

LIST OF FILES

for the QMS and Retention Periods

1. General Provisions

1.1. This List of Files on the QMS and Retention Periods (hereinafter referred to as **the “List”**) establishes a unified procedure for the systematization, record-keeping, indexing, and determination of retention periods for quality management system documents at Jalal-Abad International University.

1.2. The Classification is an internal organizational and accounting document of the university and is used to organize files for quality management system documents, as well as for their orderly storage, transfer, and use in accordance with established procedures.

1.3. The Nomenclature applies to QMS documents generated during the development, coordination, approval, application, revision, monitoring, analysis, and archival storage of documented information within the quality management system.

1.4. The nomenclature is intended for:

1. organizing QMS document files;
2. establishing uniform approaches to their grouping;
3. assigning file codes;
4. determining retention periods;
5. ensuring the search, tracking, and preservation of documents;
6. preventing the loss of significant documented information.

1.5. The Nomenclature is used in the internal quality management system, record keeping, preparation for inspections, audits, and accreditation, and in organizing the archival storage of QMS documents.

2. Purpose and Objectives of the Nomenclature

2.1. The purpose of the Nomenclature is to ensure a uniform procedure for organizing QMS document files and establishing their retention periods.

2.2. The main objectives of the Classification System are:

1. systematizing QMS documents into homogeneous groups;
2. establishing uniform file indexes;
3. determining the contents of files created under the QMS;
4. organizing the storage of current and archived documents;
5. ensuring the manageability of QMS documented information;
6. creating conditions for the rapid retrieval of documents;
7. ensuring compliance with retention periods.

3. Basic Concepts

3.1. File classification—a systematic list of file titles generated in the university's activities within a specific area, indicating file codes and retention periods.

3.2. File — a collection of documents relating to a single issue, process, type of activity, or period and organized in accordance with established rules.

3.3. QMS documents — policies, regulations, instructions, procedures, codes, methodologies, registers, analytical materials, minutes, plans, reports, forms, and other documented information related to the quality management system.

3.4. Retention period — the established period during which documents must be retained.

3.5. File index — a code used to identify a file in the file classification system.

4. Principles for Forming the QMS File Classification System

4.1. The file classification system is formed based on:

1. the composition of QMS documents;
2. the structure of the university's documented information;
3. the functions and processes of the quality management system;
4. the need to ensure the recording, storage, and retrieval of documents;
5. internal procedures for recordkeeping and archival storage.

4.2. When creating files, documents are grouped:

1. by type;
2. by function;
3. by process;
4. by subject;
5. by time period;
6. by affiliation with a specific type of administrative or analytical activity.

4.3. It is not permitted to create files that combine documents unrelated in content if this hinders recordkeeping, retrieval, and storage.

5. File Indexing Structure

5.1. Each QMS file is assigned an index.

5.2. The file index is formed according to the internal coding system adopted by the university and may include:

1. document block code;

2. the file's serial number;
3. if necessary, an indication of the year, department, or other identifying characteristic.

5.3. Case reference numbers must be:

1. unique;
2. logically sequential;
3. stable for use in document management;
4. clear enough to identify the case.

6. Procedure for Maintaining and Updating the Nomenclature

6.1. The Nomenclature is maintained and updated by the authorized organizational unit or official responsible for supporting the quality management system and documented information.

6.2. The Nomenclature is updated:

1. when new QMS documents are introduced;
2. when the composition of documented information changes;
3. when retention periods are changed;
4. when the QMS structure is revised;
5. when it is necessary to clarify indexes, file names, or notes.

6.3. The Nomenclature is reviewed for currency as needed, but at least once a year.

6.4. Changes to the Nomenclature are made in accordance with established procedures, reflecting the current version of the document.

7. Formation and Storage of Files

7.1. QMS documents are organized into files in accordance with the approved Nomenclature.

7.2. The following requirements must be observed when organizing files:

1. documents are grouped by similarity of content;
2. within a file, documents are arranged in a logical sequence;
3. documents with different retention periods must not be mixed unnecessarily;
4. files must have a title corresponding to their content;
5. where necessary, the year, volume, part, and other identifying details shall be indicated.

7.3. Retention periods for files are specified in the Nomenclature and must be observed by the responsible persons.

7.4. Upon completion of the established period of active retention, files may be transferred to the archives if provided for by the university's internal regulations.

8. Responsibility

8.1. Responsibility for maintaining the Nomenclature lies with the authorized department or official designated by the internal distribution of duties.

8.2. Heads of structural units are required to ensure:

1. the creation of files in accordance with the approved Nomenclature;
2. compliance with retention periods;
3. the preservation of documents;
4. the timely submission of information for updating the Classification System.

8.3. Violations of the procedure for creating files, incorrect determination of retention periods, untimely updating of the Classification Schedule, or loss of documents are considered violations of internal requirements for the management of documented information.

9. Use of the Nomenclature

9.1. The Nomenclature is used:

1. in day-to-day recordkeeping under the QMS;
2. when organizing documents;
3. for internal control of documented information;
4. during internal and external audits;
5. in preparation for accreditation and inspections;
6. during archival storage of files;
7. when analyzing the completeness and integrity of QMS documents.

9.2. Based on the Nomenclature, the following may be created:

1. lists of files by individual QMS modules;
2. summary tables of retention periods;
3. extracts for organizational units;
4. internal reports on documented information.

10. Final Provisions

10.1. This Nomenclature shall enter into force upon approval in accordance with established procedures.

10.2. Amendments and additions to this Nomenclature shall be made in accordance with the procedures established by the university.

10.3. Matters not addressed in this document shall be resolved in accordance with the university's internal regulatory documents on record keeping, archival storage, and management of documented information under the QMS.

10.4. The appendices are an integral part of this document.

Appendix 1

Form of the QMS File Classification and Retention Periods

No.	File Index	File Name	Document Contents	Responsible Department	Retention period	Note
------------	-------------------	------------------	--------------------------	-------------------------------	-------------------------	-------------

Appendix 2

Working file classification based on current QMS codes of JAIU

No	File Index	Case Title	List of Documents	Responsible Department	Retention period	Note
1	SMK-20-13	Procedure for Clearing Academic Debts at JAIU	Approved document, approval sheet, change log, revision materials	UIO / Dean's Office / Departments	Until replacement + 5 years	Next, to the archive according to internal procedures
2	SMK-30-06	Logistics Support Specification for the JAIU Educational Program	specification, appendices, update information, supporting materials	specialized department / dean's office / UIO	5 years	A separate file may be created for each educational program
3	SMK-30-07	Regulations on Digital Educational Resources and the Use of the eBilim LMS at JAIU	Approved document, appendices, approval sheet, change log	UIO / eBilim LMS administrator	Until replacement + 5 years	
4	SMK-40-08	Methodology for analyzing survey results and making management decisions at JAIU	Approved document, appendices, revisions, review materials	UIO / Quality Department	Until replacement + 5 years	
5	QMS-40-09	QMS Management Review Procedure	Approved document, appendices, update logs, revisions	UIO / Quality Council	Until replacement + 5 years	
6	QMS-40-10	Regulations on Questionnaires and the Monitoring Questionnaire Set	Regulations, questionnaire set, appendices, revisions, working versions of forms	UIO / Quality Department / LMS eBilim	Until replacement + 5 years	Questionnaire forms may be stored as part of the file or separately
7	SMK-50-07	JAIU Academic Integrity Code	Code, appendices, revisions,	UIO / Dean's Office / Departments	Valid for 5 years	

			update materials			
8	SMK-70-05	Register of QMS Documents at JAIU	current register, previous versions, change logs, confirmation of updates	UIO / QMS Responsible Person	Ongoing	Key accounting document
9	QMS-70-06	QMS File Classification and Retention Periods	current nomenclature, revisions, change sheets, review materials	UIO / Records Management / Archives	Ongoing	Key accounting document
10	QMS-70-07	QMS Document Approval Sheets	QMS document approval sheets, approvals, comments, approval materials	UIO	5 years	May be maintained as a consolidated file by year
11	QMS-70-08	QMS Document Change Logs	change logs, revision information, revision history	UIO	5 years	May be maintained as a consolidated file by year
12	QMS-70-09	Analytical materials on the functioning of the QMS	analytical reports, summary tables, reports, dashboard exports, monitoring materials	UIO / Quality Department	5 years	
13	QMS-70-10	Minutes, decisions, and action plans regarding the QMS	Minutes of the Quality Council, extracts, improvement plans, implementation reports	UIO / Quality Council / Rector's Office	5 years	
14	QMS-70-11	Archived versions of QMS documents	Revoked, replaced, and archived versions of QMS documents	UIO / Archive	According to internal retention period	Store with status mark
15	QMS-70-	Internal monitoring	self-assessment	UIO / Quality Department	5 years	

	12	and QMS self-assessment materials	reports, monitoring materials, evaluation tables, certificates			
--	----	-----------------------------------	--	--	--	--

Appendix 3

Minimum Rules for Organizing QMS Files

1. A single file should be created for homogeneous documents or for a single subject area.
2. The file name must accurately reflect its contents.
3. Documents within a file must be arranged in a logical sequence.
4. It is not recommended to combine documents with significantly different retention periods into a single file, if this can be avoided.
5. When updating documents, the relationship between the current and previous versions should be reflected.
6. Upon completion of the established operational retention period, documents are transferred to the archive or continue to be stored in accordance with the established retention period.
7. When managing documents electronically, their systematization, identification, and searchability must be ensured.

8.

DOCUMENT APPROVAL SHEET

for the document

QMS-70-06

List of QMS Files and Retention Periods

No.	Position	Full Name	Signature	Date

***To be specified if necessary.**

CHANGE REGISTRATION SHEET

to document

QMS-70-06

List of QMS Files and Retention Periods

Change No.	Order/Directive Number and Date	Numbers of amended clauses, sections, and appendices	Content of the change	Submitted by (Full Name, Position)	Signature	Date of entry
------------	---------------------------------	--	-----------------------	------------------------------------	-----------	---------------

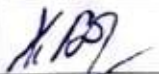
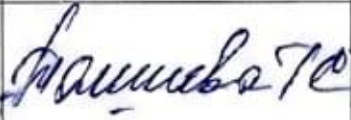







CHANGE LOG

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

Edition: 1.000

Effective date: “ ” 20

APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			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.

