



ORDERS  
**Registrar regulations**  
Number: POR 06\_v2\_30.42022\_z0

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## Registrar regulations

	He elaborated	He checked	Approved	Number printout: 1
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<b>A date</b>	28/04/2022	29/04/2022	30/04/2022	
<b>Signature</b>				



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## 1. Guidelines for using the directive

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### ➤ *Acquaintance*

- the order is an internal documented procedure that is made available to employees on the IQS website in the Moodle system ( <https://moodle.vsbm.sk/> )
- every employee who is affected by the given process is obliged to familiarize himself with the content of the order and to familiarize his subordinates with it.
- as long as training is carried out for the given order, the Commissioner for IQS keeps records of this training (record as evidence).

### ➤ *Storage and manipulation*

- the original of the order in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
- in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
- The IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there, is responsible for the fact that only the valid version of the rules is available on the USM website.
- The printed order without signature ( pdf\_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party, which can only be made available with the written consent of the rector.
- the head of the workplace is responsible for the existence of the printed version and for handling it.

### ➤ *Control*

- senior employees are obliged to consistently demand and control compliance with this order and, upon detection of defects , to remove these defects within their authority.
- in the event that there is a need to change the rules or its appendices, the manager together with the creator of the rules initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.

### ➤ *Changes*

- every employee who discovers the need to change the order or part of it is obliged to submit a request for its revision to the Commissioner for IQS as stated above.
- if the order as a whole, or a part of it, does not fulfill its mission, the executive will submit a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

## 2. Purpose

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1. The registration procedure of the University of Security Management in Košice (hereinafter referred to as USM in KE) governs the procedure of the USM in KE components and their organizational units in managing the registry, especially when organizing the manipulation of registry records and files (acceptance, sorting, recording circulation, creation, processing, sending, storage and protection), as well as in the proper and regular disposal of files. According to the Statute of USM in KE are parts of USM in KE: a) institutes, b) purpose-built facilities.



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2. The administration of the registry of the USM in KE components is ensured by: filing offices, which also perform the function of dispatch office, organizational units and registry centers.
3. For the proper operation of the USM in KE registry, in particular for its management, proper staffing of registrars and registrar centers, further for the location and material and technical equipment of registrars and registrar centers so that they meet all the conditions for all-round protection of registrars, as well as for proper and the regular disposal of files is taken care of by directors at the institutes, at other workplaces and special purpose facilities by the USM in KE quaestor.
4. Senior employees of USM in KE consistently ensure that their subordinate employees comply with the provisions of the Registry Rules of USM in KE when managing the registry, to the extent appropriate to their work duties.
5. The management of manual registries stored at individual organizational units is ensured by their heads.
6. USM in KE manages the registry so that there is no damage, destruction, loss or unauthorized use of records. If it is found that there has been damage, destruction or loss, a report will be prepared on the result of the investigation and the possible consequences of the violation of the integrity of the registry. The minutes, in which the method of replacing the record or file, or other necessary measures, are determined at the same time, are signed by the head of the organizational unit. If there is a reasonable suspicion that a criminal offense or misdemeanor has been committed by damage, destruction or loss, the minutes will be submitted to the rector of USM in KE.
7. Records and handling of classified facts, complaints, accounting registry records, registry records of the human resources agenda, public procurement registry records, technical documentation and computer technology agenda (hereinafter referred to as "special types of registry records") are governed by special regulations
8. USM in KE keeps records and their records in the state language
9. State expert supervision over the disposal of registry records at USM in KE is carried out in accordance with Act no. 395/2002 Coll. on archives and registries and on amendments to certain laws Ministry of the Interior of the Slovak Republic in cooperation with the Archives of the USM in KE.

### 3. Scope

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This D is valid on the day it is signed by the rector, which is also the day it is issued, and it applies to all USM employees, external board members and interested parties who come into contact with the creation and management of study programs.

### 4. Terms and abbreviations

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1. Administration of the registry for the purposes of these registry regulations is the organization of the handling of records and files (receiving, sorting, recording, circulation, creation, processing, sending of records and storage, protection and disposal of files), as well as appropriate staffing, spatial and material technical security of the USM in KE registry. Part of the registry administration is also the preparation of registry regulations, which includes the registry plan and the formal editing of registry records.



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2. The filing office is the place where registration records are received, sorted, registered and sent.
3. A recording is written, video, audio or other recorded information originating from the activities of USM in KE, or which was delivered to USM in KE.
4. The registry record is information that USM in KE registered in the registry diary.
5. A file is a record or a set of records that were created during the processing of one matter and were registered in the registry office at the registry office.
6. The file cover is an integral part of the file, in which the individual registry records (filings and equipment) together with attachments are entered.
7. The registry is a set of all registry records originating from the activities of USM in KE and all USM in KE records delivered, which were recorded in the registry diary and assigned a file number. The registry also includes a registry diary and registers.
8. The registry diary is a basic record aid for the administration of the USM in KE registry. It contains data on the receipt, creation, furnishing, sending of records and storage and disposal of files.
9. A submission is any initiative that USM in KE has accepted for official processing.
10. Processing is a record containing information about the method of processing the submission.
11. The registry plan is a tool for purposeful and systematic labeling and storage of files. By assigning a registry mark, it determines the file's place in the registry; further determines the sign of the value and the term of storage in the file.
12. The registry mark is a symbol established by the registry plan for a specific file or group of files. The registration mark consists of a combination of alphabetic characters and numerical characters.
13. The storage period is the number of years during which USM in KE needs a registry record for its activity.
14. The manual registry of the organizational unit is the place where the stored files remain, as a rule, for one calendar year following the year of equipment.
15. The registration center is the place where closed files of USM in KE are stored and protected until the prescribed storage periods expire and until they are discarded.
16. An archival document is a record that has permanent documentary value.
17. The registry administrator is an employee of USM in KE, who is responsible for all professional activities related to registry management and who methodically guides USM in KE employees in the section of registry management.
18. For the purposes of these regulations, the senior staff of USM in KE shall be understood as: rector, vice-rectors, bursar, directors of institutes, heads (directors) of workplaces and special purpose facilities USM in KE, chairman of the Academic Senate USM in KE, President and chairman of the Board of Directors USM in KE , head of organizational departments.

## 5. Receiving shipments

1. Filing offices are established for receiving submissions at individual parts of USM in KE. For reasons of expediency, a common filing office has been established for the components of USM in KE. For submissions in connection with the solution of projects, the function of the filing office is performed by the Department of Science and Research of USM in KE.



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2. The post office accepts shipments that were delivered to USM in KE by post, as well as those that were received by an employee of the post office in person and are addressed to USM in KE. An employee of the filing office will make an official record of the oral submission, which will be submitted for registration in the registry diary. The registrar may not refuse to issue confirmations of acceptance of the submission or acceptance of the submission if it is addressed to USM in KE.
3. Each submission is marked with an imprint of a red presentation stamp. Receipt of a personally delivered submission is confirmed by an employee of the filing office only at the express request of the site, by imprinting a presentation stamp with the date and his signature on a copy of the submission, or on a separate ticket with the date of receipt.
4. Electronically received records (e-mails) that are a stimulus for official processing shall be printed and marked with an imprint of the presentation stamp with the date supplemented with detailed time information.
5. Faxes and telegrams (hereinafter referred to as "urgent records") shall be marked with an impression of the presentation stamp with the date supplemented with detailed time information of receipt.
6. The registry will check:
  - a) the correctness of the address,
  - b) the number of received shipments according to the records on the post office list,
  - c) intactness of packages of shipments.
7. The post office returns parcels delivered by mistake to the post office or the delivery person, or sends them directly to the addressee, other deficiencies are reported to the post office. Submission and delivery of parcels in the postal system and the method of claiming them are governed by a special regulation

## **6. Sorting shipments and submitting records**

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1. The mail office sorts shipments into those that:
  - a) open and then affix an impression of the presentation stamp and register in the registry diary,
  - b) hand over to the addressee unopened,
  - c) are not registered in the registry diary, e.g. newspapers, magazines, prospectuses, advertising materials, other press and invitations that are not in the form of a letter.
2. The employee shall open for filing those incoming shipments that are addressed to the USM in KE component or its organizational unit, as well as those that are addressed with the marking "to the hands" of a certain person. The record shall be marked with an imprint of the presentation stamp, usually in the upper part of the left side of the record so that all data remains legible. In the impression of the presentation stamp, he will indicate the date of delivery, the file number and the number of attachments. Any deficiencies (e.g. missing attachments, etc.) will be marked next to the impression of the presentation stamp. The sender will be informed about them by the employee entrusted with the processing of the item (hereinafter referred to as the "processor").
3. Shipments to which valuables are attached will be marked by the registry office with the imprint of the "money file" stamp in addition to the presence stamp. It shall indicate the type, value and number of valuables; he will also record these data in the registry diary.
4. Unopened ones are handed over:



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- a) shipments containing classified information, shipments addressed to senior employees of USM in KE, shipments marked with a public tender password and shipments addressed to the department ensuring the human resources agenda. These shipments are marked on the envelope with an imprint of the presentation stamp with the date of delivery. The recipient of an unopened shipment is responsible for its further handling in accordance with the provisions of the registry regulations,
  - b) private shipments, i.e. those on which the addressee's name and surname are listed before the name of the organizational unit of USM in KE. These will only be marked with the delivery date on the envelope. The post office keeps records of only those private parcels whose receipt has been confirmed by the post office.
5. Newspapers, magazines, prospectuses, advertising materials, price lists, catalogs, generally binding regulations, technical standards, or invitations that are not in the form of a letter are not marked with an imprint of the presentation stamp.
6. Shipments of an accounting nature (supplier invoices, letter requests for payment) are assigned directly to the relevant organizational unit (accounting office) that keeps their records after receipt and marking with an imprint of the presentation stamp.
7. The envelopes remain permanently attached to the delivered registry records if:
- a) the registry entry is not dated, or if its date differs significantly from the date stamp of the post office on the envelope,
  - b) the registry entry is not signed, even if the name, surname and address are indicated,
  - c) the address of the sender is indicated only on the envelope,
  - d) does the date of submission of the shipment to the post office have legal significance (e.g. compliance with the deadline established for appeal, public procurement),
  - e) it is a complaint, notice or initiative of a citizen,
  - f) there is an imprint of the presentation stamp on the envelope,
  - g) it is a shipment delivered for return.
8. In other cases, the envelopes of ordinary shipments are kept for one week, registered ones for one month. After the expiration of these periods, they are eliminated without an elimination procedure.

## **7. Registry diary**

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1. The registrar keeps a record of incoming and outgoing mail. The organizational departments of the USM in KE components keep their registry diary, which is marked with the name of the organizational department and the year.
2. Shipments (incoming and outgoing), are recorded in the register diary .
3. The registry diary is kept in such a way that it continuously provides complete and accurate, temporally and factually up-to-date data on registered registry entries.
4. Fill in all data in the registration diary. Erroneous entries are deleted in such a way that they remain readable.
5. For each calendar year, a new series of numbers is opened in the registry diary.
6. The numerical series in the registry diary always starts with the first working day of the calendar year with the number one and ends with the last working day of the calendar year.
7. The registry diary is closed every year on the last working day of the calendar year with the entry "Closed with number ...", the date, stamp and signature of the manager are attached.



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## 8. Record keeping

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1. Entries are recorded in the registration diary in the order in which they were created or in which they were delivered.
2. If, after opening the shipment addressed to USM in KE and registering the entry in the registry diary, it is found that the equipment does not belong to their scope, the registry office will transfer the entry with a cover letter to the local and materially competent authority. The applicant is informed about this procedure by sending a copy of the cover letter.
3. If, after opening a private shipment, the employee discovers that the record is of an official nature, he returns it for registration in the registry diary.
4. If an employee receives a shipment of an important nature by e-mail, to which it is necessary to respond in writing, he prints it and marks it with a number from the registry diary, and further processes it as with a registry entry.
5. Urgent records are recorded and handed over for processing without delay.
6. The senior employee shall ensure, as necessary, a translation or certified official translation of the registered foreign language record into the state language. A foreign language record with an attached translation is further handled like other delivered records. The deadline for processing it begins on the day the translation is delivered; the date of delivery of the translation is marked on the record as well as in the registry diary.
7. The circulation of registry records between organizational units is also recorded in the registry diary.
8. After registration in the register diary, the employee of the filing office writes the shipments into the delivery notebooks of the relevant organizational departments, which serve as a record aid for controlling the movement of records between the filing office and the relevant organizational departments.
9. If different abbreviations are used when recording in the registry diary, a list of them must be compiled with an explanation of their meaning. The list is an integral part of the registry diary.
10. The records may not be handed over to the processor without being registered in the registry diary.

## 9. Assignment of file number

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1. The file number is assigned to registry records:
  - a) the equipment of which falls within the purview of USM in KE,
  - b) containing information important for the activity of USM in KE,
  - c) arising from USM in KE's own initiative (ex offa ),
  - d) addressed to USM in KE, but not belonging to its purview,
  - e) correspondence between individual departments,
  - f) additionally to the invitation, if USM in KE responds to it in writing.
2. The file number consists of the reference number (serial number in the registry journal), the designation of the organizational unit and the current year.
3. The file number is entered in the impression of the presentation stamp and on the file cover, in which the first record and successively other records about the handling method are inserted. The "Subject" column is also filled in on the file cover.



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4. If there are other submissions in the same matter after the first submission, each of them will receive a new submission number, under which the response to it will also be registered. These data numbers are written on the file envelope (collection sheet) . The number of the first submission is the base number. The summary of all records originating from the equipment of one thing forms one file.
5. Records written in the collection sheet are processed under the last highest number. After equipment, they are stored under the basic number within the registry mark in the manual registry of the organizational unit.
6. The combination of files handled in the basic number system is indicated in the registry diary in the "previous number" section.
7. If a new record on the same matter is added to an already existing file the following year or a new record is created at USM in KE, the number of this record becomes the base number of the entire file and the record receives a new file cover. The file from the previous year will be attached to it with the file cover, and the last file number from the previous year will be marked in the "previous number" section of the diary.
8. The file is stored in the registry of the year in which the last reference number was assigned to it.
9. Name registers of natural persons and legal entities may be kept for quick search of files recorded in the registry diary.

## 10. Circulation of records

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1. After making entries in the registry diary and in the delivery notebooks, the registry entries are handed over to the senior employee or an employee authorized by him.
2. Incorrectly assigned registry entries are returned by the recipient to the reassignment office.
3. The senior employee will determine the processor to whom the submission is assigned for processing, and indicate the deadline and method of processing. The allocation of the record must then be indicated in the registry diary and in the imprint of the presentation stamp.
4. The processor is responsible for the protection of registry records that he has taken over.

## 11. Processing files

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1. Files are dealt with within the deadlines established by generally binding legal regulations, otherwise the deadline is determined by the head of the organizational unit depending on the urgency and difficulty of dealing with the matter. The specified deadline will be marked on the file cover.
2. If the item cannot be handled within the established or determined period, or USM in KE transfers the item to another body or organization for handling, it is necessary to inform the sender about this, stating the reasons.
3. The processor is responsible for factual and linguistic correctness, as well as the formal aspect of furnishing files. If the handling of the case requires it, he will ensure the cooperation of organizational units or other bodies or organizations.
4. The processor is obliged to indicate on the file the method of its equipment, to give instructions for sending the equipment and to determine the further movement of the file,





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and in the impression of the presentation stamp on the file and on the file cover, to mark the registry mark, the sign of value and the term of storage according to the registry plan of USM in KE. A file processed on one's own initiative ("ex offo ") must have a registry mark, a sign of value and a storage period marked on the upper right edge of the copy of the file.

5. The processor chooses the most suitable method of furnishing files:
  - a) if he only takes note of the submission, he writes under the impression of the presentation stamp "Received by a/a", the date and adds his signature,
  - b) if he settles the matter in person or by telephone, he shall make an official record of it, in which he shall state the parties to the proceedings, the result of the settlement, time, date and signature. The official record is considered equipment, it is placed in a file cover and forms part of the equipped file,
  - c) if he settles the matter in writing, he always writes only on one matter. The original and the first copy of the clean copy of the registry entry marked in the registry plan with the sign of the value "A" are made on durable office paper with a writing material that guarantees the durability of the text.
6. The processor is obliged to mark files to which he wants to restrict access with the words "restricted access" and indicate the duration of the restriction. He will mark these data on the file cover.
7. When processing files on one's own initiative ("ex offo "), the processor will ask the filing office to provide a number from the registry diary, with which to mark the draft proposal and the file cover. Without a reference number, records that are not registered in the registry diary are manipulated in internal communication.
8. Data on the equipment, closure and storage of the file are also indicated in the registry diary before it is stored in the manual registry of the organizational unit. Marking the file with the symbol "a/a" means that the file is equipped and can be closed. The processor can only have pending files or files that have the character of long-term work aids.
9. Inspection of the processed file is permitted and information about its content is provided by the head of the organizational unit.
10. Upon termination of the employment relationship or change of job classification, the employee shall hand over all pending files to the head of the relevant organizational unit or to an employee authorized by him.

## **12. Creating a record**

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1. If the nature of the matter allows it, the submission can be made directly in pure form (original copy, 2nd copy). In other cases, the processor prepares the equipment concept.
2. The processor signs the prepared draft by hand. If it has been reviewed and edited by other employees, they will also sign it. In addition, he will mark on the draft all the necessary instructions for the administrative employee, namely:
  - a) the exact address of the addressee, the file number under which the filing is processed, the filing number to which it is responding, a brief description of the matter,
  - b) urgency and method of sending the record,
  - c) the number of prints to be made,
  - d) distribution list of addressees to whom the copy should be sent,
  - e) individual shipments, if they are different for individual recipients,



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- f) instructions on how the files should be handled after sending (e.g. "a/a", "back" and the like).
3. The administrative employee of the organizational department is responsible for editing the record according to valid technical standards (STS 01 6910 Rules for writing and editing documents and STS 88 6101 Preprinting of letter papers for official and business letters), its timely execution in accordance with the draft and the instructions given on the draft . He must not make any changes in the concept. If he discovers errors in it or has other doubts, he will request the necessary explanation and corrections from the processor. After comparing the completed draft with the draft, he submits it to the processor for approval, if he has expressly reserved it, then submits it to the head of the organizational unit for approval.
  4. In the event that the organizational units do not have an administrative employee, the processor himself develops a concept according to valid technical standards, which he submits to the manager for approval, prepares a clean sheet and ensures its dispatch.
  5. The head of the organizational unit is responsible for assessing the equipment from a material and professional point of view, as well as from the point of view of compliance with legal and other regulations.
  6. The registry record is made on an official letter with a preprint, which includes the address and additional data of USM in KE, appeal data and the "Subject" column.
  7. The personal sheet of senior employees is drawn up on paper with a preprint, which is placed in the upper left corner and contains: designation of the position of the senior employee, under which is the name of USM in KE, or parts of USM in KE or its organizational units. The title, first and last name of the senior employee is written above the preprint, and the recipient's address on the lower left. The file number is written only on the copy.
  8. Addresses on the envelopes are written at the same time as the registry entry is completed.
  9. The organizational units of individual parts of USM in KE also make up records that are not registered in the registry diary - internal regulations, minutes of meetings of academic self-government bodies, reports and analyzes of activities, personal files of employees and students, records of state exams and others. Due to their importance and uniqueness, the organizational department keeps a systematic record of these records.

### 13. Use of stamps

1. The USM in KE uses a round stamp with the state emblem of the Slovak Republic (hereinafter referred to as "stamp with the state emblem"), which is printed in red, and an oblong (lettering) stamp, which is printed in blue.
2. Documents, forms and stamps with the state emblem are used only if the document contains a resolution or decision, or if it is a document certifying important facts or authorizations. Stamps or seals with the state emblem can also be used on documents issued on ceremonial occasions.
3. An oblong stamp is used in cases where the use of a round stamp with the state emblem is not specified.
4. If parts of USM in KE use several stamps of the same type with the same text, they are distinguished by a number that must be legible in the imprint of the stamp.



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5. The rectorate of USM in KE keeps records of stamps. The records contain an imprint of the stamp with the date of receipt and the name, surname and function of the person who received and uses it.

## **14. Signing and reproduction of records**

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1. Records are signed by a senior employee or his representative within the scope of the organizational department. The right to sign also implies responsibility for the material and formal correctness of the signed record. The scope of the authorization to sign records is governed by the Signature Regulations of the USM in KE.
2. As a rule, one signature is placed on the record. If there must be two signatures on the record, the signature of the employee with a higher functional classification is placed on the left.
3. The head of the organizational unit places his signature on the right at the end of the record above the printed functional designation and his first and last name. If the record is signed by his representative in the absence of the head of the organizational unit, he adds the abbreviation "v z" before his signature. (in representation).
4. If the records are submitted for reproduction, the senior employee signs the clean sheet or draft, in this case the abbreviation "v. r." is written after his printed name and surname. (by own hand). Under the completed text, in the lower left corner, the clause "For the correctness of the execution" is indicated, supplemented by the name, surname and signature of the employee responsible for the correctness of the rewriting of the approved draft.
5. The procedure for reproduction of records containing classified information is governed by a special regulation.

## **15. Sending shipments**

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1. Shipments are sent by regular mail, registered mail, return receipt requested; further by courier services or telecommunications and electronic means.
2. The registrar sorts the shipments according to the method of dispatch. Shipments to addressees with whom there is regular postal contact are usually combined in a common envelope.
3. Registered consignments, return consignments (delivery note) and urgent consignments are recorded in the delivery sheets in which the post office confirms acceptance for transport. Ordinary shipments are not recorded in the lists and their receipt is not confirmed.
4. The registration office will register the signed returns, ie record the date of delivery. He will hand over the return to the relevant organizational unit for filing and recording information about the condition of the equipment. In the case of a larger number of returns, the registration of the returns will be ensured by the relevant organizational department.
5. If the post office returned the parcel as undeliverable, the processor will compare the correctness of the data on the envelope with the data provided by the addressee and remove the error if it caused it. Data on the return of the shipment or its eventual resending will be recorded by the authorized employee in the registry diary.



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6. USM in KE can only hand over to a citizen a parcel that is addressed to him after proof of his personal identity. The receipt is confirmed by a signature on a copy of the registry record or on the delivery note (for parcels) indicating the date of receipt.
7. Private items may not be sent as official correspondence.

## **16. Registration plan USM in KE**

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1. The registration plan of the USM in KE is part of the Registration Rules of the USM in KE and serves for the purposeful and systematic storage of files. It divides the USM in KE registry into material groups and determines the registry mark, value symbol and storage period in the file.
2. Registration marks in the registration plan of USM in KE are made up of a combination of alphabetic characters and numerical characters.
3. The USM in KE registry plan and its amendments are prepared by the USM in KE Archive in cooperation with the registry administrators.

## **17. Registry of organizational units**

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1. The files of the organizational unit (original submissions and copies of equipment) form the registry of the organizational unit. The files of the organizational unit prepared and closed in the current calendar year are stored in the manual registry of the organizational unit (hereinafter referred to as "the manual registry"), i.e. in one reserved place at the organizational unit, where they remain stored for one calendar year following the year in which the file was closed. In justified cases, based on the decision of the head of the organizational unit, prepared and closed files may remain in the manual register for a longer period of time.
2. Files in the manual registry can be handled only by an authorized employee who is responsible for their safe storage, safekeeping and protection.
3. Files are stored according to years and according to the registry plan in separate packages for each registry mark; in the package they are stored in numerical order with the highest number on top.
4. Before handing over the file to the manual registry, the processor removes redundant copies and auxiliary notes from it. Drafts remain on file.
5. Before storing the file, the employee entrusted with managing the manual register checks the completeness of the file and the completeness of the data on the file cover. The processor will not accept a file that is not marked with a registration mark, a value symbol and a storage period.
6. Electronic records to which the sign of the value "A" is assigned in the Registration Plan of VŠBM V USM in KE, i.e. they have a permanent documentary value, must be converted into paper form immediately after their creation. Electronic records that do not have permanent documentary value remain only in electronic form for the entire storage period.
7. Storage aids (maps, folders, bundles, covers) are marked with a label with identification data, i.e. with the name of the USM in KE part, the organizational unit, the name of the



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subject group of files assigned to the registration mark, registration mark, year of creation (year of files), by the value sign, storage period and file numbers.

8. The borrowing of files is confirmed on the borrowing ticket. Borrowing and return are recorded. The head of the organizational unit or an employee authorized by him is responsible for borrowing and returning files.
9. After one year of storage in the manual register, the processed and closed files are periodically handed over together with the record aids to the registration center based on the list of files handed over to the registration center, which is prepared in duplicate by the employee entrusted with the management of the manual registry.
10. The files are submitted complete, properly marked and organized into subject groups according to registration marks. Unsubmitted files are marked in the submission list with a "0" on the right edge of the corresponding file number. The registration center will not accept files without a handover list.

## 18. Registration center

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1. The registration center organizes and ensures the collection of files from individual organizational units, their registration, labeling and storage, safe custody and comprehensive protection, as well as the evaluation and disposal of files. At USM in KE, registration centers are established at the rectorate, institutes and departments.
2. The collection of files is carried out according to the timetable drawn up by the administrators of the registers and approved by the directors at the institutes and by the bursar at the rectorate, usually during the first quarter of the calendar year.
3. Files are stored according to organizational units, in them according to years and according to registration marks, maintaining the numerical order within the registration mark.
4. The registration center keeps a record of received files divided on the basis of receiving lists according to registration marks. In the list, for each item, indicate its exact storage (location) in the registration center (room, shelf and its parts, shelf, storage unit).
5. The registration center is managed and the registry administrator is responsible for its activities. The administrator of the registry further methodically guides and controls compliance with the provisions of the registry regulations in the management of the registries of organizational units, ensures employee training on the registry regulations and the registry plan.
6. Special types of registry records are stored separately, namely at the organizational units from which the activities originated.
7. The registration center enables authorized persons to look into the files, as well as to borrow them and issue extracts and transcripts from them.

## 19. Use of the USM in KE registry

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1. The VŠBM V KE registry can be used by USM in KE employees in the performance of their work tasks, as well as when providing information to the public. The USM in KE registry office is used for viewing, borrowing, as well as issuing transcripts (copies) and extracts from files for payment of costs.



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2. The use of the USM in KE registry is carried out in accordance with the Personal Data Protection Act
3. The USM in KE registry can only be used under conditions that exclude damage, destruction or loss of records in accordance with the USM in KE Security Project.

## 20. Viewing files

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1. Employees of USM in KE can look into the files stored in the manual registers of organizational units or in registration centers to the extent necessary for the performance of their work tasks in the presence of an authorized employee of the organizational unit or an employee of the registration center as follows:
  - a) employees of the organizational unit may look into the files of the organizational unit without special permission,
  - b) employees of USM in KE can look into the files of other organizational units with the consent of the head of the relevant organizational unit.
2. USM in KE shall, on the basis of a written authorization, allow access to its files to legal persons who need to access them in connection with the performance of their tasks.
3. On the basis of a written authorization, USM in KE will also allow other persons to view the files of USM in KE, if they concern them and if they demonstrate the justification of their request.

## 21. Borrowing a file

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1. Employees of USM in KE borrow files stored in registration centers as follows:
  - a) employees of the organizational unit borrow files of the organizational unit without special permission,
  - b) employees of USM in KE borrow files from other organizational units with the consent of the head of the relevant organizational unit.
2. The employee confirms receipt of the borrowed file by signing the loan slip. The loan slip is filled out in two copies and separately for each requested file. An employee of the registration center will insert the loan ticket by the time it is returned to the place of the borrowed file.
3. Borrowing of a file outside USM in KE can only be authorized by a senior employee of USM in KE. In such a case, the reverse side shall be made in two copies, in which the file number, subject, number of sheets, number and type and attachments, identification data of the applicant and the reason for borrowing shall be indicated.
4. Files are generally borrowed for 15 days, in justified cases the period can be extended. After returning the file, the employee of the registration center will hand over a copy of the loan ticket or the reverse to the person who returned the file. Keeps records on the borrowing and return of files.



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## 22. Issuance of statements and write-offs

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1. A copy (copy) or an extract from the file can be made within the scope of the applicant's legitimate claims, only on the basis of a written application with the applicant's handwritten signature or an application submitted by electronic means signed with a guaranteed electronic signature
2. The application can also be submitted by telephone, fax or electronic means without an electronic signature, however, such application must be supplemented within three days with the application according to paragraph 1
3. The preparation of a write-off or statement is charged according to the internal regulations of USM in KE in accordance with the Act on Universities
4. Making and issuing transcripts (copies) and extracts from files for the purpose of sending them abroad is regulated by special regulations.

## 23. Disposal of files

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Principles of evaluation and disposal of files and special types of registry records.

1. Evaluation and discarding is a summary of professional activities in which registry records (files) whose storage period has expired are separated from the registry and their documentary value is assessed.
2. The subject of disposal are all files that are not necessary for the further activity of VŠBM V KE and for which the deadlines for their storage have expired.
3. The disposal of files includes an assessment and decision that:
  - a) the file has a permanent documentary value, and therefore, after the storage period has expired and after it has been removed from the USM in KE registry, it is intended for the permanent archival care of the USM in KE Archives,
  - b) the file has no permanent documentary value, and therefore, after the expiration of the storage period and after being removed from the registry of the USM in KE, it is intended for destruction.
4. The provisions of this order also apply to the evaluation and elimination of special types of registry records with deviations according to special regulations
5. Decommissioning of special types of registry records is prepared separately at the organizational units from which the activities originated and which manage them.
6. The archival body entrusted with the supervision of the disposal of registry records at USM in KE is the USM in KE Archives.

## 24. A sign of value

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1. The sign of the value "A" indicates a registry record that has a permanent documentary value according to the record evaluation criteria (content, originator, period of creation, uniqueness of execution, plausibility and record carrier). Files marked with the value symbol "A" are intended to be handed over to the permanent archival care of the USM in KE Archive.
2. The sign of the value "A" applies only to one copy of the registry record. In the case of registry entries, it is the original submission for the recipient and the counterpart of the



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sent registry entry for the originator. All other versions, i.e. duplicates and multiples, which the originator has expanded, are generally considered to be registry records without permanent documentary value and can be proposed for disposal if they are no longer needed for the further activity of USM in KE.

3. The sign of the value "A" is generally binding only for files whose originator is USM in KE. The exception is significant records of foreign origin significantly related to the activities of USM in KE.

## **25. Storage period**

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1. The deadline for storing files is determined by the registry plan of the USM in KE.
2. The storage period is the number of years during which USM in KE needs a registry record for its activity. It determines how many years after its closure the file will be subject to disposal. It is expressed by an Arabic numeral. The deadline begins on January 1 of the year following the year in which the file was closed. Until it expires, the file must remain stored
3. The storage period in the registration center can be extended in justified cases after consultation with the Archives of the USM in KE. The storage period may not be shortened.

## **26. Procedure for discarding files and special types of records**

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1. Components of the USM in KE submit proposals for discarding and discard files and special types of registry records (hereinafter referred to as "discarding files") at regular intervals agreed with the USM in KE Archives; these must not be longer than five years
2. The disposal of files that have passed the prescribed deadlines is prepared in the registration centers. The disposal of special types of registry records is prepared by the organizational units from which the activities originated and which also store and dispose of them according to special regulations.
3. Files are disposed of in accordance with the registry plan valid at the time the file was created.
4. An employee of the registry center will ensure the creation of a List of files intended for removal from the registry center, specifically for subject groups of files with the value symbol "A" and separately for subject groups of files without the value symbol "A". The list divided in this way is organized into years and subject groups according to the registration plan of the USM in KE with the number of discarded files expressed in storage units (file boards, package).

## **27. Motion to discard files**

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1. The employee of the registration center prepares two copies of the proposal for discarding files (hereinafter referred to as the "proposal"). An employee of the registration center will record the approved proposal in the registration diary. The original together with the





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attachments (lists) will be handed over to the USM in KE Archive; copies will be kept by the registration center.

2. The files mentioned in the proposal will remain stored in the registration center so that they can be readily presented to the staff of the USM in KE Archive during a professional archival inspection. The numbers of the file items marked with the "A" value sign and the files without the "A" value sign of the elimination list are also marked on the corresponding storage unit.
3. The USM in KE archive will assess the proposal and check its continuity with the previous elimination procedure. An incomplete or poor-quality proposal will be returned to the employee of the registration center for completion or revision. Performs a professional archival inspection, assesses the documentary value of the files and issues a decision in which it determines which files have a permanent documentary value and are destined for permanent archival care and which files do not have a permanent documentary value and are destined for destruction
4. The destruction of files without permanent documentary value is carried out at the expense of the components of USM in KE, respectively the organizational units of USM in KE, which are the proponents of decommissioning.

## **28. Downloading files assessed as archival documents**

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1. The removal of files shall be noted in the records of the registration center.
2. The Rectorate of USM in KE will ensure all-round protection of files that have been assessed as archival documents until the USM in KE Archive takes them over for permanent archival care. These files are stored in the registration center separately from other files.
3. The archive of the USM in KE takes over complete sets of archival documents or their complete parts in the protocol office for permanent archival care within the agreed period. Proof of the receipt of archival documents is a double copy of the Receipt Protocol. It is prepared by the Archives of the USM in KE based on the handover list of files.

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