



YAŞAR UNIVERSITY
Principles and Procedures for Archive
Services

CHAPTER ONE
Aim, Scope, Basis and Descriptions

Aim

Article 1– (1) The aim of these Principles and Procedures is to regulate:

- a) the identification of the archive materials and the archival materials that will become archive materials in the future which are in the possession of colleges, institutes, centers and research and administrative units
 - b) Not incurring losses to these materials for any reason,
 - c) The assurance of protecting these materials under necessary conditions,
 - d) Delivery of the archival material to the unit archives and then to the Archive Center of Yaşar University,
 - e) The utilization of the material for scientific and administrative purposes;
 - f) The regulation of procedures and principles regarding the removal and disposal of the material that is not needed for storage,
 - g) The general structure and working methods of unit archives affiliated to the units of Yaşar University and Archive Center of Yaşar University, the relationship between the Archive Center of Yaşar University and the units of Yaşar University and the General Directorate of State Archives and service types of the Archive Center of Yaşar University.

Scope

Article 2– (1) These Procedures and Principles apply to all academic and administrative units within the Rectorate of Yaşar University.

Legal basis

Article 3 - (1) These Principles and Procedures was prepared according to the Article 45 of the "Regulation on State Archive Services" on the basis of the Article 6 of the Law No. 3473 held by the Prime Ministry and published in the Official Gazette No. 19816 dated May 16, 1988.

Definitions

Article 4 - (1) In these Principles and Procedures;

a) Archive material refers to: All kinds of written, printed paperwork, notebook, picture, plan, project, map, seal, stamp, photo, film, sound and image tape, all kinds of electronic, optical and magnetic record, printing and similar documents with material stored in the Central Archive of Yaşar University and that are of institutional value and needs to be transferred to the General Directorate of State Archive as informational value, belongs to the Rectorate of Yaşar University and is no longer available in the workflow,

b) Unit archive refers to: The archive units, which are created spontaneously as a result of the duties and activities of academic and administrative units of Yaşar University and which are stored for a certain period of time in an active manner within these units and organizations,

c) Directorate of Institution Archive refers to: The authority who perform the procedures listed in Article 11 of these Procedures and principles for the purpose of keeping the units and the institution's archives regularly, protecting them and putting them into service,

d) Unit archive staff refers to: Each staff member of the academic and administrative unit, the relevant staff to be determined by the unit chief,

e) Archive of Institution refers to: The central archive, where archival material composed as a result of the studies in the university, is stored for much longer than unit archive,

f) Unit refers to: The educational, research and implementation institutions and administrative units of Yaşar University as specified in Article 2,

g) Elimination refers to: The elimination of archive materials and any material that has lost its legal value and qualification of being an evidence, and materials not needed to be stored although it has a value in the current account period, and the identification of the archival material which will have the characteristics of archive materials in the future,

h) Disposal refers to: The disposal process of the material which is outside the archive material that is not required for future use and storage, lost its legal value and importance of being an evidence, according to the principles and procedures,

i) Regulation refers to: "Regulation on State Archive Services", published in the Official Gazette No. 19816 dated 16 May 1988,

j) University refers to: Yaşar University.

CHAPTER TWO

Organization and Liabilities

Establishment of unit and institution archives

Article 5– (1) The University establishes a Unit Archive in the academic and administrative units for archive materials which will be stored for a certain period of time; it establishes an Institution Archive for the archive materials which will be stored for a longer period of time.

The archive material is stored in the unit archives for 1 to 5 years and stored in the institution archive for 10-14 years.

Obligations of the directorate of institution archive

Article 6– (1) Obligations of the directorate of the institution archive are as follows:

- a) Eliminating and disposing the material that is not required to be stored in accordance with the purposes specified in Article 2,
- b) Ensuring the preservation of the archive material
To be stored by the provisions of Article 4 of the Regulation on State Archive Services,
- c) Inspecting unit archives,
- d) To create and use forms that are used within the university and which are in the area of jurisdiction,
- e) Requesting for the detection and supply of the material
needed,
- f) To provide in-service courses and seminars to the academic and administrative units of the University,
- g) Establishing and managing the Elimination and Disposal Commissions of the units when necessary, taking into account the structure of the university units,

Liabilities of the unit archivist

Article 7 - (1) The liabilities of the unit archivist are:

- a) The storage and protection of the archive material as specified in the (b) clause of Article 6;
- b) Arrangement of the material to be transferred to the institution archive in accordance with the provisions of the third part of the Regulation on State Archive Services,
- c) Elimination and disposal of archive material and to provide information to the archive directorate of institution in this direction,

Storage periods of archive materials

Article 8– (1) The archive material is stored in the unit archives for 1 to 5 years and stored in the institution archive for 10-14 years.

(2) In the archive material, materials which maintain their actuality as a matter of service are stored in the archives of the institution.

(3) Archive material which have been stored for 10-14 years shall be destroyed under the supervision of the directorate other than those to be sent to the General Directorate of State Archives.

Using archives

Article 9- (1) The originals of the archive materials, which have been transferred to the authority and responsibility of the University, shall not be taken out of the archive for any reason. Lending rights of the archive materials of the University are reserved. However, getting a service belonging to state, natural and legal persons, the examples can be given in order or it can be examined on site by the authorized officials to be assigned by the related departments or experts to be appointed by the courts when the protection or proof of a right is needed.

(2) If the university units need material in the archive of the institution, this material can be lent for a period not exceeding 15 days or examined in the archive. It is ensured that the material lent is processed on the follow-up forms and returned to the archive on the day. Units cannot make changes on the material lent to them; they cannot remove documents from the files and cannot add documents. If the material lent or examined in the archive has the degree of confidentiality, it cannot be seen by persons who are not authorized.

(3) The registration files of personnel who is dismissed due to the reasons such as retirement, assignment, suspension and resignation, and student files of students who is dismissed due to the reasons such as graduation, leaving at his/her own request, horizontal transfer, expulsion from the university are returned to the related unit in the event of return of the personnel and the student to the university, as an exception of 15 days of credit period.

(4) University archive staff provides a research service by submitting the information required by the relevant unit through telephone, e-mail or photocopy in the manner that it will not disrupt the work of the archive, in order to speed up the processes in cases where there is no need to see the originals of the material stored in the archive. Where possible, efforts are made to implement this research service instead of lending. In the case of photocopying, "Dispose when done" stamp is printed on the back of the copy. The confidentiality provisions in the research service to be provided are reserved.

The archive material cannot be exported without permission.

Article 10– (1) The archive material which belong to the university, cannot be exported without permission.

CHAPTER THREE Procedures of Unit and Institution Archives

Procedures of unit archive

Article 11– (1) Unit archive procedures are carried out in accordance with the provisions of Articles 11 to 20 of the relevant regulation. According to this;

- a) In January of each year, the archive materials for the previous year are subjected to elimination.

b) Before the transfer, it is checked whether the number and the name of the unit and the procedure date is written on the files.

(2) A copy of instructions, circulars and similar materials issued by the affiliated units regarding the execution of the service in the Official Gazette, books, brochures and similar materials included in Article 14 of the regulation may be stored together with the archive material of the relevant unit in the archive, on the condition that these are subject to the elimination process.

Procedures of institution archive

Article 12– (1) The procedures of the institution archives shall be made in accordance with the provisions of Articles 21 and 29 of the third part of the regulation mentioned above. According to this;

a) The confidentiality of the documents with the "confidentiality level" (the confidential document is indicated by the abbreviation "G".)

CHAPTER FOUR

Material to Be Disposed and Not Needed For Storage, Elimination and Commissions of Disposal, Disposal Processes

Article 13– (1) Processes related to unnecessary materials to be destroyed and the organization and operation of the elimination and destruction commissions is carried out in accordance with the provisions of Articles 30 to 35 of the relevant regulation.

Article 14 - (1) Disposal shall be made in accordance with the provisions of Article 36 to 43 of the Regulation.

(2) In addition to these provisions, or in contradistinction to these provisions, the provisions of Article 15 shall apply.

Article 15– (1) The material whose need for storage is suspicious due to the fact that it cannot be decided whether it carries the value of the archive material during the elimination process, can be separated for further elimination process after a second review at a later date.

CHAPTER FIVE

Temporary Provisions

Provisional Article – (1) Elimination and disposal of the materials transferred from institutions and organizations that are incorporated into university during the foundation of university or later, shall be carried out by the university in accordance with the provisions of these Principles and Procedures.

CHAPTER SIX

Final Provisions

Effective

Date

Article 16 - (1) These Principles and Procedures shall enter into force after they are adopted by the Senate of the Yaşar University, and the approval of the Board of Trustees.

Execution

Article 17 - (1) The provisions of these Principles and Procedures shall be executed by the Rector of Yaşar University.

*In cases of any discrepancy, Turkish version of this document shall apply.

Adopted on 28.05.2013