

„ Approved by: “

“Davit Tvildiani Medical University Public Nursing College” LLC

Director M.Tvildiani

Order № 26 as of 27.08.2018

## Davit Tvildiani Medical University Public Nursing College

### **Records Management**

#### **Introduction**

The purpose of these regulations is to improve / regulate college documentation and documents circulation, reduce the number of documents, improve the quality of preparation and finalization of documents by the Documentation Division; To improve the efficiency of the structural units of the College.

Records management at the College is centralized. Correspondence received by e-mail during nonworking hours will be registered on the following business day in accordance with established procedures.

These regulations establish common requirements for the documentation of administrative activities and organization of work on documents in the College, such as:

- To register documents, to start assigning registration and sequence numbers at the beginning of each calendar year and end on the last day of the calendar year.
- All types of documentation are bound and sealed at the end of each calendar year.
- Recording of incoming and outgoing correspondence is carried out in the relevant registration log.
- Archiving of personal data shall be in compliance with legal requirements.

#### **1. Types of Documents**

1.1 Records management includes the following documents:

- Incoming Documents- Correspondence from organizations, applications of applicants, vocational students and staff;
- Outgoing Documents/Correspondence - letters, certificates, recommendations, references, invoices and order extracts;
- Internal documentation – memorandum and official report and submissions, minutes and decisions of College Collegiate Bodies.
- Documentation related to the learning process.

1.2 In terms of contents, internal documentation is divided into the following categories:

- Administrative Document;
- Documents adopted by the collegiate body and temporary commissions;
- Internal correspondence documents (memorandum, explanatory note, etc.)

Administrative documents and documents adopted by the collegiate body shall meet the following requirements:

a) Order:

- The text of the order consists of the statement or ordinance parts. The statement part covers the goals and objectives of administrative activities. If the basis for issuing order is legislative, other legal acts or tasks by superior authority, the statement part shall indicate the type, date, number and title, as well as the content of the part directly related to the institution.
- The ordinance part starts with the words: “I hereby order”. The implementers, the particular actions and the terms of implementation shall be specified in the ordinance part of the order. It will be indicated in the text of the order if

the order amends, cancels or supersedes any and all prior orders or paragraphs thereof. The last paragraph of the ordinance part shall specify who is responsible to monitor the implementation of the Order.

b) Minutes:

- Discussion and decision making process at meetings and conferences of Collegiate Bodies shall be documented in the minutes.
- The Minutes shall be drawn up on the basis of records of session, transcripts and other materials prepared for the meetings (texts of the reports, speeches or draft decision, draft resolution, agenda, list of the invited guests, etc.).
- The text of the Minutes has introduction and main part. The introduction contains the following details: Chairperson, secretary, presented and agenda.
- The main part of the Minutes consists of sections corresponding to the agenda items. The text of each section is compiled according to the following scheme: heard, expressed their opinions, decided (decision). The main contents of the reports and speeches shall be included in the text of the Minutes. If the texts of the reports and speeches are enclosed to the Minutes, a short version of the protocol shall be used. Resolution (decision) is printed in its entirety. The text of the Resolution shall be similar to the text of the order. The Minutes shall be accompanied by a document approved by the collegial body. The Content of the special opinion shall be recorded after the relevant decision has been taken.
- The Minutes is required to be numbered in sequence, except for the Minutes on the results of the activities performed by Temporary Commission and / or any group.

1.3 The first person singular (I hereby order, I hereby demand) is used in administrative documents (Order), and the first person plural (we hereby offer, we kindly ask, we hereby inform) shall be used in documents addressed to the management (application, memorandum, explanatory note, etc.).

1.4 In the administrative documents created on the basis of collegial decision-making (resolution, decision), only the third person singular (it has determined, it has decided) is used.

1.5 Third-person plural is used in drawing up the text of the Minutes (they expressed their opinion, they decided); The text of the speech shall be drawn up in third person plural only.

1.6 The first person plural is used in drawing up the text of correspondence (we consider it appropriate, we are sending you a report).

## **2. General requirements for documents created by the college**

2.1 The text of all documents created by the college, except for those created by collegiate bodies and temporary commissions, is generally divided into two parts:

- The first part includes the basis and/or reason for drafting the document.
- The second part provides conclusions, suggestions, decisions, decrees and requests.

2.2 If the document consists of one single phrase, it is recommended to specify the basis or reason for drawing up the document in the first part, and the decision or request -in the second one.

2.3 In exceptional cases, the document text may contain only the conclusive part.

2.4 Documents that contain information on various business matters and / or are administrative shall be divided by contents into paragraphs.

## **3. Incoming Documents**

Receipt, external inspection, registration and forwarding of documents are done by the Documentation Division (Chancellery), incoming official correspondence are received and recorded by an authorized person. During non-working hours, a representative of the College Security Service is entitled to receive correspondence, which must be handed over to the authorized person no later than 11:00 the next morning.

## **4. External inspection of incoming documents**

- 4.1 External inspection of incoming documentation includes checking its integrity (if attached, the completeness of attachment) and correspondence recipient.
- 4.2 The document received by mistake shall not be subject to registration and shall be sent back to the author of correspondence. Packages with the inscription "personally" shall be recorded with the data indicated on the envelope and delivered unopened to the addressee.
- 4.3 If the documents are received by the college in an envelope, the envelope shall be opened by the Chancellery. If the sender's address and / or time can only be determined by the envelope, the envelope must be kept, otherwise it may be destroyed;
- 4.4 If the envelope integrity is violated, and / or the documentation sent with or without the envelope is not accompanied by an annex specified in the main document or is attached, but is incomplete, or if any of the requirements of this paragraph is violated, the author of the documentation shall be promptly informed thereof.

## **5. Registration**

- 5.1 Upon external inspection, if no violations are found in accordance with Article 5 of this Regulation, the Chancellery shall proceed with the registration of the incoming document.
- 5.2 Registration of the documentation includes:
  - placing a special stamp in the bottom right -hand corner of the incoming document (and / or in the free corner depending on the contents of the document);
  - assigning a registration number;
  - handing over to the College Director (if absent, to the Acting Director) to write brief instructions;
  - handing over to the implementer.

## **6. Assignment of Registration Number**

- 6.1 An incoming documentation is assigned a special number - index consisting of the following elements: 01, -in the middle, sequence number, slash and number.
- 6.2 The date of entry - date, month and year- shall be indicated below the assigned registration number.

## **7. Writing Brief Instructions**

- 7.1 After being stamped, the incoming document shall be handed over to the Director of the College or, in his absence, to the Acting Director and / or other authorized person to write brief instructions.
- 7.2 The brief instructions shall be written in the upper left corner of the document reviewed (or in free corner) – reading brief instructions by the Director (or other person). The brief instructions shall include the name of the implementer or structural unit, text of the assignment deadline, signature and date.
- 7.3 The College Director shall, depending on the contents of the document, make a short note regarding the structural unit or employe directly involved in the implementation of the document, as well as a brief description of the action to be taken and the terms of performance.
- 7.4 In exceptional cases, the brief instructions shall include the structural unit and / or employees responsible for the execution of the incoming document.

## **8. Registration in the logbook**

- 8.1 Upon receiving brief instructions, the Chancellery shall register incoming documents in the registration log.
- 8.2 The registration log shall contain: sequence number, index and date of incoming documents; Name, surname and institution from whom the correspondence is received; A brief summary of the document; Number of sheets (marking separately for both the main document and the annex); To whom the document is forwarded for implementation, signature and note.
- 8.3 The fact of transfer of the document submitted to the implementer shall be confirmed by signature and date specified by the representative of the relevant structural unit in the designated area in the registration log.

- 8.4 If the implementer of the document is more than one structured unit, the document will be replicated and the copies will be delivered. All structural units are equally responsible for timely and high-quality documentation.
- 8.5 Documents shall be processed by the Chancellery and transferred to the implementer on the day of receipt or following business day, if the documents are submitted outside working hours.
- 8.6 If the incoming document is required to be executed promptly, the implementer has right to get acquainted with the contents of the document before being reviewed by the institution's management.

## **9. Control over the Execution of the Incoming Document**

- 9.1 The Chancellery shall exercise control over the execution of the document within the timeframe specified.
- 9.2 The term shall be deemed to begin from the moment the document is handed over to the executor.
- 9.3 The term of execution may be extended only by the Director of the College, with or without the issuance of the Act, at the reasoned request of the Executor.

## **10. Outgoing Documentation**

The following procedures need to be followed for outgoing documentation:

- Approval;
- Signature;
- Registration;
- Sending.

## **11. Outgoing Document Drafting**

- 11.1 The executor of the document shall agree the draft document with the immediate manager - the head of the structural unit and / or director.
- 11.2 The draft document shall be approved and signed by an authorized person.
- 11.3 The signed document shall be handed over to the Chancellery for registration and submission procedures.

## **12. Letter (Initial and Response)**

- 12.1 Letters can be divided into two groups:
  - Response Letter;
  - Initial Letter.
- 12.2 The text of the Initial Letter shall contain the following information: the details of the addressee, description of the matter.
- 12.3 The Response Letter shall include the document on the basis of which this letter is drawn up.
- 12.4 The letter shall be signed by the Director of the College or the person authorized by the Director - Acting Director.
- 12.5 The letter shall be printed in a single copy, the photocopy of which shall be kept by the Chancellery and the original copy shall be forwarded to the addressee.

## **13. Reference**

- 13.1 A reference shall be issued to confirm the various legal facts relating to the College.
- 13.2 References are divided into three main groups: regarding personnel, training and others.
- 13.3 References shall be registered in the outgoing correspondence log.
- 13.4 Draft Reference shall be prepared by the head of the relevant structural unit .

## **14. Registration of Outgoing Documents**

- 14.1 Upon approval of draft document by the College Director, it is submitted to registration.
- 14.2 The document signed by the college director is recorded in registration log.

- 14.3 The registration log shall contain: sequence number, index of outgoing correspondence: 01- and sequence number; Date of outgoing correspondence: date, month, year; Name, surname and institution to whom the correspondence is issued; A brief summary of the document; Number of sheets; name, signature of the authorised person, note.

### **15. Assignment of Registration Number**

An outgoing documentation is assigned a special registration number identical to the sequence number.

### **16. Internal Documentation / Correspondence**

- 16.1 Internal correspondence is used to regulate relations among structural units, as well as to officially communicate issues of strategic importance to college management.
- 16.2 Internal documentation includes: memorandum, explanatory note, etc.
- 16.3 The text of internal correspondence shall consist of three parts:
- The first part includes the name of the addressee, structural unit and official details of the author of the document;
  - The second part provides a brief summary of the circumstances that led to writing of the internal document;
  - The third part briefly outlines the problem to be solved, and / or the issue that became the basis for writing this document.

### **17. Registration of Order**

- 17.1 The Order shall be registered by the Chancellery
- 17.2 Orders are registered in a special logbook numbered, bound in lace, sealed and signed.
- 17.3 The registration log shall contain: sequence number, Order number, date of issue, brief summary, authorized person and number of sheets.
- 17.4 Registration of the order involves binding a document containing an exact (complete) contents of the order issued on the official letterhead of the college, stamped and signed by an authorised official, numbered and dated, which shall be sealed after the end of the calendar year together with (or without) the log of the relevant year and stamped and signed by duly authorised officials.
- 17.5 Indexing can be done by following principle:
- Personnel Order Index - sequence number, slash (/) and letter "P", date
  - Administrative Order Index - sequence number, slash (/) and letter "A", date
  - Student Order - sequence number, date.

### **18. Order Extract**

- 18.1 Order Extract is an abstract of the order drawn up by the Chancellery of the College without the signature of the College Director.
- 18.2 An extract may be issued if the order from which the extract is made is large, contains the personal data of other persons, or concerns issues classified under the law.
- 18.3 Order Extract shall contain an abstract of ordinance part with respect to the person who requested the extract, or in whose personal file it must be included.
- 18.4 If necessary, the Order Extract shall contain the relevant grounds.
- 18.5 The Order Extract shall specify the details of the order containing the extract.
- 18.6 The Order Extract shall be signed by the Head of the Department and stamped by the Chancellery.
- 18.7 The author of the Order Extract is responsible for compliance of the extract contents with the contents of the order.

### **19. Documents Adopted by the Collegiate Body and Temporary Commissions**

- 19.1 Decisions made at the meetings of Collegiate Body and Temporary Commissions shall be documented in the Minutes of Meeting, that shall include the following information:
- Date;
  - Sequence number, except the minutes of meeting of the temporary and ad-hoc commission;

- Information about members attending the meeting;
- Agenda;
- Speaker's speech;
- Opinions of others, if any;
- Decision made.

19.2 Minutes of Meeting shall be signed by the chairperson and Secretary of the meeting.

19.3 The decision of the Collegiate Body shall be made in the form of order of the Director.

#### **20. Rule for Issuing Photocopy of the Document**

20.1 A photocopy of the college document may be issued to the person concerned if the information from which the copy is made contains no commercial secrets or personal information of the college or other persons.

20.2 The party concerned shall submit an application to the College Director, that goes through all the procedures required for registration of "Incoming Correspondence" of these Regulations.

20.3 The requested information will be provided to the party concerned within 10 days, depending on its volume, difficulty in finding and putting together, but not more than one month; The information provided shall be sealed by College Chancellery, with an inscription consisting of the words "certified true copy".

#### **21. Inadmissibility of Issuing Photocopy of the Document**

21.1 It is prohibited to issue and certify a photocopy of a document that does not fully correspond to the original, its integrity is violated, or copied from photocopy of uncertified document issued by another institution.

21.2 Confidentiality, business or professional secrecy is determined by General Administrative Code of Georgia and Law of Georgia on Personal Data Protection, which is fully used by the College in its general activities.

21.3 Personal information and / or information specified in the General Administrative Code on vocational students and teachers of the institution shall not be disclosed to third parties without the notarized consent of the person whose information is requested.

21.4 If part of the requested information includes the information referred to in paragraph 21.3, the interested party shall be provided with an extract of the document from which the information has been extracted.

#### **22. Issuance of a duplicate due to loss / damage of the document issued by the college**

22.1 The College shall be entitled to issue a duplicate of a document (Diploma, Diploma Supplement, Certificate, Contract, etc.), only with a special inscription "Duplicate", in respect of which the corresponding entry must be made in the log;

22.2 The Chancellery shall carry out the proper procedures for duplicate issuance and prepare the issuance documentation in agreement with the Director;

#### **23. Maintaining Employee Personnel Files**

23.1 The Documentation Division shall, in addition to registration of correspondence, maintain, register and systematize employee personnel files;

23.2 Employees are - vocational teachers, administrative and technical staff.

23.3 Information on personnel and their employment relations shall be provided to the person responsible for maintaining register to enter data into an electronic database within the time limits prescribed by law in accordance with the "Rule for Maintaining a Register".

23.4 The Department is obliged to record decisions and/or related acts issued by the administration (after processing by the Chancellery) in personal files of the employees and to inform the individuals;

23.5 Shall supervise the validity of the employment contract and provide relevant information to the director and the person responsible for maintaining register;

23.6 The Department shall ensure:

- Employment, dismissal and transferring to other position in accordance with labor legislation, instructions, and director's orders;
- Registration of personnel;
- Receipt, filling and issuance of documents at dismissal of the employee;
- Documentation regarding personnel;
- Issuing copies of the employment order, transfer order , dismissal order and other related documents;
- Issuing employment certificate;
- Registration of leave of absence for employees in agreement with the Director;

#### **24. Archiving of Documents**

- 24.1 All College documents shall be stored at the Department within the prescribed time and in the prescribed manner;
- 24.2 These documents shall be archived in accordance with applicable laws and regulations.

#### **25. Final Provisions**

- 25.1 25.1. This Regulation is approved by College Director.
- 25.2 25.2. This Regulation may also be amended by Order of the Director.
- 25.3 25.3. The Regulation shall enter into force upon its promulgation and shall be monitored by the administration of the institution.