REGULATIONS
for Working with Electronic Documents (eBilim, e-Archive, and Electronic Document Management Systems) of Jalal-Abad International University (JAIU)

1. General Provisions

1.1. These Regulations for Working with Electronic Documents (eBilim, e-Archive, and Electronic Document Management systems) of Jalal-Abad International University (hereinafter referred to as the Regulations) establishes uniform requirements for the creation, formatting, signing, registration, transfer, processing, storage, search, use, archiving, and destruction of electronic documents at Jalal-Abad International University (hereinafter referred to as the University, JAIU).

1.2. These Regulations apply to all structural units of JAIU, employees, students, and other users authorized to work in the University's eBilim, electronic document management, and electronic archive systems.

1.3. These Regulations are mandatory for use when working with electronic documents created, received, signed, transmitted, and stored at JAIU.

1.4. These Regulations have been developed in accordance with:

1. The Law of the Kyrgyz Republic "On Education"; (CBD Minjust)
2. The Digital Code of the Kyrgyz Republic; (CBD Minjust)
3. The Law of the Kyrgyz Republic "On Electronic Signatures"; (CBD Minjust)
4. The Law of the Kyrgyz Republic "On E-Governance"; (CBD Minjust)
5. The Law of the Kyrgyz Republic "On the National Archival Fund of the Kyrgyz Republic"; (CBD Minjust)
6. Model Instructions on Records Management in the Kyrgyz Republic; (CBD Minjust)
7. Requirements for the details and format of electronic documents established by authorized state bodies; (CBD Minjust)
8. the list of standard administrative archival documents with specified retention periods; (CBD Minjust)
9. the Charter of JAIU;
10. other local regulatory acts of JAIU.

1.5. If the provisions of these Regulations conflict with the legislation of the Kyrgyz Republic, the provisions of the legislation of the Kyrgyz Republic shall apply. (CBD Minjust)

1.6. Electronic documents at JAIU are used on an equal footing with paper-based documents in the cases and in the manner permitted by the legislation of the Kyrgyz Republic. The Law of the Kyrgyz Republic "On Electronic Signatures" and the provisions on electronic documents recognize the legal validity of electronic documents provided that the established requirements for signatures and formatting are met. (CBD Minjust)

2. Purpose and Objectives of the Regulations

2.1. The purpose of these Regulations is to ensure a uniform, legally sound, secure, and manageable procedure for working with electronic documents at JAIU.

2.2. The main objectives of the Regulations are:

1. establishing uniform requirements for electronic documents;
2. to define the roles and responsibilities of users;
3. ensuring the legal validity of electronic documents;
4. ensuring the integrity, authenticity, availability, and traceability of electronic documents;

5. ensuring the registration, tracking, routing, and storage of electronic documents;
6. ensuring the archival storage of electronic documents in specified cases;
7. minimizing the risks of loss, tampering, unauthorized access, and the use of outdated versions.

3. Basic Concepts

3.1. The following key terms are used in these Regulations:

3.1.1. Electronic document — documented information in electronic form, suitable for human perception and processing by information systems, which can be identified, stored, and used in accordance with established procedures. This definition is derived from the legislation of the Kyrgyz Republic on electronic documents and electronic signatures. (CBD Minjust)

3.1.2. Electronic document management — the processes of creating, receiving, registering, approving, signing, transmitting, executing, storing, and searching for electronic documents using information systems.

3.1.3. Electronic archive — a system for storing electronic documents and their metadata, ensuring the preservation, accounting, retrieval, and use of documents during the established retention periods. The concept of an electronic archive is enshrined in the archival legislation of the Kyrgyz Republic. (CBD Minjust)

3.1.4. An electronic signature is information in electronic form attached to or logically associated with other information in electronic form and used to identify the person who signed the electronic document. This definition is enshrined in the Law of the Kyrgyz Republic “On Electronic Signatures” and in the Digital Code of the Kyrgyz Republic. (CBD Minjust)

3.1.5. Simple electronic signatures, enhanced electronic signatures, and qualified electronic signatures are used in the cases and in the manner established by the legislation of the Kyrgyz Republic and the internal regulations of JAIU. (CBD Minjust)

3.1.6. eBilim is the digital system used by JAIU to manage the educational process, including academic records, electronic journals, teaching and learning materials, assessment procedures, and other related data.

3.1.7. e-Archive — an electronic system for storing and managing JAIU’s electronic documents.

4. Principles for Working with Electronic Documents

4.1. The handling of electronic documents at JAIU is carried out in accordance with the following principles:

1. legality;
2. legal significance;
3. identifiability of the author and signatory;
4. integrity and immutability of the document after signing;
5. traceability of user actions;
6. confidentiality and access control;
7. availability of current versions;
8. data preservation and backup;
9. compliance with retention periods;
10. technological neutrality while complying with mandatory legal requirements.

5. Systems for Working with Electronic Documents at JAIU

5.1. At JAIU, electronic documents are managed using:

1. the eBilim system;
2. the electronic document management system;

3. the electronic archive system;

1. other information systems authorized for use at JAIU.

5.2. Each system must ensure, within the scope of its functionality:

1. recording of documents and actions;
2. differentiation of access rights;
3. metadata storage;
4. searching for and downloading documents;
5. protection against unauthorized modification;
6. backup or other measures to ensure data integrity;
7. the ability to verify the creation, sending, approval, signing, and receipt of a document.

6. Types of Electronic Documents

6.1. The following may be created, used, and stored in electronic form at JAIU:

1. orders and draft orders;
2. memos;
3. letters and responses to inquiries;
4. curricula, schedules, timetables, minutes, and ledgers;
5. electronic journals, reports, transcripts, certificates, and other documents related to the educational process;
6. teaching and learning materials and accompanying documents;
7. documents related to personnel, administrative, organizational, and other processes;
8. archived electronic copies and electronic originals of documents;
9. other documents permitted by the legislation of the Kyrgyz Republic and local regulations of JAIU.

6.2. The list of documents permitted for a fully electronic workflow without mandatory paper duplication is determined by JAIU, taking into account legislation, signature requirements, retention periods, and archival practices. This conclusion is derived from the combination of regulations on electronic signatures, recordkeeping, and archival storage. (CBD Minjust)

7. Creation and Formatting of Electronic Documents

7.1. An electronic document must contain mandatory details that allow for the identification of the document, its author, date, content, and status.

7.2. The mandatory details of an electronic document are determined by the legislation of the Kyrgyz Republic, the standard record-keeping instructions, and the internal rules of JAIU. Requirements for the details and form of electronic documents in the Kyrgyz Republic are established by separate regulatory acts. (CBD Minjust)

7.3. An electronic document of JAIU shall, as a rule, contain:

1. the name of the University;
2. the type of document;
3. the date;
4. registration number, if available;
5. title;
6. text;
7. information about the signatory;

8. attachments, if any;

9. marks of approval, execution, storage, or archiving, if necessary.

7.4. The electronic document formats used at JAIU must ensure:

1. readability;

2. the ability to be stored long-term;

3. the ability to reproduce content;

4. compatibility with the information systems in use;

5. protection against unauthorized modification, if required.

8. Signing of Electronic Documents

8.1. Electronic documents shall be signed with an electronic signature in cases where a signature is required by law, internal regulations, or to confirm the legal validity of the document.

8.2. The type of electronic signature is determined by:

1. the legislation of the Kyrgyz Republic;

2. the nature of the document;

3. the requirements of the information system;

4. internal regulations of JAIU. (CBD Minjust)

8.3. An electronic document signed with a valid electronic signature has legal effect to the extent established by the legislation of the Kyrgyz Republic. (CBD Minjust)

8.4. The use of another person's means of signing, the transfer of credentials, and the signing of documents on behalf of another person are prohibited.

9. Registration and Routing of Electronic Documents

9.1. Incoming, outgoing, and internal electronic documents are subject to registration in cases established by the legislation of the Kyrgyz Republic, the standard instruction on document management, and the internal rules of JAIU. The standard instruction of the Kyrgyz Republic explicitly provides for the registration of electronic documents in the electronic document management system. (CBD Minjust)

9.2. The registration of an electronic document includes:

1. assigning a registration number;

2. recording the date and time;

3. indicating the author, addressee, and executor;

4. indicating the document's category, status, and routing;

5. other metadata, if necessary.

9.3. The routing of electronic documents in JAIU is carried out according to approved roles and routes for approval, execution, and storage.

9.4. The electronic document management system must ensure the logging of user actions on the document.

10. Working with Electronic Documents in eBilim

10.1. The eBilim system maintains electronic documents and records related to the educational process, including:

1. curricula and related records;

2. electronic journals;

3. instructional materials;

4. data on ongoing, midterm, and final assessments;

5. reports and analytical data;

6. other documents and records specified by JAIU.

10.2. Documents and records in eBilim must be maintained by authorized persons within the scope of their granted access rights.

10.3. Authorized users are required to ensure the timeliness, completeness, and accuracy of data entry into eBilim.

10.4. JAIU determines the list of eBilim documents and data that have the status of official electronic records and are used as the basis for making management decisions.

11. Electronic Archive

11.1. The JAIU electronic archive is intended for the storage of electronic documents that have been finalized in the record-keeping process, as well as electronic copies and other materials subject to storage.

11.2. The transfer of electronic documents to the e-archive is carried out in accordance with the rules established by JAIU, taking into account retention periods, the value of the documents, and the requirements of the archival legislation of the Kyrgyz Republic. (CBD Minjust)

11.3. The electronic archive must ensure:

1. the preservation of documents and metadata;

2. the immutability of the archival copy;

3. systematization and classification;

4. search and retrieval by authorized users;

5. recording of retention periods;

6. preparation of documents for destruction or further storage in accordance with established rules.

12. Retention Periods and Destruction of Electronic Documents

12.1. Retention periods for electronic documents are determined by the same rules as for corresponding types of documents on other media, unless otherwise established by the legislation of the Kyrgyz Republic. This follows from archival legislation and the list of standard administrative documents with retention periods. (CBD Minjust)

12.2. The destruction of electronic documents is permitted only after the retention period has expired and in accordance with established procedures.

12.3. The destruction of electronic documents shall be documented by an act or other established record specifying the grounds, list, and date of destruction.

13. Access, Protection, and Confidentiality

13.1. Access to electronic documents is granted based on the principles of separation of duties and need-to-know.

13.2. JAIU shall ensure organizational and technical measures for the protection of electronic documents, including:

1. user authentication;

2. separation of access rights;

3. action logging;

4. backup;

5. antivirus protection;

6. other information security measures.

13.3. Electronic documents containing personal data, official, confidential, or other legally protected information shall be processed in compliance with specific legal requirements and local regulations of JAIU.

14. Responsibilities of Users and Departments

14.1. Users of the eBilim systems, the electronic archive, and the electronic document management system are responsible for:

1. the accuracy of the data entered;
2. compliance with registration and execution deadlines;
3. compliance with the rules for signing and using accounts;
4. the security of account data;
5. maintaining the confidentiality of information;
6. prevention of unauthorized modification and deletion of documents.

14.2. Educational and Information Department:

1. provides organizational and methodological support for working with electronic documents within its scope of authority;
2. participates in the administration and monitoring of system performance;
3. provides user training and consulting support on the use of eBilim and related systems;
4. participates in monitoring compliance with these Regulations.

14.3. The Records Management/Archives Unit, if designated at JAIU, ensures the registration, tracking, archival management, and control of the flow of electronic documents within its scope of authority.

14.4. Heads of structural units are responsible for ensuring that employees of their respective units comply with these Regulations.

15. Monitoring and Revision of the Regulations

15.1. Compliance with these Regulations is monitored by:

1. the JAIU administration;
2. the Academic and Information Department;
3. the Quality/QMS Department;
4. the Records Management / Archives Department;
5. other authorized departments.

15.2. These Regulations are subject to revision:

1. in the event of changes to the legislation of the Kyrgyz Republic;
2. upon the introduction of new digital systems;
3. in the event of changes to the architecture of eBilim, the e-archive, or the electronic document management system;
4. based on the results of internal audits, inspections, incidents, and analysis of implementation practices.

16. Final Provisions

16.1. These Regulations shall enter into force on the date of their approval.

16.2. Amendments and additions to these Regulations shall be made in accordance with established procedures.

16.3. Matters not covered by these Regulations shall be resolved in accordance with the laws of the Kyrgyz Republic, the Charter of JAIU, and other local regulations of the University. (CBD Minjust)

Appendix 1

List of Types of Electronic Documents of JAIU

No.	Type of electronic document	System for creation/storage	Responsible department	Retention period / note
1	Electronic orders	EDMS / e-archive	Registry / UIO / HR Department	By file classification
2	Memos	EDMS	Organizational Units	By file classification
3	Incoming and outgoing letters	EDMS / e-archive	Administrative Office	By file classification
4	Curricula	eBilim / e-Archive	UIO	By file classification
5	Academic calendar	eBilim / e-Archive	UIO	By file classification
6	Class Schedule	eBilim	UIO	By subject
7	Electronic journals	eBilim	UIO / Departments / Dean's Office	By file classification
8	Reports on current, midterm, and final assessments	eBilim / e-archive	UIO / Dean's Office	By file classification
9	Transcripts and academic records	eBilim / e-Archive	Dean's Office / Academic Affairs Office	By file classification
10	Teaching and learning materials	eBilim / e-Archive	Departments / UIO	By file classification
11	Meeting Minutes	EDMS / e-Archive	Relevant department	By file classification
12	Student electronic applications	eBilim / EDMS	Dean's Office / Academic Affairs Office	By file classification
13	Documents on IGA	eBilim / EDMS / e-Archive	Dean's Office / Department / UIO	By file classification
14	Archived electronic copies of documents	e-Archive	Archive / Responsible Department	By file classification
15	Other electronic documents	By purpose	By jurisdiction	By file classification

Appendix 2

Workflows for the approval and signing of electronic documents

1. General workflow for a draft local regulatory act

1. drafting officer;
2. department head;
3. Quality Department / QMS;
4. Academic and Information Services;
5. Legal Department;
6. Vice Rector for Academic Affairs;
7. Rector.

2. Workflow for academic activity orders

1. initiator;

2. Dean’s Office / Department;
3. Academic and Information Department;
4. Legal Department, if necessary;
5. Vice Rector for Academic Affairs;
6. Rector.

3. The process for a student’s online application

1. student;
2. Dean’s Office;
3. Department / other unit, if necessary;
4. Academic and Information Department;
5. Vice Rector / Rector, if necessary.

4. Document routing for transfer to the e-archive

1. responsible unit;
2. Verification of completeness;
3. registration;
4. transfer to the e-archive;
5. confirmation of receipt.

Appendix 3

Electronic Document Card Form

ELECTRONIC DOCUMENT CARD

1. Basic Information

1. Document Title _____
2. Document type _____
3. Registration/storage system _____
4. Registration number _____
5. Date of creation _____
6. Date of registration _____
7. Author / Developer _____
8. Department _____
9. Signatory _____

2. Document status

1. draft;
2. pending approval;
3. Approved;
4. in effect;
5. archived;
6. canceled;
7. destroyed.

3. Route Information

1. Approving parties _____
2. Date of approval _____
3. Date of signing _____
4. Effective date _____

4. Storage information

1. Storage location _____
2. Retention period _____
3. Date of transfer to the e-archive _____

5. Note

Person in Charge _____ /Full Name/
“_” _____ 20

Appendix 4

Form for the Transfer of Electronic Documents to the e-Archive

JALAL-ABAD INTERNATIONAL UNIVERSITY
CERTIFICATE
of Transfer of Electronic Documents to the e-Archive

Jalal-Abad
“_” _____ 20

We, the undersigned, have drawn up this act certifying that the following electronic documents have been transferred to the electronic archive:

No.	Document Title	Registration number	Date	Format	Number of files	Retention period

Submitted by:
_____ /Full Name, Position/

Received into the e-archive by:
_____ /Full Name, Position/

Note:

Signatures:

Appendix 5

Form for the destruction of electronic documents

JALAL-ABAD INTERNATIONAL UNIVERSITY
CERTIFICATE
for the destruction of electronic documents

Jalal-Abad
“_” _____ 20

Reason for destruction:

_____

_____

The following electronic documents have been destroyed:

No.	Document title	Registration number	Date	Retention period	Reason for destruction

Method of destruction:

1. deletion from the system with a formal record;
2. deletion of the archive copy after the retention period expires;
3. other _____

Commission:

1. _____ /Full Name/
2. _____ /Full Name/
3. _____ /Full Name/

Signatures:

_____

_____

_____

_____

Appendix 6

User Roles and Access Rights Matrix

No.	User Role	System	View	Create	Edit	Approval	Signing	Archiving	Note
1	Rector	EDMS / e-archive	Yes	Yes	No / by proxy	Yes	Yes	No	By authority
2	Vice Rector	EDM / eBilim	Yes	Yes	Yes	Yes	Yes / by proxy	No	By referral
3	Head of the UIO	eBilim / EDMS	Yes	Yes	Yes	Yes	Yes / by authority	Yes / by authority	
4	Dean	eBilim / EDMS	Yes	Yes	Yes	Yes	Yes / by proxy	No	
5	Head of Department	eBilim / SED	Yes	Yes	Yes	Yes	Yes / by proxy	No	
6	Instructor	eBilim	Yes	Yes	Yes	No	No / unless otherwise specified	No	Within the scope of the course
7	Methodologist / Dean's Office Specialist	eBilim / EDMS	Yes	Yes	Yes	No	No	No	
8	Archivist / person in charge of the archive	e-archive	Yes	No	No	No	No	Yes	
9	Student	eBilim	Yes	Yes / in permitted forms	No	No	Simple EP / authorization if available	No	Limited rights
10	System administrator	All systems	Technical access	Technical	Technically	No	No	Technically	No right to make substantive changes without justification

Appendix 7

Change Log

Change No.	Section, paragraph	Summary of change	Basis	Date of entry	Full Name, Position	Signature

Appendix 8

Approval Sheet

APPROVAL SHEET

Document Title: Regulations for Working with Electronic Documents (eBilim, e-Archive, and Electronic Document Management Systems) at JAIU
Document code: SMK-70-03

Prepared by: _____ /Full Name/
Position _____
“_” _____ 20

Approved by: Head of the Quality Department / QMS
_____ /Full Name/
“_” _____ 20

Head of the Training and Information Department
_____ /Full Name/
“_” _____ 20

Lawyer / Legal Support Specialist
_____ /Full Name/
“_” _____ 20

Head of the Archives / Records Management Department
_____ /Full Name/
“_” _____ 20

Vice Rector for Academic Affairs
_____ /Full Name/
“_” _____ 20

Vice Rector for Administrative / Digital Infrastructure
_____ /Full Name/
“_” _____ 20

Approved by: Rector of JAIU
_____ /Full Name/
“_” _____ 20

Appendix 9

Form of the Incident Log for Working with Electronic Documents

No.	Date	System	User / Department	Incident description	Actions Taken	Person in Charge	Closure Date

Appendix 10

Annual Analytical Report Form on the Handling of Electronic Documents

JALAL-ABAD INTERNATIONAL UNIVERSITY
ANALYTICAL REPORT
on the handling of electronic documents
for the year _____

1. General Information

1. Analysis period _____
2. Responsible departments _____

2. Key indicators

1. Number of electronic documents created _____
2. Number of documents registered _____
3. Number of documents transferred to the e-archive _____
4. Number of incidents _____
5. Number of instances of data correction/recovery _____

3. Identified issues

1. _____
2. _____

4. Measures taken

1. _____
2. _____

5. Suggestions for improvement

1. _____
2. _____

Person in Charge _____ /Full Name/
“_” _____ 20

CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition:

Effective date: “ ” _____ 20

APPROVAL SHEET

№	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department	Ташиева Т.С		29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.