



Ref. No. JU/09/01694/21

Vodňany, 16th February 2021

Measure of the Dean No. 6/2021 Performance of the Records Management of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice

In accordance with the relevant legal regulations and the Rector's Measure No. R 457 of 4th January 2021, as amended, I issue this Measure for the Performance of the Records Management of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice (hereinafter "FFPW USB"). The FFPW USB is divided into the following parts for the needs of the Records management:

- A. FFPW USB Vodňany, which includes the Research Institute of Fish Culture and Hydrobiology (hereinafter referred to as "RIFCH") and the Dean's Office of the FFPW USB.
- B. Institute of Complex Systems (hereinafter "ISC") in Nové Hradky
- C. Institute of Aquaculture and Protection of Waters (hereinafter "IAPW") in České Budějovice

A. FFPW USB Vodňany

I. Activities and organization of the Registry of the FFPW USB Vodňany (RIFCH, incl. the Dean's office of the FFPW USB)

o Management of the Registry

| Agenda | Room | Authorisation to manage the Registry | Deputy |
|---------------|-------------|---|-------------------------|
| operational | 00004 | Dipl.-Ing. Eva Bílá | Jaroslava Dubová, BBus. |
| personnel | 00004 | Officer of Economy and Wages | Personnel Officer |

Only an employee authorized to manage the Registry (hereinafter the employee of Registry) or his / her superior has access to the Registry. Other employees only in their presence.

The shredding management of documents stored in the Registry of the FFPW USB Vodňany is provided by a person authorized to manage the Registry for the relevant agenda.



○ **Filing documents**

All processed files and other documents are stored for the duration of the shredding period in the Registry of the FFPW USB Vodňany, which is divided according to the "Structure of the Registry" - Annex No. 1.

Documents handed over to the Registry must be stored in storage cases (archive boxes, cartons, packages, or binders).

The person who hands over the documents to the Registry shall provide the following information on the packaging ("Sample label" - Annex No. 2):

- the name of the transferring unit
- serial number
- brief labelling of the content
- year of origin
- file character
- shredding mark and deadline
- year of completion of the shredding period

Documents and files are stored in the Registry on the basis of the "Handover Protocol" - Annex No. 3. "Handover protocol" shall be prepared in two copies and at the same time it shall be handed over electronically to the employee authorized to perform the shredding procedure at the FFPW USB Vodňany. The staff member of the Registry shall examine whether the deposited document or the file is complete and in accordance with the content of the "Handover protocol".

Borrowing a document from the Registry must be registered in the book marked "Records of borrowings of documents" - Annex No. 4. The employee of the Registry is responsible for the correct management of the "Records of borrowings of documents". Documents from the Registry can be borrowed for a maximum of 30 days. Archival material is lent only in exceptional cases, otherwise a copy is provided. The transfer of documents borrowed from the Registry to other persons is not permitted without a proper transfer of the borrowing.

II. Activities and organization of the Filing room of the FFPW USB Vodňany

○ **Office hours of the Filing room (working days)**

8:00 - 11:00 am

1:00 - 2:00 pm

○ **Delivery of consignments by the Czech Post**



Consignments delivered by the Czech Post on the day "D" will be available to addressees from the FFPW USB Vodňany no later than on day "D+1" by 10:00 am.

○ **Method of sending documents via the Czech Post**

a) Standard method

- the authorized person takes the documents every working day at approximately 1:00 pm to the branch of the Czech Post
- documents handed over to the Filing room by 11:00 am on the given day "D", will be taken over from the Filing room and sent on this day "D"
- documents submitted to the Filing room after 11:00 am on day "D" will be sent the next working day "D+1"

b) Non-standard method

- the request to send an individual consignment on the same day, which arises after 11:00 am, will be provided by the employee in accordance with the agreement with the Filing room
- in the case of ensuring the sending of the consignment by the employee, the proof of payment of postage and the completed form "Statement of purchase in cash" is submitted by the employee for billing the next working day to the Economic Office of the FFPW USB

○ **Internal consignments of USB**

Consignments from the FFPW USB Vodňany addressed to the Rector's Office or other parts of the USB are handed over by the consignor to the Filing room.

Consignments handed over to the Filing room by 12:00 on day "D" will be handed over to the Filing room of the Rector's office on the following working day "D + 1".

In the event that the employee authorized to collect mail to the Rector's office is not present, the Filing room employee is obliged to notify the consignor of this fact. He / she will inform the consignor of the nearest date of collection of the internal post and, if necessary, ensure the delivery of the consignment via the Czech Post. The same rules apply as for "Method of sending documents via the Czech Post."

III. Sending data messages from FFPW USB Vodňany

The consignor sends the file by e-mail to the persons providing the activities of the Filing room of the FFPW USB Vodňany. The e-mail will include information about the addressee, e.g. the Ministry of Education, the ID of the addressee's data box does not need to be provided. If there is a request for delivery to a department or a person of the addressee, this



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must also be completed. The file node 09 of the FFPW USB data box ensures the sending of a data message via the file node 01 of the Rector's Office data box.



B. ICS in Nové Hradý

I. Activities and organization of the Registry of the ICS in Nové Hradý

○ Management of the Registry

| | | | |
|--|--|--|--|
| | | | |
| | | | |

The ICS does not have its own Registry. It stores all documents in the Registry in Vodňany.

○ Filing documents

All processed files and other documents are stored for the duration of the shredding period in the Registry of the ICS.

Documents handed over to the Registry must be stored in storage cases (archive boxes, cartons, packages or binders).

The person who hands over the documents to the Registry shall provide the following information on the packaging ("Sample label" - Annex No. 2):

- the name of the transferring unit
- serial number
- brief labelling of the content
- year of origin
- file character
- shredding mark and deadline
- year of completion of the shredding period

Documents and files are stored in the Registry on the basis of the "Handover Protocol" - Annex No. 3. "Handover protocol" shall be prepared in two copies and at the same time it shall be handed over electronically to the employee authorized to perform the shredding procedure at the ICS. The staff member of the Registry shall examine whether the deposited document or file is complete and in accordance with the content of the Handover protocol.

Borrowing a document from the Registry must be registered in the book marked "Records of borrowings of documents" - Annex No. 4. The employee of the Registry is responsible for the correct management of the "Records of borrowings of documents". Documents from the Registry can be borrowed for a maximum of 30 days. Archival material is lent only in exceptional cases, otherwise a copy is provided. The transfer of documents borrowed from the Registry to other persons is not permitted without a proper transfer of the borrowing.

The personnel agenda is stored in the Registry of the FFPW USB in Vodňany.



II. Activities and organization of the Filing room of the ICS in Nové Hradý

○ **Office hours of the Filing room (working days)**

8:00 - 11:00 am

12:30 - 2:00 pm

○ **Delivery of consignments by the Czech Post**

Consignments delivered by the Czech Post on the day "D" will be available to addressees from the ICS no later than on day "D+1" by 10:00 am.

○ **Method of sending documents via the Czech Post**

a) Standard method

- the authorized person takes the documents every working day at approximately 10:00 am to the branch of the Czech Post
- documents handed over to the Filing room by 9:30 am on the given day "D", will be taken over from the Filing room and sent on this day "D"
- documents submitted to the Filing room after 9:30 am on day "D" will be sent the next working day "D+1"

b) Non-standard method

- the request to send an individual consignment on the same day, which arises after 9:30 am, will be provided by the employee in accordance with the agreement with the Filing room
- in the case of ensuring the sending of the consignment by the employee, the proof of payment of postage and the completed form "Statement of purchase in cash" is submitted by the employee for billing the next working day to the Economic Office of the FFPW USB

○ **Internal consignments of USB**

Consignments from the ICS addressed to the Rector's Office or other parts of the USB are handed over by the consignor to the Filing room.

Consignments handed over to the Filing room by 2 pm on day "D" will be handed over to the Filing room of the Rector's office on the following working day "D + 1".

In the event that the employee authorized to collect mail to the Rector's office is not present, the Filing room employee is obliged to notify the consignor of this fact. He / she will inform the consignor of the nearest date of collection of the internal post and, if necessary,



ensure the delivery of the consignment via the Czech Post. The same rules apply as for "Method of sending documents via the Czech Post."

III. Sending data messages

The consignor sends the file by e-mail to the persons providing the activities of the Filing room of the ICS Nové Hradky. The e-mail will include information about the addressee, e.g. the Ministry of Education, the ID of the addressee's data box does not need to be provided. If there is a request for delivery to a department or a person of the addressee, this must also be completed.

The file node 09 ICS NH – the filing office ensures the sending of a data message via the file node 09 data box.

C. IAPW in České Budějovice

I. Activities and organization of the Registry of the IAPW in České Budějovice

The IAPW does not have its own Registry. It stores all documents in the Registry in Vodňany.

II. Handover of documents

o Method of sending documents via the Czech Post

a) Standard method

- the authorized person takes the documents every working day to the Filing room of the Rector's office
- documents handed over to the Filing room by 7:30 am on the given day "D", will be taken over from the Filing room and sent on this day "D"
- documents submitted to the Filing room after 7:30 am on day "D" will be sent the next working day "D+1"
- the request for sending an individual consignment on the same day, which arises after 7:30 am, will be notified by the consignor / authorized person to the Rector's office by telephone or by e-mail by 12:00. The document notified in this way will be handed over to the Rector's office no later than 1.30 pm

b) Non-standard method

- the request to send an individual consignment on the same day, which arises after 13:30 am, will be provided by the employee. In the case of ensuring the sending of the consignment by the employee, the proof of payment of postage and the



completed form "Statement of purchase in cash" is submitted by the employee for

Attachment No. 1

billing the next working day to the Economic Office of the FFPW USB

○ **Delivered consignments through the Czech Post**

Shipments are delivered by the Czech Post to the Rector's office, where they are stored for the acceptance by an authorized employee of the IAPW.

○ **Internal consignments**

Shipments from the IAPW in České Budějovice addressed to the Rector's Office or other parts of the USB are handed over by an authorized person to the Rector's office.

III. Sending data messages

The consignor sends the file by e-mail to the persons providing the activities of the Filing room of the FFPW USB Vodňany. The e-mail will include information about the addressee, e.g. the Ministry of Education, the ID of the addressee's data box does not need to be provided. If there is a request for delivery to a department or a person of the addressee, this must also be completed.

The file node 09 data box FFPW ensures the sending of a data message via the file node 09 data box.

Final Provisions

1. The heads of the FFPW USB are obliged to acquaint their subordinate employees with the wording of this Measure.
2. The Measure shall come into force on the date of issue.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean FFPW USB

- Attachment: No. 1 Structure of Registry of the FFPW USB Vodňany
No. 2 Label for archiving
No. 3 Handover protocol for storing documents in the Registry
No. 4 Records of borrowings of documents



REGISTRY OF FFPW USB VODŇANY

Room No. 00004

| | | | NOTE |
|-------|-----------------------------|------------------|-------------------|
| Mark | Department | Type of document | |
| 10 | DEAN'S OFFICE | | |
| 20 | ECONOMIC OFFICE | | |
| 30 | FACULTY MANAGEMENT OFFICE | | |
| 40 | OFFICE OF PROJECT MANAGERS | | |
| 50 | STUDY OFFICE | | LOCKABLE FILE |
| 60 | RIFCH | | |
| 70 | IAPW | | |
| 80 | MEVPIS | | |
| 90 | CENAKVA | | |
| PERS | PERSONAL DEPARTMENT | | LOCKABLE CABINETS |
| WAGES | PAYROLL ACCOUNTS DEPARTMENT | | |



Attachment No. 2

| | |
|---|--|
| University of South Bohemia in České Budějovice | |
| Part | Faculty of Fisheries and Protection of Waters |
| Workplace/Department (Number, name) | |
| Serial number | |
| Content | |
| | |
| Year of origin | |
| File character | |
| Shredding mark | |
| Shredding period | |
| Year of completion | |



HANDOVER PROTOCOL FOR STORING DOCUMENTS IN THE REGISTRY

| | |
|--|---|
| Document protocol number | |
| Part | Faculty Fisheries and Protection of Waters |
| Workplace/Department (number, name) | |

| Serial number | Name of documents | Year of origin | File character | Shredding | | Number of packages | Planned year of decommissioning* | Record of decommissioning** |
|---------------|-------------------|----------------|----------------|-----------|----------|--------------------|----------------------------------|-----------------------------|
| | | | | mark | deadline | | | |
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|-----------------------------------|------|-----------|
| Handed over by (name and surname) | Date | Signature |
| | | |

| | | |
|---------------------------------|------|-----------|
| Took over by (name and surname) | Date | Signature |
| | | |

Note:

*) Indicate the year in which the documents will be placed in the shredding procedure. It is determined by the shredding period, which is calculated from 1st January of the year following the processing of the document or its closure.

**) To be filled in by an employee of the Registry after the end of the shredding procedure.



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Attachment No. 4

Part: Faculty of Fisheries and Protection of Waters

RECORDS OF BORROWINGS OF REGISTRY DOCUMENTS

Room number 00004

IT CONTAINS 10 PAGES OF RECORDS

Date

| | |
|------|--|
| FROM | |
| TO | |



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