
Dean's Directive No. 10/2022

Title:	Operation of the Main Registry Office of the Faculty of Humanities of Charles University
To implement:	Article 4(1) Directive of the Dean of the Faculty of Humanities of Charles University No. 15/2019
Date of effect:	1 July 2022

Operation of the Main Registry Office of the Faculty of Humanities of Charles University

Article 1: Introductory provisions

1. This directive is issued in accordance with Article 4(1) of the Directive of the Dean of the Faculty of Humanities of Charles University No.15/2019 Performance of the filing service at the Faculty of Humanities of Charles University, the provisions of the Filing Rules of Charles University (hereinafter referred to as the "CU Filing Rules" and the "University"), Act No.499/2004 Coll., on archiving and filing service, as amended, and its implementing Decree No.259/2012 Coll., on the details of the performance of the filing service, as amended.
2. This directive regulates the operation of the Main Filing Room of the Faculty of Humanities of Charles University (hereinafter referred to as the "Main Filing Room" and the "Faculty"). The Main Filing Room of the Faculty is a place intended for storing, retrieving and submitting documents and files of the Faculty for the needs of the originator and for carrying out shredding procedures.

Article 2: Operational arrangements for the Faculty's main filing room

1. The Faculty's main registry office uses the ground floor of the building at Pátkova 2137/5, 182 00 Prague 8 for storing analogue documents and files. These premises do not meet the conditions specified in Section 68(4) of Act No. 499/2004 Coll. on Archives and Records Management. For the storage of digital documents and files, the Faculty uses the Faculty's digital main registry office, which is part of the Filing and Shredding Book module in the Electronic Filing Service System of Charles University (hereinafter referred to as 'ESSS CU').
2. Records of documents and files stored in the main registry office of the Faculty and in the digital main registry office of the Faculty are kept in the ESSS CU.
3. The following file nodes of the Faculty store documents and files in the main registry office of the Faculty:
 - a. Faculty Administration:
 - Accreditation
 - Disciplinary Board
 - Public Relations Office
 - Finance Office
 - Habilitation and Appointment Procedures
 - Library
 - Doctoral Study Administration Office
 - IT Office
 - Development Administration Office
 - Research Administration Office
 - Public Relations Office
 - Human Resources
 - Dean's Office
 - Bachelor Study Administration Office
 - Filing Service (mailroom, registry office)
 - Student Administration Office
 - Faculty Secretary
 - Premises and Facilities Administration
 - International Office
 - b. Research and Education Departments:

- Anthropological Studies
 - History of Modern European Culture
 - Electronic Culture and Semiotics
 - Philosophy in the Context of the Humanities
 - Gender Studies
 - Historical Sociology
 - Liberal Arts and Humanities
 - German and French Philosophy
 - Oral History - Contemporary History
 - Management and Supervision in Social and Health Care Organizations
 - Social and Cultural Ecology
 - Civil Society Studies
 - Theoretical and Research Psychology
- c. Departments:
- Department of Applied Social Sciences
 - Department of Philosophy
 - Department of Historical Studies
 - Department of Languages and Literature
 - Department of Psychology and Life Sciences
 - Department of Social and Cultural Anthropology
 - Department of Sociology
 - Department of Theory of Art and Artworks
4. The operation of the Faculty's main registry office, including the management of the Faculty's digital main registry office, is the responsibility of the Faculty's main registry office administrator or other authorised staff of the Faculty.
 5. The opening hours of the main office of the faculty are based on the office hours of the faculty's mailroom. Documents and files may be handed over and consulted only by prior arrangement with the administrator of the Faculty's main registry office.
 6. Access to the Faculty's main registry office is granted to the administrator of the Faculty's main registry office or other authorised staff of the Faculty. Other persons shall have access to the Faculty's main registry office only when accompanied by one of these staff members.
 7. The main registry office of the faculty is equipped with shelves for storing analogue documents and files. All shelving is visibly marked with the maximum load capacity. The maximum load capacity of one column is 690 kg and the maximum load capacity of one shelf is 115 kg. Compliance with the maximum load capacity is the responsibility of the faculty main file room administrator.
 8. All shelves are visibly numbered in the form: room, shelf, beam, shelf. An up-to-date location plan with room, shelf, beam and shelf designations is prepared by the faculty's main file room administrator, in which information about the storage of documents and files is regularly recorded.
 9. The administrator of the main registry office of the faculty, or other authorized staff of the faculty, regularly checks and regulates the temperature and relative humidity in the premises of the main registry office. The main office is equipped with instruments to measure these values.

Article 3: Transfer of documents and files to the Faculty's main filing room

1. All pending and closed documents and files of an official nature are transferred to the Faculty's main registry office. Documents and files are normally transferred after a period of one year has elapsed since their disposal or closure. The exceptions are working copies and multiplication documents, which are subject to permanent shredding in accordance with the University's Rules of Procedure. The Faculty's main registry office will subsequently ensure the professional management of these documents and files until the expiry of their shredding periods.
2. All documents and files handed over to the main registry office of the faculty must be given a unique identifier (serial number, invoice number, etc.) before being handed over. Closed documents and files that are not uniquely identified shall not be accepted by the main office of the Faculty.
3. At least once a year, the file nodes transfer their closed documents and files to the main file room of the faculty. Before the handover, the authorised employee of the file node shall check the records of documents and files in the ESSS CU and subsequently draw up a handover report. The transfer protocol shall be forwarded by the authorised employee to the administrator of the main registry office of the Faculty.
4. On the basis of the transfer protocol, documents and files are transported from the filing hub and then stored in the main registry office of the faculty. In the event of non-compliance with the established procedure, the Faculty's main registry office is not obliged to accept the documents and files for storage. The transfer of documents and files in digital form is carried out using the ESSS CU tools.
5. After the documents and files are stored in analogue form in the main registry office of the faculty, the administrator of the main registry office updates the location plan.

Article 4: Access to documents and files and possibilities of borrowing

1. Records of access to and loans of analogue documents and files are kept in the loan book of the Faculty's main registry office. Records of access to and loans of digital documents and files are kept through the ESSS CU.
2. Only the administrator of the main registry office, the coordinator of the filing service, the secretary of the faculty and the dean of the faculty may consult and borrow all documents and files stored in the main registry office of the faculty. Within the framework of file control and the implementation of shredding procedures, all stored documents and files may be consulted by the Head of the Charles University Archives (hereinafter referred to as the "CU Archives") and by CU Archives staff authorised to administer archival collections.
3. The right to inspect documents and files stored in the Faculty's main registry office and the possibility to borrow them is also available to the originators of the documents.
4. In the case of a request from one of the authorised persons of a filing node to inspect or borrow documents and files from a filing node other than their own, it is necessary to secure the consent of the head or one of the authorised persons of the filing node who originally submitted the document to the faculty's main registry office. Such documents shall not be made available without such consent, except to the persons referred to in Article 4(2) of this Directive.
5. Analog documents and files can be submitted directly in the main office of the faculty. Upon request, the administrator of the main registry office of the faculty can make a copy of the documents and files submitted. Digital documents and files are loaned exclusively through the CU ESSS tools.
6. Prior to termination of employment, unit employees are required to return all loaned documents to the main faculty office.
7. Persons and entities outside the University may be lent a document or file stored in the Main Registry of Charles University only on the basis of a request supported by a legal claim and with the consent of the originating department of the document or file.
8. Anyone borrowing or consulting documents or files is fully responsible for their security and protection.
9. When documents and files are returned, it is the duty of the faculty's main file manager to check their integrity. Documents and files are returned to the Faculty's main office in the form in which they were loaned. If deficiencies are found, the administrator of the Faculty's main registry office shall ask the person who requested the loan of the document or file to remedy them.
10. In case of loss or destruction of a document, this event is recorded in the borrowing book of the Faculty's main registry office or in the records in the ESSS CU together with other data about the investigation.

Article 5: Disposal of documents and files in the shredding procedure

1. Disposal of documents and files from the Faculty's main registry office takes place exclusively through the proper shredding procedure. Destruction of a document or file before the expiry of its shredding period, as well as destruction of a document or file without a proper shredding procedure, is considered an administrative offence in accordance with the legislation in force.
2. After the expiration of the shredding periods, the administrator of the faculty's main registry office prepares a shredding proposal through the ESSS CU, which is forwarded to the CU Archives. The shredding proposal shall be accompanied by a list of documents and files to be considered in the shredding procedure. This list shall be created according to the XML schema for the creation of a SIP data package as defined by the National Standard for ESSS and shall contain metadata according to the XML schema for recording descriptive metadata within the SIP data package as defined by the National Standard. In case the administrator of the main faculty registry proposes to discard documents and files that are not registered in the CU ESSS, a documentary list of documents and files is attached and arranged according to the file symbols. It shall separately list documents with the shredding symbol 'A', documents with the shredding symbol 'V' and documents with the shredding symbol 'S'. In addition, the list shall indicate in particular the total extent of the documents and files included, the characteristics of the content of the documents and files, the period from which they originate (range of years), their shredding scheme and a reference to the indication of their storage in the shredding procedure.
3. The administrator of the faculty's main registry office will arrange for the transport of documents and files that have been selected for permanent storage in the CU Archives during the shredding procedure.
4. The administrator of the Faculty's main registry office will ensure the removal and professional disposal of all documents and files that undergo the shredding procedure and for which the CU Archives decides to destroy them. A record of the professional destruction of documents and files will be filed in the Faculty's main registry office.

Article 6: Final Provisions

1. This directive shall enter into force on the date of signature.
2. This directive shall enter into force on 1 July 2022.

Prague, 30 June 2022

Ing. arch. Mgr. Marie Pětová, Ph.D.
Dean