

Pursuant to Article 21, 36 and 70 of the Law on the Protection of Cultural Property (Official Gazette of RS, no. 71/94) , the ECBAC consortium has brought

RULEBOOK ON OFFICE OPERATIONS

I. GENERAL PROVISIONS

Article 1.

This Rulebook shall regulate the manner of office operations at the Academy of Vocational Studies (hereinafter: Academy).

Article 2.

And archival work includes: receiving, reviewing, recording and distributing of the records (documents): administrative and technical processing of records-documents; mail dispatch, registration of records and acts, classification and archiving, storage, preservation and maintenance, recording in the "archival book," disposal of worthless registration material and submission of the archiving material to the competent archives.

Article 3.

Within the office operation, individual terms have the following meanings:

Act (official letter) is every written document which sets in motion, complements, modifies, interrupts or ends an official activity of the organ-organization.

Addendum is a written document (document, spreadsheet, graph, drawing, etc.) or a physical item that is attached to the act to replenish the explanation or give proof to the content of the act.

File is a collection of all acts and addenda relating to the same issue or task that make a separate unity.

Dossier is a collection of different files relating to the same subject matter or the same legal or natural person.

Folder is a collection of files or dossiers which are stored in the same folder after the completion of the procedure.

The Secretariat is a place at the Academy where the following tasks are performed: reception, reviewing and classifying of the mail, registration and unification of the acts, submission of acts to the internal organizational units, dispatching of mail, distributing acts, as well as their placement in archives (archiving and storage).

Archive at the Academy has special rooms or cabinets for storage of registration material and the archival material after the deadlines expires for archiving it in the Secretariat.

Article 4.

Within certain archival operations, the following documents have the following meanings:

Registration material consists of documents, photographic and phonographic recordings and otherwise prepared records and documents, books and card registers on registry of these documents, records and documents and microfilms used in work or made upon the activities of the socio-political communities and organizations and their bodies; companies, authorities and institutions and civil legal entities while they are related to their current work or while a selection of archival materials has not been made out of this material.

Archival material is the entire original and reproductive (written, drawn, printed, photographic, filmed, phonographic, or otherwise recorded) documentary material relevant to the history and culture of socio-political communities, businesses, civil and legal entities and individuals, regardless of the fact when and where it originated.

The selection of archival material and the disposal of worthless registry material is a procedure by which the archival material is selected from the registration materials with the disposal of those

parts of registration material which lost their significance in the current operation, and do not have the status of the archive material.

Worthless registration material is a material which lost the significance in the current operation, and does not have the status of the archive material.

The list of categories of registration material with the terms of their retention, contains a list of contents of all the categories of registration material made during operation and their preservation dates. Based on this list, selection of the archival material (a category that has a permanent retention period) or disposal of registration material (categories with operational limits) is done.

Archival book is a record that contains a list of the entire registration materials (inventory control) resulting from the operations, as well as those registration materials located in the Academy.

Registry unit is a folder, box, registrar in which the registration material and the archival material is archived.

II. RECEIVING, REVIEWING AND CLASSIFYING THE MAIL

Receiving and opening the mail

Article 5.

Receiving mail (acts, submissions, packages, cash letters, telegrams, etc.) is carried out at the secretariat of the Academy.

The mail is received during the working hours by the Academy secretary.

Article 6.

Receiving of the mail is done through direct delivery, over the post office or over the post office box.

The Academy Secretary receives the mail directly from the client or through suppliers - courier and is obliged to confirm the receipt of the consignment by putting a registration stamp or by signature in the delivery book, invoice, return receipt or the copy of the act whose original is received (unless the receipt is confirmed in the delivery book).

Receiving mail via the postal service or removal from the post office box is done according to the current postal regulations.

Article 7.

Regular mail is opened by the secretariate of the Academy. Secret and top secret mail is opened by the President or secretary.

Shipments in connection with the bidding process, the call for carrying out the works, public procurement and the like are opened by the adequate Commission.

Article 8.

When opening the envelopes, care should be taken not to damage their contents, not to mix the addenda of different acts, not to loose them and the like.

In cases when the date of delivery of the mail may be of importance for the calculation of the deadline, an envelope should accompany the received consignment.

Article 9.

If the envelopes of the consignment is visibly damaged, and there is a suspicion of unauthorized opening, before opening it a record in the presence of two workers should be made and the type and the damage should be stated as well as the fact whether the consignment lacks some documents.

Classifying the mail

Article 10.

The received mail is opened and checked by the secretary of the Academy. Upon completion of the review, each received document that is going to be registered is stamped by the administrative staff.

Registration stamp is placed as a rule, in the top right corner of the first page.

The following information should be inserted in the registration stamp:

1. In the column "Received" the date when the act was received;
2. In the column "Number", the number of the primary records (registry, card, etc.).
3. In the column "Archival sign - code" mark (archive reference sign, character of classification, etc.);
4. In the section "Appendix" the total number of contributions received. Other labels on the acts (bond issues, etc.) are recorded in addition to registration stamp.

III REGISTRY OF ACTS, registration in the basic records

Article 11.

Received and distributed acts shall be recorded in the basic records and delivered for operation the same day when they are received and under the same date.

Article 12.

The basic registration of acts is the registry with the list of acts.

In addition to the registry, files, daily reports and the like, the Academy may keep other records. For example, records of students (registration books, records, books of graduate students) and others. Names of these records should be stated as well as the primary data that is recorded in them.

Here the system for recording of acts will be organized in two kinds of mail registries, as is the most common and acceptable practice for many organizations.

Registry

Article 13.

Recordkeeping is managed by the system of cardinal numbers and subnumbers.

Under the cardinal number or the serial number of the registry, the subject of each received act is recorded when entered in the register book for the first time. The cardinal number of the act does not change during the year, as a rule.

Under Subnumbers, ie. ordinal numbers all the subsequent acts received in connection with the subject are indicated by the cardinal number.

Entering the data into the registry is done in ink, pen, in legible handwriting, as follows:

- In section 1 the cardinal number of the registry shall be entered;
- In section 2 a short summary of the act shall be entered;
- In section 3 the subnumber shall be entered;
- Section 4 shall contain the date of the receipt of the consignment;
- In column 5 the name and the seat of the sender shall be entered (for own acts - documents, in this section shall be entered the abbreviation "O" (own));
- In column 6 the number of the consignment received and its date shall be entered;
- In section 7 the organizational unit to which the act is handed to operation shall be entered;
- In section 8 the date of registry shall be inserted;
- In section 9 one of the reference signs that the officers put on the copy of the act which will be archived with the file is put: a / a mark for archiving, if the work relating to the subject is fully completed and the case should be archived, "D "and the date by which the officer puts the file in the deadline, or when the addenda to the act are supposed to arrive, mark - the signature of the organizational unit to which the act has to be transferred for further work within the organization, the word" originally "and below the full name and the address of the city authorities - organization or a person to whom the matter was referred to for resolution.

All the received documents relating to the same file shall be recorded under the same number by adding the following subnumber.

When all the fields in the register provided for entering the subnumbers are filled in, further registry of the acts relating to the same file is done by transferring the cardinal number in the next free

section for cardinal numbers, and putting below the word "transfer" where the file was redorded for the first time the cardinal numbers between which the cardinal number is transferred. In the same way acts from various ages are put together, except that in addition to the number, the year is also entered.

Article 14.

At the end of the year the register is closed by an official note written below the last number with the statement on the number of files registered during that year. This note is dated and certified by the official seal and signed by the employee who is responsible for the registry. On the cover of the registry the name of the organization is printed in large letters. In front of the name the year should be stated, and the first and the last ordinal number (serial number).

Article 15.

The list of acts (the record) is an integral part of the registry in which the various acts of the same kind and under the same procedure are registered. Some examples are the decision on a leave, travel orders, certificates issued to students, etc. The list of acts is an integral part of the registry.

Article 16.

Confidential and strictly confidential items shall be recorded in a separate confidential or strictly confidential registry in the same manner and according to the same pattern as a registry or a shortened registry.

IV Submission of acts, administrative and technical processing of acts

Article 17.

Delivery of documents is done through internal delivery books. Multiple internal books can be used. Submission of accounts is done through the "book of accounts," which is a basic record of this type of regsitration of this type of acts. Delivery of the mail addressed to a person is done through the delivery books for the received mail to the person. Official gazettes, messengers, magazines and other publications are delivered over the registry for the delivery of the official press.

Article 18.

Each official letter should contain the following parts:

- The header in the top left corner (the name and the seat of the organization, the number of official letters with a qualification sign, date, full address);
- Address of the recipient (the full name and the residence of the recipient);
- Number and date of the received the letter that corresponds to the "Connection";
- The text must be clear, concise and legible, typed on a typewriter.
- Below the text on the right side the President of the Academy should put his signature, after which the official stamp should be put;
- Below the text on the left, the list of addenda to be submitted with the official letter is given;
- Official letter is written in at least two copies one of which is sent to the account holder, and the other kept in the archives of the Registry.

Article 19.

All the solved files that should be archived or transfered to another organizational unit, are returned to the secretariat of the Academy through the internal delivery books. On the cover of the act which is returned to the Secretariat, the officers put the needed instruction on how to dispatch this act.

Article 20.

On each official letter for which the procedure is completed, before it is returned to the secretariat of the Academy, next to the "a / a" the term for the storage of the material based on a list of categories of registration materials with the terms of storage should be stated and the signature put.

Article 21.

Distribution of documents - official letters is done by entering it into the appropriate sections of the registry or the list of acts, in accordance with Article 14, paragraph 8 and 9 of the Rulebook.

Article 22.

After the completion of distribution, acts to be put in the registry, to be archived or dispatched, should be submitted directly to the secretariat of the Academy which performs these tasks.

Article 23.

Mail despatch is done by the secretariat of the Academy. All the documents taken during the day (12 hours) must be distributed the same day. Items received after the shipping books, if not urgent, shall be sent the next day.

Article 24.

More official letters to the same address during the day should be placed in the same envelope. The envelope in which an official act is dispatched should contain in the upper left corner of the first page the exact name and the address of the sender and the signature of all the documents within the envelope. The name of the consignment recipient is written in large and legible letters. The place (headquarters) of the receiver is written in capital letters, and below a more precise address is stated.

Article 25.

Shipments of value, legal documents, confidential and strictly confidential correspondence shall be forwarded by registered mail or through a delivery books for external delivery, if the delivery is made by courier.

Article 26.

Envelopes of confidential and strictly confidential mail must be sealed. Sealing is done by impression of a brass trademark over melted wax in the middle of the envelope for confidential mail and in the middle and in the corners of the envelope for the strictly confidential mail.

Article 27.

In the book of the sent mail, all the consignments to be shipped by mail are entered. The book serves as a record of the completed shipment. To justify the money for postage the tally for the postage is kept.

Article 28.

Acts and other materials that need to be urgently dispatched to other bodies or organizations in the same town, are entered in the shipping book for the town and dispatched via courier.

CLASSIFICATION, ARCHIVING (PLACING IN ARCHIVES) AND STORAGE OF ACTS

Article 29.

Archived files and acts as well as other registration materials are kept in the archives of the Academy, filed within the appropriate registry units (folders, registries, boxes, etc.), placed in the

appropriate shelves or cabinets, in a suitable, dry, bright and spacious rooms, secured of moisture and other types of damage.

At registry units the following information is printed: full name of the organization, organizational unit, year of the creation of the materials, material, the archiving signature- classification, the number range of files in the folder and the ordinal number of the folder in the archive book.

Article 30.

In the archives of the Academy, the completed files can be stored for a maximum of two years from the date of filing. After this deadline they shall be handed over to the archive depot after making a report on it.

Article 31.

The records and the archival material are kept in the archive depo, and after the deadline they are kept in the archives of the Academy in a orderly and a safe condition, until they are destroyed according to the List or submitted to the competent archives.

The rooms of the archival depository shall be fitted with an appropriate (preferably metal) shelves, devices for measuring the temperature and humidity, alarm systems, fire extinguishers and secured from disappearance or any other damage to the registration materials.

Article 32.

Archival of the material and the records in the archive depo is handled, maintained and protected by an officer for the archival or a specifically appointed person. These tasks at the Academy are performed by the worker apponited by the President.

Article 33.

Archival items are issued for temporary use to certain services on the written obligation which is filled in triplicate. One copy is kept in the place where the file is taken, the other is kept in a folder of person in charge for the archive, and the third is given to the user of the document.

VI Records of the registry material and archives

Article 34.

Within the office operation the "Archival book" is kept as a general overview of the entire inventory registration material resulting from the operations of the Academy as well as the registration materials and archival materials that are stored at the Academy.

Article 35.

Entries to the "Archival book" are performed as follows:

- In the column "No." the numbers from one onward are entered for the same kind of registration materials of the smae year regardless of the number of the registration units. Ordinal numbers are sorted in the archive book continually, year after year. Registry units are marked by the number under which they are registered in the archive books.
- In the column "date" , the day, the month and the year of the entry of the registration materials is stated. Registration material from the previous year is entered into the archive book by the latest until April of the next year.
- Under the rubric of "Year", the year or the period in which the registration material originated is entered. For the registration material which includes data from multiple years, the initial year is entered.
- In the section "Content" a summary of the registration material and the classification signature is entered.
- In the column "Total", the total number of units of the same type of registration materials is entered.

- In the column "Rooms and shelves" the data is entered on the room, shelf, closet where the registration material is stored as well as any changes to its storage.
- In the "Remarks" the number of decisions for disposal of the archival material and its handover to the Historical Archives is entered.

Article 36.

A transcript of the archive book is submitted to the relevant archives no later than 1st June of the following year for the previous year, with the data on the quantity - expressed by the meter, per year.

VII Selection of archives and disposal of worthless registry material

Article 37.

The selection of archival materials and disposal of worthless registration materials shall be based on the list of categories of registry materials with the list of retention periods.

The list is an integral part of this Rulebook and can be applied when the competent archive gives consent to it.

The method of bringing the list of categories of registration materials with the retention period is given in the Directive on the procedure for the selection of archive material and disposal of the worthless registration materials ("Official Gazette of RS", no. 71/94).

Article 38.

The Academy is required to select archive material and dispose of worthless registry material with the participation of the competent archives.

Article 39.

Disposal of worthless registration materials shall be done by the Commission. The Commission shall draw up a list of registration materials to which, according to the list of categories of registration materials the deadline for retention has expired.

The list contains the following information: serial number, name of the category of materials from the list, the amount of the meter (the number of folders or binders).

With the above list of the Commission it is requested to address the competent archive to authorize the destruction of worthless registry material on the basis of the decision of the competent archives, authorizing the destruction of worthless material. The Academy is required to destroy the registry material and inform the competent archive in writing of the manner and time of destruction.

Article 40.

If during the year new types of documents do appear, which are not included in the list of categories of registration materials with retention deadlines, the amendments to the existing list is performed in the manner and under the procedure provided by the guidebook for making the list.

VIII Delivery of archives to the competent archives

Article 41.

Archives neatly arranged and recorded shall be deposited, upon the expiration of 30 years from the date of the creation of the material.

Handover of the archive material is carried out every five years by the competent archive, after a period of 30 years.

Article 42.

If the Academy fails to operate and no one has claimed the rights and obligations of the Academy, it shall be deemed that its archives and registration material is to be handed over providing it is selected, arranged and recorded properly.

Article 43.

Archives shall be handed over at the expense of the Academy which handover the material, at the place determined by the competent archive.

The distributor of the archival material gives an opinion on the conditions of its use in the competent archive.

Article 44.

The handover of archival material is done by the Commission. The Commission is composed of representatives of the Academy who handover the material and the representatives of the archive who takes over the material.

In the presence of the Commission a minute shall be made in five copies, with the following information:

- The name of the school that handover the archives;
- The place and date of the handover;
- A list of archival holdings by age, type and quantity;
- Information concerning possible unhandled archival materials of that fund;
- opinion of the distributor on the manner and conditions of the use of materials;
- Signature of the recipient.

TRANSITIONAL AND FINAL PROVISIONS

Article 45.

The Academy is obliged to take extreme care of preservation and keeping of the archival material and registration material in accordance with the Act on the Protection of Cultural Property and according to the orders of the competent archives.

Article 46.

The Academy is obliged to inform the competent archive of all legal and physical changes that occur in connection with archival materials and registry materials as well as the status changes of the name, activity, mergers, termination, change of address, and the like.

Article 47.

The list of categories of registration material with the terms of storage is an integral part of this Rulebook under the Article 53 of the Law on the Protection of Cultural Property.

Article 48.

Upon termination of the employment or changes of the personnel who manage the archives and the secretariat, duty takeover of the duties is carried out in records.

Article 49.

Amandments of this Rulebook shall be overseen by the Secretary of the Academy.

Article 50.

This Regulation shall enter into force on the day of its adoption.