title, which consists of the title and headquarters of the holder;
- Name and address of the recipient;
- Brief content of the document or subject;
- Number and date of the received document/record to which the answer is given;
- Basic number of the ledger and date of the previously dispatched document/record;
- Text of the document/record;
- Signature of the authorized person;
- Imprint of the official seal for holders of public archival and documentary material.

In addition to the parts of paragraph (1) of this article, for the sake of easier and faster handling, the document/record of the holder may also contain a telephone number, e-mail address, website of the holder or of the organizational unit that dealt with the document/ the record, link of the numbers, designation of the attachments and statement

to whom the document/record was delivered.

Article 14

The resolved documents/records and objects are given a deadline stamp, which is completed by the official who resolved the document/record or the object.

The resolved documents/records after completing the deadline stamp, the officials return them to the registry office without delay, no later than five days after their completion, with the necessary instructions for the registry office's work (sending, keeping in the registry, and/or archiving).

Sending the document/record

Article 15

The documents/records are sent through the registry office.

As an exception, the organizational units/officials at the University that keep separate ledgers send the documents/records through their registry office.

All documents/records received during the day are sent by the registry office on the same day.

If the document/record cannot be sent on the same day, it is sent at the beginning of the next working day.

Dissemination and classification of the document/record

Article 16

The Dissemination of the documents/records is done in the ledger, i.e. in the list of documents/records, in which the date of the Dissemination is recorded and marks that allow each document/record to be found quickly.

The dates and marks of the Dissemination are recorded in chronological order in the headings of the notebook, that is, in the headings of the inventory of documents/records.

After the Dissemination, the documents/records that are placed in the diary, that is, archived, are handed over immediately to the official in the registry office.

Article 17

The resolved documents/records and objects are classified and arranged according to archival signs.

The archival sign consists of a sign of the organizational unit that resolved the subject/record and a sign for the group of works to which the subject belongs according to its content, determined by the Plan of Archival Signs.

The plan of archival signs, the List of archival material, and the List of documentary material with deadlines for its storage contain a General and a Special part.

The general part of the Plan and Lists is mandatory for all holders.

The archival signs from the General part of the Plan and the Lists cannot be changed during the year, but new ones can be added if organizational and other changes in the holder require it.

The general part of the Plan and Lists contains archival signs, storage terms, or the

"permanent" label for the documents/records created within the organizational units, that is, the groups of works: Establishment, organization and development; Management and leadership; Office-archival, legal and general affairs; Human resources; Financial and material operations; Defense and security; Electronic system and AOP.

The special part of the Plan and Lists contains archival signs and storage terms or the "permanent" mark for the documents/records that arise within the organizational units, that is, the groups of things from the basic and specific activity of the holder.

Depositing the resolved document/record in the registry office

Article 18

At the end of the year, all resolved documents/records, subjects, and record books (locked and officialized) are handed over from the registry office to the University archive.

Organizational units that keep separate ledgers may keep the completed cases in their records for a maximum of one year, and after this period they are obliged to hand over those cases, together with the corresponding ledgers and other auxiliary books, to the archives for further storage. .

To keep completed courses in the organizational units for longer than one year, special approval is required from the person who manages the University, that is, the responsible person in the legal entity.

Storage and supervision of documents/records on the work premises

Article 19

Documents/records and objects are not left without supervision during working hours.

After the end of working hours, documents/records, objects, seals, and stamps are kept locked and secured in the working premises.

The University provides safekeeping, professional maintenance, and protection of archival and documentary material from damage, destruction, and disappearance.

Article 20

This Rulebook enters into force on the day of its adoption.

Skopje, 29.11.2022

**President of the
University Senate**

Prof. Dr. Kire Sharlamanov