



Georgian American University, LLC

**Document Control Office
Regulations**

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1. General Regulations

- 1.1. This Regulation defines the authority, accountability of the Georgian American University LLC. (hereinafter "the University") Document Control Office (hereinafter referred to as the "Office") and regulates issues related to the activities of the Office.
- 1.2. The Office is an auxiliary structural unit of the University.
- 1.3. The Office is guided in its activities by the Constitution of Georgia, international treaties, Georgian legislation, the Statute of the University, this regulation, the acts of the President and Senior Vice President of the University.
- 1.4. The Office is accountable to the President and Senior Vice President of the University.

2. Objectives of the Office

- 1.5. The purpose of the activities of the University Records Office is to organize, coordinate, control and ensure the smooth process of document circulation in the University.

3. Office Functions

The functions of the Document Control office are:

- 1.6. To introduce and improve integrated document management systems using information technologies at the University;
- 1.7. Monitoring and controlling the implementation of the rule of working on documents in the structural units, optimizing the document flow, unifying the forms of documents and developing appropriate recommendations;
- 1.8. Development of draft documents regulating Document Control issues at the University;
- 1.9. Managing the activities of the archive - ensuring the receipt of archival documents from structural units, their protection, order, use and transfer for permanent storage in accordance with the established rules.
- 1.10. Receiving correspondence, applications, registration, processing, submission to the electronic database, transfer to the university. Overseeing and controlling their review;
- 1.11. Registration of correspondence from the university and organization of its submission to the addressee;
- 1.12. Monitoring the execution of documents to be signed by the President and the Senior Vice President;
- 1.13. Organization of correspondence within the established time in accordance with the University Rules of Procedure and other acts.
- 1.14. Organize printing, copying and duplication of documents, development of document blanks;

- 1.15. Organizing the reception of citizens;
- 1.16. Providing information on the execution of incoming documents and the status of sending past correspondence;
- 1.17. To organize the work in the main educational and structural units of the University, in accordance with the unified rules of the University and to ensure the observance of the requirements, to monitor the circulation of documents and the storage of documents;
- 1.18. Registration of orders of the President and Senior Vice President of the University;
- 1.19. Ensuring the registration, processing and storage of the archival material of the University, using the documents kept in the archives, providing archival offices,
- 1.20. Preparation and transfer of relevant documents for state storage;
- 1.21. Ensuring the issuance of public information to stakeholders and organizations;
- 1.22. Carrying out other activities provided by the University regulations and internal acts for the purposes of the Office.

4. Office Structure

- 1.23. The office consists of the head of the office - the head and the manager/managers.
- 1.24. The head of the office and the manager are appointed by the president of the university upon the nomination of the Senior Vice President.

5. Head of Office

- 1.25. The Head of the University Document Control Office directs and supervises the activities of the Office. He is responsible for the full and proper implementation of the functions of the Office.
- 1.26. Head of the University Records Office:
 - 1.26.1. Develops proposals on Document Control issues, drafts of internal university acts, instructions, methodological instructions and submits them to the University Legal Office;
 - 1.26.2. Coordinates and controls the observance of the rules established for Document Control within the University.
 - 1.26.3. Gives assignments and instructions to the employee/employees of the office, if necessary divides the duties among them;
 - 1.26.4. Exercises control over the proper performance of official duties and observance of discipline by the employee/employees of the Office;
 - 1.26.5. Signs and endorses the documents prepared in the office, as well as is responsible for the quality and accuracy of their execution;
 - 1.26.6. Prepares responses to incoming correspondence;

- 1.26.7. Participates in the discussion of the candidatures of the persons to be appointed within the scope of his/her competence;
- 1.26.8. Petitions to the Senior Vice President of the University for the allocation of material and technical means necessary for the functioning of the Office;
- 1.26.9. Coordinates the office relationship with other structural units of the University;
- 1.26.10. Submits proposals to the Senior Vice President of the University on the structure of the office, the staff, the organization of work, the encouragement of employees, the imposition of disciplinary responsibilities and their professional development;
- 1.26.11. Presents the annual report on the activities of the office to the Senior Vice President of the university.
- 1.26.12. Within the scope of his/her competence, he/she performs the duties of the University President and the Senior Vice President.
- 1.27. In case of absence of the Head of the Office and/or temporary inability to perform his/her duties, one of the employees of the Office shall perform his/her duties on the basis of the order of the Senior Vice President of the University.

6. Office Manager

1.28. The office manager:

- 1.28.1. Receives correspondence, applications, registration, processing, entering them in the electronic database and ensures the transfer/forwarding of correspondence for its intended purpose;
- 1.28.2. Registers past correspondence and ensures its submission to the addressee;
- 1.28.3. Monitors the execution of documents to be signed by the President and the Senior Vice President;
- 1.28.4. Ensures timely delivery of incoming correspondence and documents to executors, monitors and analyzes the execution of documents, generalizes information on results and submits a report to the Head of the Office;
- 1.28.5. Prints, copies and reproduces documents;
- 1.28.6. Develops document blanks;
- 1.28.7. Receives citizens;
- 1.28.8. Submits a report to the Head of the Office on the execution of the documents received by the Office and the state of sending the last correspondence;
- 1.28.9. Monitors document circulation and document storage in structural units;

- 1.28.10. Registers the orders of the President and Senior Vice President of the University;
 - 1.28.11. Records, processes and stores the archival material of the University;
 - 1.28.12. Uses documents stored in the archive;
 - 1.28.13. Transmits information, extracts and other documents from the archive electronically and materially upon request;
 - 1.28.14. Ensures the preparation and transfer of relevant documents for state storage;
 - 1.28.15. Responsible for providing public information;
 - 1.28.16. Participates in the development of proposals on Document Control issues, drafts of internal university acts, instructions, methodological instructions;
 - 1.28.17. Within its competence, reviews incoming correspondence and participates in the preparation of past correspondence;
 - 1.28.18. Carries out the tasks and instructions of the head of the office according to the goals of the office.
- 1.29. By order of the President of the University or by employment contract on the appointment of staff, it is possible, if necessary, to provide for functions or obligations different from the functions specified in this Article.
- 1.30. The manager is accountable to the head of the office.

7. Conclusive Regulations

- 1.31. Approval of the regulations of the office, as well as any changes and additions are carried out by the order of the President of the University.