

REGULATIONS

on the Storage, Archiving, and Destruction of Documents of Jalal-Abad International University (JAIU)

1. General Provisions

1.1. These Regulations on the Storage, Archiving, and Destruction of Documents of Jalal-Abad International University (hereinafter referred to as the “Regulations”) establish uniform requirements for the recording, creation, storage, transfer to the archives, archival storage, selection for destruction, and destruction of documents generated in the course of the activities of Jalal-Abad International University (hereinafter referred to as the University, JAIU).

1.2. These Regulations apply to all structural units of JAIU, employees, officials, and other persons responsible for recordkeeping, document storage, archival work, and work with electronic documents.

1.3. These Regulations apply to JAIU documents regardless of the medium, including:

1. paper documents;
2. electronic documents;
3. electronic copies of documents;
4. documents generated in the eBilim, electronic document management, and e-archive systems;
5. other documents of administrative, legal, educational, personnel, financial, archival, or other significance.

1.4. These Regulations have been developed in accordance with:

1. The Law of the Kyrgyz Republic “On the National Archival Fund of the Kyrgyz Republic”; ([CBD Minjust](#))
2. The Model Instructions on Records Management in the Kyrgyz Republic; ([CBD Minjust](#))
3. the list of standard administrative archival documents generated in the activities of state and non-state organizations, specifying their retention periods; ([CBD Minjust](#))
4. The Digital Code of the Kyrgyz Republic; ([CBD Minjust](#))
5. Law of the Kyrgyz Republic “On Electronic Signatures”; ([CBD Minjust](#))
6. the Law of the Kyrgyz Republic “On Electronic Governance”; ([CBD Minjust](#))
7. Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 614 of October 11, 2024, “On Certain Issues of Archival Document Retention”; ([CBD Minjust](#))
8. The Charter of JAIU;
9. other local regulations of JAIU.

1.5. If the provisions of these Regulations conflict with the laws of the Kyrgyz Republic, the laws of the Kyrgyz Republic shall apply. ([CBD Minjust](#))

1.6. The storage, archiving, and destruction of documents at JAIU shall be carried out in compliance with the requirements of legality, preservation, identifiability, traceability, confidentiality, and adherence to retention periods. These principles stem from archival legislation, records management rules, and regulations governing electronic documents. ([CBD Minjust](#))

2. Purpose and Objectives of the Regulations

2.1. The purpose of these Regulations is to establish a uniform procedure at JAIU for handling documents during their current storage, archiving, and destruction.

2.2. The main objectives of the Regulations are:

1. ensuring the preservation of documents;
2. to establish uniform rules for the formation of case files and archival storage units;
3. to delineate the responsibilities of organizational units and officials;
4. ensuring the transfer of documents to the archives within the established timeframes;
5. compliance with document retention periods;
6. preventing the loss, damage, tampering, unauthorized access, and premature destruction of documents;
7. ensuring the lawful destruction of documents whose retention periods have expired.

3. Basic Concepts

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

3.1.1. Document — information recorded on a physical medium or in electronic form, containing details that allow it to be identified and used in accordance with established procedures.

3.1.2. JAIU Archive — the collection of archival documents and the organizational function of their registration, storage, use, and transfer in accordance with established procedures.

3.1.3. Archival document — a document subject to storage due to its significance for the activities of JAIU, the rights and obligations of participants in educational and labor relations, as well as the requirements of the legislation of the Kyrgyz Republic. ([CBD Minjust](#))

3.1.4. Electronic archive — a system for storing electronic documents and their metadata, ensuring the preservation, record-keeping, search, and use of documents. Such regulation is supported by the Digital Code of the Kyrgyz Republic and archival standards. ([CBD Minjust](#))

3.1.5. Document retention period — the period of time during which a document must be retained before being transferred to permanent storage or destroyed in accordance with established procedures. Retention periods are determined based on the list of standard archival documents and the file classification system. ([CBD Minjust](#))

3.1.6. Document destruction is the removal of a document from the collection of stored documents after the retention period has expired and in the absence of grounds for further retention, carried out in accordance with established procedures.

4. Principles of Document Storage and Archiving

4.1. The storage and archiving of documents at JAIU are carried out in accordance with the following principles:

1. legality;
2. systematicity;
3. preservation;
4. completeness of records;
5. identifiability;
6. compliance with retention periods;
7. access control;
8. information protection;
9. traceability of document movement;
10. prohibition of document destruction without established grounds.

5. Categories of Documents Subject to Retention

5.1. At JAIU, the following documents must be retained:

1. educational activities;
2. scientific activities;
3. human resources management;
4. financial and economic activities;
5. administrative and logistical activities;
6. quality management;
7. record keeping;
8. the work of collegial bodies;
9. archiving;
10. digital document management;
11. other University processes.

5.2. Documents subject to retention include, in particular:

1. orders and directives;
2. personal files of employees and students;
3. curricula, schedules, and timetables;

4. examination and certification documents;
5. meeting minutes;
6. contracts;
7. human resources, accounting, and financial documents;
8. reports, certificates, and memos;
9. local regulations;
10. electronic journals, ledgers, transcripts, and other records in eBilim;
11. archived electronic documents and electronic copies.

6. Case Formation and Ongoing Document Storage

6.1. Documents in the structural units of JAIU must be organized into files in accordance with the file classification system and record-keeping rules. ([CBD Minjust](#))

6.2. The organization of files must ensure:

1. the systematization of documents by content and retention periods;
2. the integrity and completeness of the file;
3. the ability to search quickly;
4. the preservation of documents throughout the current retention period.

6.3. The following is not permitted:

1. including documents in a file that do not relate to its title;
2. mixing documents with different retention periods without established grounds;
3. removing documents from the file without a corresponding note and authorization from an authorized person.

6.4. Prior to transfer to the archives, documents are stored in the structural units of JAIU with designated personnel under conditions that ensure their preservation and restrict access by unauthorized persons.

7. File Classification and Retention Periods

7.1. The storage of documents at JAIU is carried out based on the file classification.

7.2. The JAIU file classification system is developed taking into account the University's structure, the list of functions performed, and the current list of standard administrative archival documents with retention periods. ([CBD Minjust](#))

7.3. Document retention periods are established:

1. based on the list of standard administrative archival documents;
2. taking into account the requirements of the archival legislation of the Kyrgyz Republic;
3. in accordance with the JAIU file classification system. ([CBD Minjust](#))

7.4. If a retention period is not explicitly specified for a document, it is established by analogy with the most similar type of document or by decision of an authorized person, taking into account applicable regulations and consultation with the archives / the person responsible for archival work.

8. Transfer of Documents to the JAIU Archives

8.1. Documents completed in the record-keeping process shall be transferred to the JAIU archive within the timeframes and in the manner established by these Regulations, the file classification system, and the record-keeping rules. ([CBD Minjust](#))

8.2. The following are subject to transfer to the archives:

1. files for permanent storage;
2. files for temporary storage that have exceeded the established period for current storage in the department;
3. personnel records;
4. electronic documents subject to archival storage;
5. other documents specified in the file classification schedule.

8.3. The transfer of documents to the archive is carried out based on inventories, transfer and acceptance acts, or other established accounting forms.

8.4. The structural unit transferring the documents is required to ensure:

1. the organization of documents;
2. verification of completeness;
3. the correct formatting of the files;
4. the presence of necessary details, inventories, and accounting information.

9. Storage of documents in the archive

9.1. The JAIU Archive ensures:

1. recording of received documents;
2. storage of documents under conditions that prevent their loss, damage, or unauthorized access;
3. the systematization and retrieval of documents;
4. the issuance of documents and copies to authorized persons;
5. monitoring of retention periods;
6. preparing documents for further storage or destruction.

9.2. Paper-based and electronic documents are stored taking into account the characteristics of the respective medium and the requirements for ensuring their preservation.

9.3. For electronic documents, JAIU ensures:

1. preservation of content and metadata;
2. the integrity of the archival copy;
3. backup copying or other protective measures;
4. the ability to reproduce the document during the retention period. These requirements stem from the regulations on electronic documents, electronic archives, and recordkeeping in the EDMS. ([CBD Minjust](#))

10. Access to Archival Documents

10.1. Access to JAIU's archival documents is granted within the scope of authority, for official purposes, and in compliance with the laws of the Kyrgyz Republic.

10.2. Documents are released from the archive upon written request, electronic application, or in another manner established by JAIU.

10.3. Documents containing personal data, official, confidential, or other information protected by law shall be issued and used in compliance with special access and protection requirements.

10.4. The issuance of an archival document must be recorded in a log, on a card, or in an electronic record-keeping system.

11. Selection of Documents for Destruction

11.1. Documents are selected for destruction after the expiration of the established retention periods and in the absence of grounds for their further retention.

11.2. Documents must not be destroyed:

1. before the retention period has expired;
2. if there are unresolved disputes, inspections, investigations, audits, or other circumstances requiring the document to be retained;
3. if the document is designated for permanent retention;
4. if the selection and destruction procedure has not been properly documented.

11.3. The selection of documents for destruction is documented by:

1. a list of documents proposed for destruction;
2. a disposal order;
3. other accounting documents established by JAIU.

12. Procedure for the Destruction of Documents

12.1. Documents are destroyed based on the approved act after the selection procedure is completed.

12.2. The destruction of documents must prevent the possibility of the information contained therein being recovered by unauthorized persons.

12.3. The destruction of paper documents may be carried out by mechanical shredding, recycling, or another secure method.

12.4. The destruction of electronic documents is carried out by deleting archival copies and related records in accordance with established procedures, with the fact of destruction recorded, if further storage is not required. This must comply with general requirements for electronic documents, archival record-keeping, and information security. ([CBD Minjust](#))

12.5. The fact of document destruction is documented in a formal record.

13. Specifics of Working with Electronic Documents and the E-Archive

13.1. Electronic documents of JAIU are subject to storage, archiving, and destruction in accordance with rules that ensure their legal validity, readability, integrity, and traceability.

13.2. Electronic documents generated in eBilim, the electronic document management system, and the e-archive must be accompanied by metadata sufficient to identify the document, its author, date, status, and routing path.

13.3. The transfer of electronic documents to the e-archive shall be formalized by a certificate or an electronic record confirming acceptance for archival storage.

13.4. JAIU has the right to organize a digital document archive or use relevant digital services, as expressly permitted by the Digital Code of the Kyrgyz Republic. ([CBD Minjust](#))

14. Powers of Structural Units

14.1. JAIU Management:

1. approves local regulations on the storage and archiving of documents;
2. designates responsible units and officials;
3. ensures the organization of archival work at the University.

14.2. Structural units of JAIU:

1. create files;
2. ensure the ongoing storage of documents;
3. prepare documents for transfer to the archives;
4. comply with retention periods and access rules;
5. prevent the unauthorized destruction of documents.

14.3. Academic and Information Department:

1. participates in the storage and maintenance of electronic documents related to the educational process;
2. provides organizational and methodological support for working with eBilim and the e-archive within its scope of authority;
3. participates in ensuring the preservation and accountability of electronic documents related to educational activities.

14.4. Records Management/Archives Unit, if established at JAIU:

1. maintains records of archival documents;
2. accepts documents for archival storage;
3. monitors retention periods;
4. organizes the preparation of documents for destruction;
5. ensures the maintenance of archival inventories, records, and forms.

15. Oversight and Responsibility

15.1. Compliance with these Regulations is monitored by:

1. JAIU management;
2. the Quality/QMS Department;
3. the Records Management / Archives Department;
4. the Academic and Information Department—with regard to electronic documents related to the educational process;
5. other authorized persons.

15.2. Officials and employees of JAIU are responsible for:

1. the loss, damage, concealment, or unlawful destruction of documents;
2. violation of storage rules;
3. failure to comply with deadlines for transferring documents to the archive;
4. violation of access rules;
5. the use of outdated or unaccounted-for archival copies;
6. other violations of these Regulations.

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

Form for the inventory of files transferred to the archives

JALAL-ABAD INTERNATIONAL UNIVERSITY

INVENTORY OF FILES TO BE TRANSFERRED TO THE ARCHIVE

Department: _____

Year(s): _____

Reason for transfer: _____

No.	File index according to the nomenclature	Case title	Date range	Number of pages / files	Retention period	Note
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Submitted by:

_____/Full Name, Position/

"_ " _____ 20

Received by:

_____/Full Name, Position/

"_ " _____ 20

Appendix 2

Form for the Transfer of Documents to the Archives

JALAL-ABAD INTERNATIONAL UNIVERSITY CERTIFICATE

of Transfer of Documents to the Archives

Jalal-Abad
“_” _____ 20

We, the undersigned, have drawn up this act certifying that the structural unit _____ has transferred, and the JAIU archives have accepted, the documents for storage.

Documents transferred:

No.	Case Number	Case Title	Date range	Number of pages / files	Retention period	Note
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Total cases / items transferred: _____

Transferred by:
_____/Full Name, Position/

Received by:
_____/Full Name, Position/

Signatures:

Appendix 3

Form for the Act on the Designation of Documents for Destruction

JALAL-ABAD INTERNATIONAL UNIVERSITY CERTIFICATE

for the Selection of Documents for Destruction

Jalal-Abad
“_” _____ 20

Based on the JAIU file classification system, the list of documents with retention periods, and the results of the document value assessment, the commission consisting of:

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

reviewed the documents and determined that the documents listed below have lost their practical significance, their retention periods have expired, and they are subject to destruction.

No.	File Number	Case/Document Title	End Dates	Number of pages / files	Retention period	Basis for destruction	Note
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Total number of files / items designated for destruction: _____

Chair of the Commission _____ /Full Name/
Commission members _____ /Full Name/
_____ /Full Name/

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

Appendix 4

Document Destruction Certificate Form

JALAL-ABAD INTERNATIONAL UNIVERSITY CERTIFICATE

of Document Destruction

Jalal-Abad
“_” _____ 20

We, the undersigned, have drawn up this act certifying that, based on the act on the selection of documents for destruction dated “_” _____ 20, No. _____, the following documents have been destroyed:

No.	Case Number	Case/Document Title	Date Range	Number of pages / files	Method of destruction	Note
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Method of destruction:

1. mechanical destruction;
2. transfer for recycling;
3. deletion of electronic documents from the system/archive;
4. other _____

Destruction performed by:

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

Signatures:

Appendix 5

Form for the Log of Archival Document Issuance

LOG

for the issuance of archival documents

No.	Date of Issuance	Case number / Archive code	Case/Document Title	Issued to (Full Name, Position)	Reason for issuance	Date of return	Recipient's signature	Return stamp
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Appendix 6

Form for an archival file / electronic archival object

ARCHIVAL FILE / ELECTRONIC ARCHIVAL OBJECT CARD

1. Identification Information

1. Archival code _____
2. File index according to the nomenclature _____
3. Name of file / object _____
4. Department _____
5. Date range _____
6. Media: paper / electronic / mixed

2. Quantitative Information

1. Number of pages _____
2. Number of files _____
3. Volume of electronic data _____

3. Retention period

1. Retention period _____
2. Basis for determining the retention period _____

4. Transfer details

1. Date of transfer to the archive _____
2. Basis for transfer _____
3. Who transferred _____
4. Who received _____

5. Status of the item

1. in storage;
2. temporarily issued;
3. archived;
4. designated for destruction;
5. destroyed;
6. other _____

6. Additional Information

1. Access restrictions _____
2. Availability of an electronic copy _____

3. Note _____

Person responsible for archival records _____ /Full Name/

" - " _____ 20

Appendix 7

Change Log

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

Appendix 8

Approval Sheet

APPROVAL SHEET

Document Title: Regulations on the Storage, Archiving, and Destruction of Documents at JAIU

Document Code: SMK-70-04

Prepared by: _____ /Full Name/

Position _____

“ ” _____ 20

Approved by:

Head of the Quality/QMS Department _____ /Full Name/

“ ” _____ 20

Head of the Records Management / Archives Department _____ /Full Name/

“ ” _____ 20

Head of the Training and Information Department _____ /Full Name/

“ ” _____ 20

Lawyer / Legal Support Specialist _____ /Full Name/

“ ” _____ 20

Vice Rector for Academic Affairs _____ /Full Name/

“ ” _____ 20

Vice Rector for Administrative Affairs / General Affairs

_____ /Full Name/

“ ” _____ 20

Approved by:

Rector of JAIU

_____ /Full Name/

“ ” _____ 20

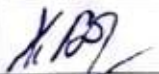
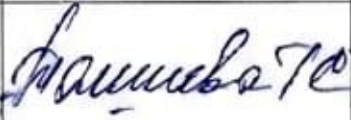







CHANGE LOG

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.

