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# Dean's Directive No. 12/2022

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Title:	<b>Amendment to Dean's Directive No. 15/2019: Performance of the filing service at the Faculty of Humanities of Charles University</b>
To implement:	-
Date of effect:	<b>1 August 2022</b>

## **Amendment to Dean's Directive No. 15/2019: Performance of the filing service at the Faculty of Humanities of Charles University**

### **Article 1: Subject of the directive**

This Dean's Directive No. 12/2022 amends and supplements Dean's Measure No. 15/2019 of 12 September 2019.

### **Article 2: Specific amendments and additions to Dean's Directive No. 15/2019**

1. Article 2(2) is amended as follows:

*"2. The local coordinator of the file service is organizationally assigned to the dean's office of the faculty and directly supervises the mailroom, the main file room and all other administrative departments of the faculty."*

2. In the Annex to the directive, the numbering of paragraphs has been renumbered.

3. In the Annex to the directive, paragraph 2 is amended as follows:

*"List of file nodes of the Faculty of Humanities of Charles University performing file service*

a. *In accordance with Article 2(6), the filing service is carried out at the following filing nodes of the Dean's Office of the Faculty (administrative offices):*

- *Accreditation*
- *Disciplinary Committee*
- *Editorial Department*
- *Economic Department*
- *Habilitation and Appointment Procedures*
- *Library*
- *Department of Doctoral Studies*
- *Information Technology Department*
- *Development Department*
- *Science and Research Department*
- *External Relations Department*
- *Personnel and Payroll Department*
- *Dean's Secretariat*
- *Secretariat of the SHV Programme*
- *Filing Service (mailroom, filing room)*
- *Study Department*
- *Secretary of the Faculty*
- *Technical and Operational Department*
- *Foreign Department*

b. *In accordance with Article 2, paragraph 6, the filing service is carried out at the following filing nodes of the Faculty's scientific and pedagogical departments:*

- *Department of Anthropological Studies*
- *Department of History of Modern European Culture*
- *Department of Electronic Culture and Semiotics*
- *Department of Philosophy in the Context of the Humanities*
- *Department of Gender Studies*
- *Department of Historical Sociology*

- Department of Liberal Arts and Humanities
  - Department of German and French Philosophy
  - Department of Oral History - Contemporary History
  - Department of Management and Supervision in Social and Healthcare Organizations
  - Department of Social and Cultural Ecology
  - Department of Civil Society Studies
  - Department of Theoretical and Research Psychology
- c. In accordance with Article 2, paragraph 6, the filing service is carried out at the following filing nodes of the faculty departments:
- Department of Applied Social Sciences
  - Department of Philosophy
  - Department of Historical Sciences
  - Department of Languages and Literature
  - Department of Psychology and Life Sciences
  - Department of Social and Cultural Anthropology
  - Department of Sociology
  - Department of Art Theory and Creation"

### Article 3: Final provisions

1. The amendment to the directive of the Dean of the FH CU No. 15/2019 is in accordance with the University's Code of Records.
2. In accordance with Article 3(1)(a) and (6)(a) of the CU Records Regulations, the amendment to this directive has been discussed with the CU Archives and the CU Records Service Coordinator, who issued a favourable opinion on 26 July 2022 under reference UKRUK/411855/2022-2.
3. This directive was approved by the Dean of the Faculty and issued on 27 July 2022 with an effective date of 1 August 2022.

Prague, 27 July 2022

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

\*\*\*\*\* FULL TEXT \*\*\*\*\*

## Full text of Dean's Directive No. 15/2019 as amended by Dean's Directive No. 12/2022: Performance of the filing service at the Faculty of Humanities, Charles University

Title:	<b>Performance of the filing service at the Faculty of Humanities, Charles University</b>
To implement:	Article 22(5) of Rector's Directive No. 60/2018: Charles University Records Code
Date of effect:	<b>September 12, 2019</b> (Dean's Directive No. 15/2019 as amended by Dean's Directive No. 12/2022 shall take effect on <b>1 August 2022.</b> )
Annexes:	<u>Consenting opinion of the CU Archives and the CU Records Service Coordinator</u> (only in Czech)
	<u>Annex 1</u>

## Performance of the filing service at the Faculty of Humanities, Charles University

### Article 1: Introductory provisions

1. This directive is issued in accordance with Article 22(5) of Rector's Measure No. 60/2018 Records of Charles University (hereinafter referred to as the "Records of Charles University").
2. The performance of the filing service at the Faculty of Humanities of Charles University (hereinafter referred to as "the Faculty") is governed by the CU Filing Rules and the applicable legislation. This directive regulates the details of the performance of the filing service at the Faculty in accordance with the CU Filing Rules.

3. Further details of the performance of the filing service at the faculty may be regulated by methodological documents, which must be in accordance with the applicable legislation, the CU Filing Rules and this directive.

## **Article 2: Organisation of the filing service**

1. The organisation of the filing service at the faculty is provided by a local coordinator of the filing service appointed by the Dean of the faculty, who mainly performs activities pursuant to Article 3(3)(a)-(f) of the CU Filing Regulations.
2. The local coordinator of the file service is organizationally assigned to the dean's office of the faculty and directly supervises the mailroom, the main file room and all other administrative departments of the faculty.
3. In accordance with Article 3(2) of the University's Rules of Procedure, the Faculty establishes a central mailroom, the organisation of which is regulated on the electronic official board. The electronic address of the filing office is included in the Annex to this directive. As a rule, the filing office shall ensure the registration of incoming official documents, including their scanning and uploading to the annex of the record in the CU ESSS.
4. The administration of the Faculty's main filing cabinet is carried out by a staff member in charge of the main filing cabinet, who mainly ensures the activities pursuant to Article 15(12)(a)-(f) and (13) of the CU Filing Regulations.
5. The Faculty shall establish a filing room for each filing node. The administration of the filing room of a filing node shall be entrusted to the head of the filing node, who shall be the head of the organisational unit of the faculty, or a person authorised by him/her. The head of the filing centre may appoint one or more deputies.
6. At the Faculty, the filing service is carried out at the filing nodes listed in the Annex to this directive.

## **Article 3: Distribution and circulation of documents**

1. In accordance with Article 6(8) of the University's Rules of Procedure, details concerning the distribution and circulation of documents at the Faculty are set out as follows:
  - a. The distribution and transfer of documents between the faculty's filing nodes is carried out by a member of the mailroom staff.
  - b. At a filing node, documents are assigned to individual processors by the head of the filing node, who may appoint one or more deputies.
  - c. Documents that have been transmitted to a given filing node in error are usually returned by the processor to the filing room for redistribution, or the processor transmits them directly to another filing node or another processor.
  - d. The data messages are always returned to the faculty's mailroom, which ensures that they are forwarded to the CU Rector's Office.

## **Article 4: Storage of documents and files in the filing room, viewing and lending**

1. The details of the operation of the main filing room and the filing rooms of the filing nodes, as well as the access to documents and files, their transfer and lending, are regulated by a separate directive of the Dean of the Faculty.

## **Article 5: Transitional and final provisions**

1. This directive is in accordance with Article 22(4) of the University's Records Regulations and cancels the existing Dean's Measure No.12/2014 for the performance of the filing service at the Faculty.
2. This directive is binding on all faculty employees.
3. In accordance with Article 3(1)(a) and (6)(a) of the CU Records Regulations, this directive was discussed with the CU Archives and the CU Records Service Coordinator, who issued a favourable opinion on 12 September 2019 under reference UKRUK/144067/2019-2.
4. This directive was approved by the Dean of the Faculty and issued on 12 September 2019 with an effective date of 12 September 2019.

Prague, 12 September 2019

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

*I. the full text is effective from 1 August 2022.*