

**Rules of procedure of the University of Georgia LLC**  
Approved by Rector's order N 46/09

**Article 1. Scope of regulation**

**1.1** The Rules of Proceedings of the University of Georgia LLC (hereinafter referred to as the Rules) regulate the conditions for conducting proceedings and providing services through the document circulation system of the University of Georgia (hereinafter referred to as the University).

- **The present procedure rules have been developed in compliance with the requirements established by the legislation of Georgia and establish uniform requirements for documenting the governance activities of the University of Georgia, document circulation, organization of document execution control, and preparation for further storage and use of documents;**

**1.2** When conducting proceedings on an electronic/material medium, in addition to the conditions for conducting proceedings and providing services specified in this rule, the applicable legislation is used.

**Article 2. Definition of terms**

For this rule, the terms used shall have the following meanings:

**2.1** Electronic document circulation system – electronic document exchange system, in particular, correspondence with students and university staff. The relations between the participants/parties of the electronic document circulation system are regulated by this rule and other normative acts.

**2.2** document circulation system on a material carrier - the movement of documents created on a material carrier, from the moment of their receipt or creation to completion of execution, sending or placing in a file;

**2.3** Registration – a set of data created using electronic means, as a result of which the applicant receives a "user name" and "password", which enables him/her to use the electronic document circulation system. Students use the My UG e-system and staff use the Online UG e-system.

**2.4** Authorization - entering the electronic document circulation system through the "user name" and "password" obtained as a result of registration, with which the student/staff confirms his/her identity.

**2.5** Electronic signature in the electronic document circulation system - the student/staff signs the electronic document by marking the appropriate button;

**2.6** Electronic document – written information created, sent, received, and/or stored using electronic, optical, or other similar means;

**2.7** Application – a written request created by an interested person in an electronic, optical, or other similar form placed in the electronic document circulation system;

**2.8** Administrative-legal act – a legal act issued by the collegial body of the University of Georgia or an official in electronic and/or physical form based on legislation;

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- 2.9** Stakeholder – any natural and/or legal person, administrative body, in respect of which an internal legal act has been issued, as well as whose legal interest is directly and directly affected by the internal legal act or the action of an administrative body;
- 2.10** Personal page – individual page of the applicant in the electronic document circulation system, where his/her document circulation with the university is recorded.
- 2.11** Addressee - the person receiving the document;
- 2.12** Order - an administrative-legal act issued by the director(s) of the university (acting in his/her position), the purpose of which is to solve the main and operational tasks raised in the organization.
- 2.13** Approval - the method of document confirmation by signature;
- 2.14** Document circulation - the movement of documents at the university from the moment of their receipt or creation to completion of execution, sending, or placing in the file;
- 2.15** Registration of documents - recording the fact of creation, or receipt of a document, by making the norm for the document and appropriate records about it;
- 2.16** Control of the execution of documents - verification of the execution of documents within the established terms, analysis and accounting of the results;
- 2.17** Document details - a separate element of the document (title, signature, date of issue, etc.)
- 2.18** Electronic letter (E-Mail) - sent via e-mail on the Internet
- 2.19** Case - a set of documents placed in a separate folder, which concern a certain issue, work, or field of activity;
- 2.20** Nomenclature of cases - a systematized list of the titles of specific cases introduced for the calendar year, indicating the period of storage of cases;
- 2.21** Facsimile message - a message transmitted by fax over the telephone network
- 2.22** Letter - the combined designation of informational documents of different contents and types;
- 2.23** Governing document - a document created according to certain rules, which contains appropriate information and reflects the activities of the university.
- 2.24** Staff - academic and administrative staff of the University of Georgia.
- 2.25** Student - a student of the University of Georgia, including a person with suspended student status.

**Article 3. Application acceptance, consideration, decision-making, and issuance of an administrative-legal act**

- 3.1** Student and staff applications are received through the electronic document circulation system. The application of another interested person is received on a material carrier by the document circulation system.
- 3.2** Correspondence received through the electronic document circulation system is reviewed and decision-making is carried out on an electronic and/or physical medium by the document circulation system. Consideration and decision-making of the correspondence received by the document circulation system on the material carrier is carried out by the document circulation system on the material carrier. Upon the applicant's request, the university chancellery is obliged to issue a document registration confirmation;

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- 3.3** Received correspondence will be handed over to the management for review on the day of registration. Facsimile messages are registered and immediately forwarded to management;
- 3.4** The responsible executor is responsible for the timely execution of incoming documents.
- 3.5** If the ongoing administrative proceedings and/or review of the application in the document circulation system on an electronic and/or physical medium is not completed by the university by issuing an administrative-legal act - order, then the university completes the proceedings/review by making a decision.
- 3.6** The administrative-legal act issued by the university enters into force as soon as the interested party becomes familiar with it.
- 3.7** Acceptance of the administrative-legal act by the applicant/addressee on his/her personal page in the electronic document circulation system or familiarization with the administrative-legal act by material means shall be considered as official notification of the administrative-legal act.
- 3.8** The authenticity of a document created through the electronic document circulation system can be determined by verifying it in the electronic document circulation system.
- 3.9** The number and date of the student and staff application are determined automatically through the electronic document circulation system.

**Article 4. Submission of documentation**

- 4.1** The applicant shall submit all documents and information necessary for deciding on the matter mentioned in the application to the university through the electronic document circulation system (online system: My UG"; Online UG) or by physical means.
- 4.2** The applicant is responsible for the authenticity of the attached documents and/or their compliance with the original.
- 4.3** The application received by the chancellery through the electronic document circulation system or material means and the attached documents will not be forwarded to the relevant department of the university if the applicant fails to fill in all the mandatory fields attached to the application, which means providing the department with all the documents and/or information necessary to consider the issue.
- 4.4** If the applicant does not submit any documents and/or information necessary for the resolution of the case to the University Chancellery, the University Chancellery will set a reasonable time limit for the applicant to submit additional documents and/or information.
- 4.5** If the applicant does not submit the relevant document and/or information within the specified period, the application will be left unreviewed.

**Article 5. Participation of interested parties in administrative proceedings**

- 5.1** The University shall ensure the participation of interested parties in administrative proceedings if the legislation provides for the participation of interested parties.

**Article 6. Terms of service**

- 6.1** When performing the service, the terms stipulated by the current legislation are used.

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**6.2** The application review period is counted from the day after it is placed in the electronic document circulation system or received by physical means. Using the electronic document circulation system, when calculating the deadlines established by the legislation, the days off and rest days defined by the Labor Code of Georgia are not counted. If the application is placed in the system on a weekend and/or holiday, the deadline will start from the next working day.

**Article 7. Documenting governance activities**

- **Compilation and signing of administrative activity documents**

**7.1** Compilation of university administrative activity documents is allowed in case of official necessity, at the request or assignment of the director(s) of the university;

**7.2** The text of the document must include, convincingly, and concisely conveyed unmistakable and well-argued information, the content of which must be related to previously issued documents on the given issue;

**7.3** Each document, as a rule, should be created about one issue, which ensures its faster and more operative review by the addressee. Exceptions are protocols, plans, and other types of documents that cover a wide range of issues that cannot be separated;

**7.4** To complete the task of drawing up and signing the document, an executor is appointed by the university management. If several specialists are tasked with drawing up the document, a responsible executor is appointed, who is noted first in the resolution. The responsible executor organizes the quality and timely execution of the document. Other contractors are obliged to provide the responsible contractor with necessary materials, formulated proposals, and other information in advance. After the final signing of the document, the responsible executor checks it and signs it;

**7.5** The certified document will be handed over to the director(s) of the university for signature by the responsible executor through the person responsible for proceedings;

**7.6** The university has established a single form of letterhead, which is used to sign orders, letters, and facsimile messages. The e-mail notification is made on a clean sheet of paper, without the use of letterhead;

**7.7** Development of the common form of forms is carried out under the guidance of the university. It is not allowed to use unapproved blanks in the university;

**7.8** Each form is numbered one by one, and has appropriate requisites, the correctness of which is the responsibility of the case manager;

**7.9** The document is approved by an official or by a specially issued document. In case of approval of a document by an official, the document approval mark must contain the word "I approve" (without quotation marks), the position title of the person who approves the document, signature, initials and surname, and the date of approval;

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**7.10** The agreement stamp contains the word "agreed" (without quotation marks), the position of the person with whom the document is agreed, personal signature, decryption of the signature, and the date of the agreement;

- **Formulating letters**

**7.11** A4 (210X297mm) and A3 (297X420mm) sheets are used for formulating letters:

- A4 format is used for letters;
- A3 format is used for formulating large tables and graphs (drawings).

**7.12** All letters are written using Georgian Unicode - SYLFAEN; A letter is written in the case when it is impossible or difficult to use a non-document means of information exchange: oral explanation, reference; Each letter should contain a fixed list of details, a stable rule for their placement, which ensures its legal force. The following details should be specified in the letter:

- logo of the university;
- name
- post index;
- address;
- telephone;
- fax
- e-mail;
- the date
- document number;
- the number and date of the received document for which the answer is prepared;
- addressee;
- text title;
- document text;
- number of attachments;
- signature;
- Compiler's last name, and contact information;
- Seal (if necessary).

**7.13** The title of the letter (brief content) is written for any document, regardless of its purpose and type. The title should be as short and precise as possible, it should be placed above the text of the letter, to the left. The title consists of one common phrase "about" and should answer the question: "Who? what?" In a large document covering several issues, sub-headings can be found along with the title. If the letter to be sent is prepared as an addition to a previously sent letter, the number and date of the first letter shall be indicated in the header. When sending an answer to a question, the date and number of the letter to which the answer is prepared must be indicated;

**7.14** If there are attachments, after the text of the letter it is indicated: "Attachment: ... on paper, ... in X copies". If there are several attachments, the attached documents are listed, indicating the number of pages for each document.

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In the upper right corner of the attachment, "Attachment No. ..., letter No. and date" is indicated;

**7.15** The date of its signature or approval shall be marked on the document. Dates in the document are formatted in digital form, with Arabic numerals. For example: 05.09.2007. When signing financial documents, the date can be noted verbally. For example: September 9, 2007;

**7.16** The visas of the responsible executors shall be affixed on a copy of the letter which shall remain with the University. On internal documents, visas will be applied on the first copy of the document, under the requisite "signature";

**7.17** Documents to be sent can be signed only by the director(s) of the university. In the case of an exception, based on the relevant authority, it will be allowed to sign the document by a non-executive person (defined by the statute, regulation, official instruction, order, and other cases);

**7.18** Documents containing financial data are signed by the director(s) and financial manager of the university;

**7.19** The seal will be placed on the letters, which need special authentication, under the signature so that it covers a small part of it;

**7.20** The document should not contain more than three addresses. The address to which the first copy of the document is sent must be the first in the list of addresses. To send a letter to more than three addresses, a list of addresses to be sent is created and only one address is specified for each letter;

**7.21** The document is sent to the organization, structural subdivision, or a specific person of authority. The name of the organization and structural subdivision are indicated by the name in the rotation, and the position, name, and surname are indicated in the rotation. for example:

Ministry of Education and Science of Georgia Licensing and Apostille  
Department

or

to Mrs. Nino Tsereteli, Head of Licensing and Apostille Department of the  
Ministry of Education and Science of Georgia

**7.22** When sending a document, it is allowed to indicate its name in the dative case. For example:

To the Ministry of Education and Science of Georgia

**7.23** A postal address can be specified in the "addressee" requisite. The postal address is not indicated on the document sent to legislative, governmental

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institutions, and permanent correspondents. For such cases, it is recommended to use envelopes with pre-printed addresses;

**7.24** The text of the letter is divided into two parts. In the first part, the basis of its compilation is indicated. In the second part, the conclusions, suggestions, decisions, or requests are mentioned. If necessary, when dividing the text into parts, they are numbered with Arabic numerals;

**7.25** If the document is not written on a letterhead, the position of the person who signs the document must be completely encrypted. For example, M. Sanadze, director of the University of Georgia. If the letter is written on letterhead, the position is indicated in abbreviated form. For example: Director M. Sanadze. In the absence of officials, the letter may be signed by their substitutes, who will use the notation "A" (acting). This designation is placed after the designation of the position, for example: the director's name, signature, and last name. At this time, the basis for acting of the official who is not present on the site must be documented (according to the rules established by the university statutes);

**Article 8. Signing of documents to be transmitted by facsimile connection**

**8.1** The facsimile connection system is used for urgent transmission of documents;

**8.2** A document to be transmitted by facsimile connection is prepared by the responsible executor on a facsimile letterhead or as a file on a computer;

**8.3** In the upper right corner of the form, the number of the sheet and the total number of sheets are indicated (for example, 4/16), if an attachment is attached, the number of its sheets is added to the total number of sheets to be transferred. All transfer sheets must be numbered;

**8.4** A facsimile letter is transmitted by a fax machine. With the permission of the supervisor, it is allowed to send a facsimile letter through a computer, using an electronic signature;

**8.5** After sending a facsimile letter, the date and time of sending should be indicated on the letterhead of the facsimile message.

**Article 9. Preparation and signing of notices to be sent by e-mail**

**9.1** Documents to be sent by e-mail are prepared by the responsible executor in the form of a file, it is printed, signed, and registered by the supervisor. The registration number is entered in the "Subject" field. The document is sent from the domain address of the University of Georgia. For example hr@ug.edu.ge.

**9.2** Orders are issued by the director or his/her deputy.

The following are formulated as Orders:

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- Decisions and assignments of a permanent nature related to the university's activity rules, work organization, personnel work, and other key issues, as well as important organizational measures;
- resolution of issues related to the conduct of certain organizational events;
- Conclusions about university activities, and results of internal inspections.

**9.3** Director's orders are related to:

- **the organizational issues;**
- **the main activity;**
- **the staff.**

**9.4** Personnel-related orders regulate the hiring, moving, and dismissal of employees (academic staff, heads of separate structural units, and their deputies); changes in the work schedule of employees; short-term and long-term business trips of employees; and Providing and encouraging disciplinary sanctions for employees.

**9.5** The order is valid continuously until it is revoked, or until the term of validity specified in the text of the order expires, or until an administrative-legal act regulating the same relationship is adopted. The university director(s) has the right to cancel the order.

**9.6** The order is issued on the letterhead of the university, which has the following necessary details:

- **University name;**
- **type of act (order);**
- **Registration number and date of issue;**
- **Date of entry into force and term of validity of the act (if adopted for a specified period);**
- **title;**
- **text;**
- **Signature of the director(s) and seal of the university;**
- **Visas (if necessary);**

**9.7** The title of the order must be clearly formulated and must reflect the content of the document, answering the question "About what?";

**9.8** The text of the order consists of two parts: declaratory and decree parts.

**9.9** In the ascertainment part, the justification of the actions to be performed is indicated and the reasons, goals, and objectives of issuing the order are explained. If the basis for issuing the order is a legislative or other legal act, its type, date, number, and title are indicated in the ascertainment part, and the content of the part that directly concerns the university is conveyed;

**9.10** The part with the decree begins with the word "I order". If the order supplements, cancels or replaces the previously issued order, this is indicated in the text of the order. The prescriptive part begins with command mode and is divided into clauses and sub-clauses, which are numbered using Arabic numerals and periods. Each item contains:



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- **task content;**
- **to the responsible executor (if such separation is possible based on the content of the clause);**
- **execution terms;**
- **Each item or sub-item should contain only one task with a specific deadline. Assignment items should be arranged in chronological order.**
- **The last paragraph of the decree part indicates the official who is responsible for controlling the execution of the order;**
- **Orders are registered in the order registration log (Appendix No. 3) and are assigned a number. The journal is kept by the person in charge of proceedings. The order registration log can also be produced in electronic form. Orders are numbered with serial numbers during the calendar year;**
- **The draft of the order is prepared by the appointed executor, approved, and submitted to the rector or his/her deputy for signature;**
- **The order enters into force from its signature, if the date of entry into force is not specified in the text of the order;**
- **The person responsible for the proceedings is obliged to ensure that the personnel are informed of the orders;**
- **References**

**9.11** Reports are drawn up and issued on the instructions of the university management, based on the request of the organization with the relevant authority, or the request of the university staff/student;

**9.12** Reports contain only information without any conclusions, suggestions, or recommendations. The report contains data related to a certain period. The notice must indicate the purpose of issuing the notice (for example: the notice is issued for submission to the military department of the local self-government body of Gldani-Nadzaladevi district); The report is made on the letterhead of the university. The report is signed by the director of the university/or the head of the corresponding structural unit with a seal.

- **Protocol**

**9.13** The process of meeting collegial bodies, discussing issues, and making decisions at conference sessions is recorded in the minutes;

**9.14** Minutes are drawn up based on the record of the sessions or other materials prepared for the members (notice, speech text, draft decision, etc.);

**9.15** The text of the minutes consists of an introduction and main parts. The following requisites will be filled in the introductory part: chairman, secretary, those present, agenda;

**9.16** The main part of the minutes consists of sections corresponding to the agenda items. The text of each section is understood according to the following principle: they heard, expressed an opinion, determined (decided). The main content of the report and speeches will be included in the text of the minutes. If

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the texts of reports and speeches are attached to the minutes, in this case, the short form of the minutes is used. The decision is printed in full. The text of the resolution will be constructed similarly to the text of the order. The document approved by the collegial body is attached to the protocol. The content of the special opinion will be recorded in the protocol after the relevant protocol decision;

**9.17** Minutes are numbered with serial numbers within the calendar year. Minutes of joint sessions must have constituent numbers, which include serial numbers of minutes of institutions participating in the work of the collegial body.

### **Article 10. Stages of movement of incoming documents:**

- 10.1** Receiving and initial processing of documents;
- 10.2** Preliminary Consideration;
- 10.3** Registration;
- 10.4** Review of documents by supervisors;
- 10.5** Delivery of documents to the executor;
- 10.6** Performance Control;
- 10.7** Placing the completed document in the file.

- **Documents are received at the university in the following way:**

- 10.8** with material document circulation system;
  - 10.9** through electronic communication channels (facsimile message, e-mail);
  - 10.10** with the electronic document circulation system;
- 10.11** Receiving, initial processing, and preliminary review of incoming correspondence is carried out by the person responsible for proceedings and includes the following actions:
- receiving letters, opening and checking the destination of correspondence;
  - Checking the presence and number of attachments;
  - Division of incoming correspondence into registered and non-registered correspondence;

**10.12** List of unregistered correspondence:  
printed publications and advertising products;  
auto abstracts;  
personal letters of university employees;  
bank orders, accounts, invoices, data, schedules, calculations;  
Statistical data, notifications.

**10.13** Movement of documents to be sent:

- The documents to be sent go through the following stages:
- preparation of the draft document;
- agreement/visa;
- preparation of the original document;

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- The signing of the document by the supervisor;
- Registration;
- Sending to the addressee.

**10.14** The draft of the document to be sent is prepared by the responsible executor, it is sent to all the co-executors for familiarization, and together with the incoming document, it is sent to the supervisor for agreement. After the supervisor checks the project, the document is reviewed and returned to the responsible executor to prepare the original document to be sent;

**10.15** A copy of the document to be sent is signed in the lower left corner by all performers. The performer responsible for the received document makes a note about its performance;

**10.16** The document to be sent is signed by the director(s) of the university, and the resolution "in the case" is made on the received document;

**10.17** After signing the documents to be sent by the university management, they are registered;

**10.18** The person responsible for the proceedings is obliged to carefully check the correctness of the document to be sent, and the presence of all requisites, signatures, attachments, and visas. In case of non-compliance with these requirements, the incorrectly executed document is returned to the executor to correct the error;

**10.19** The registration number to be sent is formed as follows:

- case number according to the nomenclature of university cases;
- Serial number according to the past correspondence registration log.
  - For example 3-56 - past correspondence registered with number 56 in the journal of past correspondence, a copy of which is kept in file No. 3 according to the nomenclature of university affairs.

**10.20** Each copy of a letter to be sent to several addresses must have an original signature;

**10.21** Correspondence is converted and sent by the case manager;

**10.22** The University uses three types of mail: regular, registered, and express mail. Important documents are sent by registered mail;

**10.23** Transfer of compiled, signed, and registered documents through representatives of addressee organizations is allowed. In this case, the representative makes the following entry on the copy of the letter: "I received ... (organization) representative - signature (name clearly) - date";

### **10.24 Notation on the execution of incoming documents:**

**10.25** Each completed document must be checked by the case manager before being placed in the file, and the following must be indicated in the log of incoming correspondence registration:

- case number, where the document (original) and its copies should be placed;
- Date of placement in the case;

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- After the control is carried out before placement, the document is marked "Checked";

Executed documents are subject to control in two ways:

- A copy of the letter and a document to which a response has been prepared are attached to the letter. In this case, the notation about execution will be made directly at the moment of registration of the document to be sent, and its copy and the incoming document will be placed in the case of the execution generation of the responsible executor;
- If the received document does not require a response, after familiarization with the staff and approval by the head of the university, the document is placed in the file.

### **Article 11. Organization of document execution control**

#### **11.1 Control over the execution of documents includes:**

- deadlines for the execution of documents;
- Control of documents in cases (periodic inspection of proceedings).

**11.2** The control of deadlines for the execution of **documents** provides for the necessary registration of documents handed over to university employees;

#### **11.3 Terms of execution of documents:**

- Emergency fax – within 24 hours;
- Ordinary letter – within 3 days;
- Urgent letter – within 24 hours;
- Ordinary letter – within 3 days;
- Dissemination of public information – immediately, or no later than 10 days in the case established by the law, which should be immediately notified to the addressee.

*Note: When calculating the deadlines established by these rules, the weekends and holidays established by the labor legislation will not be taken into account.*

**11.4** The date of execution of the document is considered to be the date of signature of the document by the management or the date of placing the document in the file, which does not require a response;

**11.5** Necessary control over the deadlines for the execution of documents rests with the case manager;

**11.6** Once a month, the case manager compiles a list of unprocessed documents and submits them to the rector with explanations of the executors responsible for the reasons for their execution in violation of the deadlines;

**11.7** Production of the log of incoming and outgoing correspondence, as well as the control of the placement of documents in the file, is regularly (episodically)

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checked by the university recorder. The inspection is marked with the Rector's signature and date.

**Article 12. Organization of preparation of documents for further storage and use**

- **Compilation of the nomenclature of cases**

**12.1** Heads of structural units of the university participate in drawing up the nomenclature of cases;

**12.2** The nomenclature of university affairs is established annually based on studying the composition, content, and number of documents generated in the process of activity of structural units. It is approved by the rector and comes into effect on January 1 of each year;

- **Formation of cases**

**12.3** The formation of cases in the organization is carried out by the nomenclature of cases:

- The formation of affairs of structural units is carried out by the heads of these units;
- The financial manager of the university manages the formation of affairs related to financial issues;
- The other affairs of the university are organized by the administrator.

**12.4** The title and indexing of the case must correspond to the nomenclature of the University's cases:

- The case file must fully reflect the main content and composition of the case documents;
- In the titles of cases containing one type of document, the latter is indicated in the plural;
- Subject headings that contain correspondence indicate with whom and on what subject the correspondence is being conducted.

**12.5** Documents completed on one issue and with a single storage period will be attached to the file;

**12.6** Copies of all outgoing documents and incoming letters must be marked "verified";

**12.7** If the copy of the letter has an attachment that remains at the university but is not with the copy of the letter, the executor indicates on the copy of the letter where this attachment is kept: "The attachment is stored in file No...." or "The attachment exists as an electronic file in file No.. ." etc.

**12.8** Documents in cases should be placed in chronological order. All documents generated in the process of solving the issue are placed in the file. Correspondence is systematized in chronological order: "Document response" is placed after "Document request";

**12.9** Each file contains a document registration sheet.

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**Article 13. Registration and issuance of cases**

**13.1** The persons responsible for the processing of case records, issue and are responsible for the protection of cases;

**13.2** The heads of these units are responsible for the accounting, issuance, and protection of affairs in the structural units. The financial manager is responsible for accounting, issuance, and protection of cases related to financial issues;

**13.3** At the end of the working day, the responsible persons check the presence of the nomenclature of cases available to them;

- **Transfer documents to the archive, processing of cases, recording of documents**

**13.4** Temporary (up to 3 years) storage files are kept in a folder, placed on archive shelves, and grouped by year. The case manager is responsible for this work;

**13.5** Permanent storage cases are processed by the case manager. Documents in the case are grouped in chronological order. When placing documents in the case, it is necessary to check the correctness of their execution (signatures, dates, attachments, notation of execution, and familiarization).

**13.6** The case manager annually inspects the proceedings, transfers the cases to the archive selects the documents and cases that have exceeded the storage period, draws up an act of the prescribed form, and, submits it to the management for approval. After the approval of the act, the documents are destroyed according to the established procedure;

**Article 14. Control of proceedings and storage**

**14.1** The control of case management and storage, as well as the selective inspection of the protection of the order of production and storage of documents, is carried out by the rector, and in structural units, the case manager;

- **Resources**

**14.2** **Appropriate resources have been allocated by the university management to ensure case management:**

- Financial means to purchase letterheads, envelopes, stationery, cover postage costs;
- Storerooms, cabinets, and shelves for storing the nomenclature of archival and current cases;
- Qualified personnel;
- Copiers.
  
- **Checks, control**
  - **Current control of compliance with the requirements of these rules is carried out by the director:**

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Approved by Rector's order N 46/09

- **during periodic inspection of documents and correspondence in files;**
- **during the investigation of cases and archive cases;**

**14.3 Allocation of Liability**

- **Director of the University:**
- **Approves this rule and the amendments made to it;**
- **Allocates the necessary financial and other resources;**
- **approves the nomenclature of university affairs;**
- **directs the development of this rule and amendments to it;**
- **carries out ongoing control of compliance with the requirements of this rule;**
- **approves payment documents and their compliance with these rules;**

**14.4 Records**

- **The following reporting documents shall be taken into account when managing incoming and outgoing correspondence:**
- **Journal of registration of incoming and outgoing correspondence;**
- **order registration log;**
- **Nomenclature of cases and changes in it;**
- **Registration sheets in document files (cases).**