

Approved Regulation Rules N 18 30.04.2018.

by Academic Council of Shota Meskhia State Teaching University of Zugdidi

Archive Regulation Rules

of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. about national archive fund and national archives according to the requirements of the law of Georgia (29.01.2006, article 17, paragraph 1.) Shota Meskhia Zugdidi State Teaching University Archive is an auxiliary structural unit of the teaching university, the unit is headed by an Archivist. The Archivist is appointed / dismissed by the Rector based on the recommendation of the Head of Administration.
2. The archive aims to store temporarily the documents produced during the working process, it also cares for accounting documents, document protection and preparing an appropriate place for the papers that should be protected and kept forever in the archive establishment.
3. While conducting its activities the archive guides: under the Law of Georgia (29.12.2006) about the National Archives Fund and National Archives; under the order No. 174 of 15 June 2007 of the Minister of Justice of Georgia on the rules of operation of the archives institutions; under the order of the Minister of Justice of Georgia (2007.22.11. N363) about the time limit for temporary storage of documents of the National Archive Fund in the institution and with the given regulation rules.

Article 2. Main Tasks and Functions of Archives

1. Tasks of archives are:
 - a). receiving the documents generated in the activities of the institution;
 - b). registration and protection of received documents;
 - c). creating the scientific-reference device of archive documents (records);
 - d). use archived documents- preparation of archive reports, information and person;
 - e). bringing the documents into the order (processing) and preparing for the transfer to the relevant archive establishment.
2. In order to carry out these tasks, the archivist performs the following functions:
 - a). receives documents from the structural units that are completed with proceedings and are fully in order;
 - b). Records documents received in the archive materially and provides them with protection;
 - c). develops documents and makes activity description;

d). provides information services to employees, records and analyzes the nature and frequency of the use of documents;

e). conducts evaluation examination of the document and prepares them for permanent storage;

f). Implements the document drafting and controls the correctness of the formation of activities;

g). organizes and participates in the elaboration of the activity nomenclature of the Shota Meskhia State Teaching University of Zugdidi.

Article 3. Rights of Archives

1. The archivist has the right to request information from the structural units for the archival case and request the staff working with documents to submit all the documents to the archives in a fully completed way.
2. participate in the proceedings of the National Archives and in the events held on the issues of archival case;
3. if necessary, raise the issue on the invitation of the relevant specialist from the regional archive of Samegrelo;
4. to submit annual / monthly reports to the head of administration on time.

Article 4. Other rights and duties

1. Archivist shall:

- a). follow the rules of the teaching university and the disciplinary liability norms;
- b). take care of the property of the university and its business reputation;
- c). take care of documentation (not allow their loss or damage);
- d). to protect the confidential information available at his / her own;
- e). provide the Rector and Head of Administration or Structural Units with requested information on time;
- f). provide consultation properly and in a qualified way;
- g). participate in other university activities that are different from the activity stipulated by the position;
- h). create a positive environment, follow the principle of ethics, collegiality and subordination;
- i). take care of the involvement of the teaching university in every day activities;
- j). to submit monthly, annual reports, service action plan within the scope of accountability defined by the regulation rules;
- k).for effective use of quality assurance mechanisms in management process cooperate with the head of Quality Assurance Office of the teaching university in the process of drawing up a survey questionnaire and conducting survey(self-evaluation/evaluation/satisfactory survey);
- l).performing other tasks of the Rector and Head of Administration which does not contradict the current legislation;

- m). cooperate and within its terms of competence provide appropriate assistance to the Head of Internal Audit Service in the course of internal audit implementation and while evaluating financial management and control system;
- n). take part in identifying job risks and cooperate with the Head of Administration during implementation of the continuation plan of business processes as a crucial role, the key unit in the life capacity of the teaching university;
- o). take part in the budget formation in its terms of competence through cooperation with the Head of Administration, request to allocate all the Required resources from the Head of Administration for the purpose of implementation / improvement of official duties;
- p) Be responsible for performing the functions specified by the Regulation, in accordance with the legislation

Article 5. Procedure for Making Amendments and Additions to the Regulations

Amendments and/or additions to the present Regulations shall be made by the rule established by the legislation.

Approved by the permanent group of experts of Shota Meskhia State Teaching University of Zugdidi Minute N.... 2018	Agreed Commission of experts of Regional Achieve Minute N.... 2018
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