

Approved by the Order of the Director of
LLC "David Tvildiani Medical University
Public Nursing College" DTMUN 2026



LLC "David Tvildiani Medical University Public Nursing
College"

Filing Instructions

DTMUN

Introduction

These instructions define the rules for organizing filing, document circulation, registration, formatting, record-keeping, and archiving at LLC "David Tvildiani Medical University Public Nursing College" (hereinafter - the College).

Article 1. General Provisions

1. The Filing Instructions (hereinafter - the Instructions) of LLC "David Tvildiani Medical University Public Nursing College" (hereinafter - the College) have been developed based on the General Administrative Code of Georgia and the "Unified Rules of Filing" approved by Decree No. 414 of the President of Georgia dated July 1, 1999.
2. The Instructions define the filing organization system of the College, establish the rules for working with various types of documents, and are mandatory for implementation by all employees of the College.
3. The College is integrated into the electronic document management system (eFlow), where incoming and outgoing correspondence and other documentation are managed and registered.

Article 2. Rules for Registration of Correspondence

1. The external verification of incoming physical documentation in the College includes checking its integrity (checking the completeness of the appendix, if an appendix is indicated) and verifying the addressee of the correspondence.
2. Documents received by mistake are not subject to registration and shall be returned to the author of the correspondence. Packages marked "Confidential/Personal" are recorded using the data indicated on the envelope and handed over to the addressee unopened.
3. If the documentation arrives at the College in an envelope, the envelope is opened by the College clerk. In cases where the sender's address and/or the time of sending can only be determined by the envelope, keeping the envelope is mandatory; otherwise, it may be destroyed.
4. If a breach of the envelope's integrity is detected, and/or if the documentation sent with or without an envelope lacks the appendix specified in the main document, or if it is incomplete, or if any requirement of the paragraphs of this Article is violated, the person presenting the documentation must be notified immediately.
5. Correspondence received physically at the College is electronically uploaded and registered in the electronic document management system (eFlow) on the day of receipt.
6. Correspondence received in physical form or via the electronic document management system (eFlow) is forwarded through the same system to the Director of the College for a resolution and to designate the appropriate executor for further action.

7. For physically received correspondence, the clerk indicates the internal registration number/date recorded in the electronic document management system (eFlow) (a special stamp is applied) and stores it in the appropriate folder.
8. The Director of the College forwards the correspondence electronically via the eFlow system, along with an appropriate resolution, to the relevant authorized employee of the College and defines the deadline for preparing a response. In the absence of a specified deadline, the timeframes defined by the General Administrative Code shall apply.
9. The receipt, external verification, registration, and forwarding to the Director of incoming documentation and official correspondence at the College are carried out by the College clerk. Correspondence received during non-working hours is registered in the electronic document management system (eFlow) on the following working day.

Rules for Document Registration in the eFlow System

- **Document Number in the eFlow system:** Refers to the incoming document number. Accordingly, it is filled out manually only when an incoming letter is registered in the system.
- **Date:** In the case of registering an incoming letter, the date the document was received by the institution is indicated.
- **Internal Number in the eFlow system:** Recorded automatically and determines the registration number of the document in the system. In the case of a different numbering system, the number can also be specified manually.
- **The date** is recorded automatically and determines the date of document registration in the system.
- **Deadline:** For recommendation purposes, a time period within which a response to the letter is desirable may be indicated.
- **Pages/Appendix:** When registering an incoming document, the total number of pages and the number of appendices (if any) are indicated in the respective fields.
- **Direction:** The appropriate option is selected from the drop-down menu:
 - *"Outgoing to another agency"* - if a letter being sent to the addressee in physical form is being registered.
 - *"Incoming from another agency"* - if an incoming document is registered in physical form.
 - *"Internal document"* - if the letter is sent electronically to another user/agency within the system.
- **Attached Files:** Allows attaching a file/files to the document. The number and type of files are not limited.
- **Grounds:** Enables creating a link to a document/documents registered in the system, ensuring that contextually related documents can be viewed together.
- **Authors:** Specifying the author during the document creation process is mandatory only if the prepared letter goes out under the signature of another person (e.g., a manager). In other cases, the initiator—the user who creates the document in the system—is considered the author of the letter.
- **Endorsements (Visas):** This tab is used if the endorsement of other employees is required on a specific document, in addition to the actual signatory.

- *Note No. 1:* For endorsement purposes, a document can be sent to one or several employees.
- *Note No. 2:* The document will appear to the endorsers in the order specified by the initiator. After the consent/signature of each endorser, the document automatically moves to the next endorser.
- **Addressees:** A document may have one or several addressees. To add an addressee/addressees, the add button is used, after which the appropriate person/department is selected in the dialog window and confirmed with the "Select" button.
- **Privileged Addressee:** Indicates a person or department to whom the document is sent for information purposes only, and not for action.

Article 3. Rules for Registration of Outgoing Correspondence

1. Outgoing correspondence from the College is placed electronically via the eFlow system onto the College letterhead, the form and requisites of which are determined by the order of the College Director.
2. The date and registration number are marked electronically on outgoing correspondence from the College via the eFlow system.
3. Outgoing correspondence from the College is signed electronically via the eFlow system by the person authorized to represent the College (the Director) or their acting representative.
4. Correspondence prepared at the College is sent to the addressee electronically via the eFlow system, by mail, or is delivered/handed over to the addressee in person.

Article 4. Types of Documents and Rules for Their Recording

1. Documentation registered in special logbook(s) is recorded starting from the beginning of each calendar year and concludes on the last day of the calendar year.
2. The logbook is numbered, signed by the clerk, stamped, and bound to ensure its authenticity and integrity.
3. The following documentation is recorded in special logbook(s) at the College: labor and other contracts, memorandums, diplomas, certificates, etc.
4. Filing at the College is conducted for the following types of documentation:
 - **Incoming documentation:** Correspondence received from organizations, applications from applicants, professional students, and employees;
 - **Outgoing documentation/correspondence:** Outgoing letters, certificates, recommendations, character references, invoices;
 - **Internal documentation:** Reports, internal memos, submissions, minutes and decisions of the collegial bodies of the College;
 - **Documentation related to the educational process.**
5. Internal documentation is textually divided into the following groups:
 - Administrative-management documentation;

- Documentation adopted by the collegial body and temporary commissions;
 - Documentation categorized as internal correspondence (report memos, explanatory notes, etc.).
6. The College clerk is responsible for keeping records of the documents mentioned in this Article and for the correctness of registration in the appropriate logbooks.
 7. In accordance with this Article, all documents grouped by theme are stored in the respective folders.
 8. The maintenance/recording of personal files of professional students at the College is ensured by the College registry specialist.
 9. The maintenance/archiving of personal files of staff in compliance with legislative requirements is ensured by the Human Resources Management Manager of the College.

Article 5. Rules for Drawing Up and Formatting Documents of Management and Collegial Bodies (Orders and Minutes)

1. Documentation of an administrative nature and that adopted by a collegial body must meet the following requirements:
 - **Order**
 - The text of an order consists of a preamble (constitutional part) and a directive (enacting part). The preamble sets out the goals and objectives of the administrative actions.
 - If the basis for issuing the order is a legislative or other legal act, or an instruction from a higher institution, its type, date, number, and title are indicated in the preamble, and the content of the part directly relating to the given institution is stated.
 - For the purpose of regulating recurring and/or one-time issues, the Director of the College, within the scope of their authority, in cases provided for by the charter and legislation, issues an individual administrative-legal act - an Order.
 - To initiate a draft order, the authorized employee prepares the draft order in the electronic document management system (eFlow) under the relevant column - "Order". If available, relevant appendix(ices) are attached to the draft.
 - The document on the basis of which the order is prepared (if any) is indicated in the grounds field.
 - Competent employees are specified in the endorsement (visa) section, as necessary, for the purpose of coordinating the draft.
 - The text of the order includes the title of the act, the time and place of issuance, the number assigned by the electronic document management system (eFlow), the basis, and the legislative act whose enforcement the act ensures.
 - Next, on the lower line, in the middle of the text, the word "Order" ("*I order*") is written. The text of the order also includes the last name, first name, and signature of the authorized official.
 - The text of the order must reflect the issue to be regulated by the order, and if necessary, the executor of the assignment, the official, and execution deadlines.

- If the order cancels or amends a previously issued order or its individual paragraphs, this is indicated in the text of the order.
- If necessary, the official tasked with monitoring the execution of the order is indicated in the text of the order.
- If the content of the order concerns persons associated with the institution (staff/student, etc.), their details are indicated, using identification data provided for by law, if necessary.
- An order may include a reference to the entry into force of its results, familiarization/publication, and appeal.
- The endorsers are obliged to present their opinion regarding the initiated draft within a reasonable timeframe necessary for the preparation of the draft order, by making a mark in the corresponding column via the filing system.
- Once the draft order is endorsed by the endorsers, it is automatically presented to the Director for signature (electronically). The order is signed by the College Director.
- The clerk sends the order electronically to the relevant officials.
- **Minutes (Protocol)**
 - The course of the discussion of issues and the adoption of decisions at the sessions of collegial bodies, meetings, and conferences are recorded in minutes.
 - Minutes are drawn up based on notes taken during the meetings, stenograms, and/or other materials prepared for the meetings (texts of reports, speeches, certificates, drafts of resolutions or decisions, agenda, list of invitees, etc.).
 - The text of the minutes consists of introductory and main parts. In the introductory part, the following requisites are filled out: chairperson, secretary, attendees, agenda.
 - The main part of the minutes consists of sections corresponding to the items on the agenda.
 - The text of each section is constructed according to the following scheme: *Heard, Expressed opinions, Resolved (Decided)*. The main content of reports and speeches is entered into the text of the minutes.
 - If the texts of the reports and speeches are attached to the minutes, a short form of the minutes is used in this case. The resolution (decision) is printed in its entirety.
 - The text of the resolution is constructed analogously to the text of an order. The document approved by the collegial body is attached to the minutes.
 - The content of a dissenting opinion is recorded in the minutes after the corresponding protocol decision.
 - To initiate a draft of the minutes, the authorized employee prepares the draft in the electronic document management system (eFlow) under the relevant column - "Minutes". If available, relevant appendix(ices) are attached to the draft. The document on the basis of which the minutes are prepared (if any) is indicated in the grounds field.
 - Competent employees are specified in the endorsement and author sections, as necessary, for the purpose of coordinating the draft.
 - The minutes are completed with the signatures of the chairperson and the secretary.

2. In regulatory documents issued under the principle of single-management (orders), the first-person singular is used when composing the text ("*I order*", "*I request*"), while in documents addressed to the management (applications, report memos, explanatory notes), the first-person plural is used ("*We offer*", "*We request*", "*We report*", "*We inform*").

Article 6. Rules for Issuing Copies of Documents

1. It is permissible to issue a copy of a College document to an interested party if the information from the document from which the copy is made does not contain commercial secrets of the College or other persons, or personal information.
2. To obtain a copy of a document, the interested party addresses the College Director with a corresponding application, which goes through all the procedures provided for the registration of "Correspondence" under these rules.
3. The requested information is issued to the interested person within 10 days, unless a different timeframe is required due to its volume, or the complexity of retrieval and compilation, but not exceeding one month. The issued information is verified by the stamp of the College chancellery with the inscription: "*True copy of the original*".
4. It is impermissible to issue and certify a copy of a document that does not fully correspond to the original document kept at the College, whose integrity is breached, or which is copied from an uncertified copy of a document issued by another institution.
5. The issue of considering someone else's data as a commercial or professional secret or personal data of another person is determined by the General Administrative Code of Georgia and the Law of Georgia "On Personal Data Protection", which is fully endorsed by the College, both for its general activities and for the purposes provided for by this rule.
6. Personal information and/or information subject to special protection under the General Administrative Code regarding professional students and professional teachers of the institution shall not be issued to third parties without a notarized power of attorney from the person to whom the requested information relates.

Article 7. Record-Keeping of Personal Files of Staff

1. The Human Resources Management Manager of the College carries out the production, record-keeping, and systematization of the personal files of persons in an employment relationship with the College.
2. Persons having an employment relationship are professional teachers, administrative, and technical staff.
3. Information contained in the personal file about the staff and information related to their labor relations is provided to the registry clerk in accordance with the "Rules for Maintaining the Registry of the Institution" effective in the institution, for the purpose of reflecting the relevant information in the electronic database within the timeframes established by law.
4. The clerk at the College ensures the placement of decisions made by the administration and/or acts issued in relation to them in the personal file for the entire staff composition, and informs the person.

5. The Human Resources Management Manager of the College monitors the validity period of the employment contract and ensures the provision of appropriate information to the Director and the registry clerk.
6. The Human Resources Management Manager of the College ensures:
 - Formatting the hiring, transfer, and dismissal of employees in accordance with labor legislation, instructions, and director's orders;
 - Keeping records of personal staff;
 - Receiving, filling out, and issuing documents during the dismissal of an employee; maintaining documentation established with respect to personnel;
 - Regarding labor activity: issuing copies of the hiring order, order related to transfer to another job, dismissal order, and other documents related to it;
 - Issuing certificates of employment at the College;
 - In agreement with the Director, formatting and recording employee leaves.

Article 8. Formatting of Cases and Transfer of Documents to the Institution's Archive by Structural Units

1. An archive has been created within the College premises for the purpose of ensuring the recording, protection, ordering, and use of documentation produced at the College.
2. The archive at the College functions in accordance with Order No. 174 of the Minister of Justice of Georgia dated June 15, 2007 "On the Rules of Work of Archives of Institutions" and Order No. 72 of the Minister of Justice of Georgia dated March 31, 2010 "On the Approval of the List of Typical Administrative Documents Created in the Process of Activities of Institutions (with Indication of Their Retention Periods)".
3. The registry clerk prepares draft documents on archival certificates, extracts, copies, correspondence on receiving and issuing archival material, and other issues related to the archive.
4. Before being transferred to the archive, documents are stored at their place of formation in the corresponding cases.
5. The protection of documents and cases is ensured by the employees responsible for creating the documents.
6. Completed cases to be kept permanently and long-term (11 years and above) (including accounting documents) remain with the person responsible for creating the documents for three years for reference work. After this period, they are transferred to the College archive.
7. Cases to be kept temporarily (up to and including 10 years) are not subject to transfer to the archive. They are protected with the person responsible for creating the documents and are destroyed in accordance with the established rules after the expiration of the periods. The transfer of these cases to the archive can occur only in exceptional cases, by decision of the College Director.
8. Preparation of documents for submission to the archive includes: formatting of cases, compilation of case descriptions, compilation of acts of receipt/handover of documents.
9. Complete formatting of cases provides for:
 - a) Sewing or binding of cases;

- b) Numbering of sheets in the case;
 - c) Drawing up a case validation inscription, which includes information about the case title, the number of sheets in the case, the condition of documents in the case and features of formation, the first name, last name, position title, signature, and date of the person who drew up the case validation inscription;
 - d) If necessary, drawing up an internal description of the case documentation, which includes detailed information about the documents in the case (index, date, title, number of sheets);
 - e) Preparation of the case cover, which includes information on the full name of the institution, the name of the structural unit, the case/document index, title, case date, number of sheets, retention periods established by the nomenclature, information about the person compiling the description, and a validating signature.
10. Cases to be kept temporarily are subject to partial formatting: it is permissible for these cases to be kept in quick-fasteners, without re-systematizing the documents in the case, without numbering the sheets of the case, and without drawing up a validation inscription.
11. Unclaimed personal documents placed in the case (documents certifying education, labor workbooks, etc.) are placed in an envelope that is sewn into the case. If there are many such documents, they should be removed from the cases. The documents are described separately and kept in a safe. Unclaimed personal documents are kept until requested, for at least 50 years.
12. The purpose of the College archive's work is to record, protect, and, as necessary, ensure the use of documents completed in filing.

Amendments

- ✓ Order No. 19 of the Director dated April 5, 2019 - in accordance with the recommendation for alignment.
- ✓ Order No. 27 of the Director dated July 4, 2022 - in accordance with the recommendation for alignment.