



## **ZIDEK**

*Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs*

*Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği*

## **DIRECTIVE ON ARCHIVING**

2011

### **ZIDEK**

**Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği**

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# ZİDEK

## Directive on Archiving

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# ZİDEK

## Directive on Archiving

### ARTICLE 1 Grounds, Purpose and Scope

This directive has been prepared as per Article 14 of the Operational Regulation of the Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs (ZİDEK),” in order to regulate the archiving of ZİDEK documents. It aims to define the archiving procedures and periods for the documents and reports released related to ZİDEK’s activities, including documents and reports related to the accreditation processes and results.

### ARTICLE 2 Definitions and Abbreviations

In this directive, the following terms shall have the following meaning:

- 1) **ZİDEK** shall stand for the Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs,
- 2) **General Assembly** shall stand for ZİDEK’s General Assembly,
- 3) **Executive Board** shall stand for ZİDEK’s Executive Board,
- 4) **ZAK** shall stand for the Agricultural Engineering Programs Accreditation Board, which carries out the necessary processes for the evaluation and accreditation of Agricultural, Forestry and Aquacultural Engineering Educational programs for ZİDEK

### ARTICLE 3 Duties

- 1) Documents and reports related to ZİDEK’s activities are regularly archived. The chair of the Executive Board ensures that the official documents and reports of ZİDEK are kept safe.
- 2) ZİDEK, keeps a record of the list of the programs accredited, the type of the accreditation granted and the period of validity.

### ARTICLE 4 Documents and Reports on Accreditation Processes and Results

- 1) The most recent self-assessment reports, institution visit reports, final reports and final statements of the programs that have applied for accreditation as well as the final statements to the relevant institutions are stored at ZİDEK Headquarters.
- 2) The institution visit reports, final reports and final statements of the last five (5) years are stored on-site, while the self-assessment reports and their appendices are stored off-site, also for five years.
- 3) Self-assessment reports are stored for a period of ten (10) years. Publications of the institutions (such as course catalogues) may be archived in ZİDEK’s library.
- 4) Institution visit reports, final reports and final statements older than five (5) years are stored indefinitely.

- 5) Accreditation criteria and annual accreditation activity reports are stored indefinitely.
- 6) Evidence, notes, correspondence and evaluation reports of the programs are stored for a period of five (5) years.
- 7) Up-to-date evaluator records are stored as both hard copies and electronic copies. Only Executive Board members, the chair and vice-chair of ZAK have access to the 360 degree systematic evaluation.
- 8) Self-assessment reports, institution visit reports, final reports and final statements, evidences, correspondence, notes, etc. are designated “RESTRICTED”. Only Executive Board members, the chair and vice-chair of ZAK have access to these documents.
- 9) Applications for which the accreditation process has not been completed are destroyed after one (1) year.
- 10) One copy of correspondences with International Accreditation Organizations (ENAAE, EUR-ACE, ABET, Washington Accord, etc.) is stored in the relevant folder and one copy is stored in Incoming/Outgoing documents folder.

#### **ARTICLE 5 Personnel Records**

- 1) All files of employees leaving the association, including salary and tax records, are stored for a period of ten (10) years after termination of their employment,
- 2) Job application files are stored for a period of three (3) years,
- 3) Social security records of employees are stored indefinitely.

#### **ARTICLE 6 Training Records**

Training organization e-mail correspondences (with hotels, educators, etc.) are stored electronically while Final Registration Forms for trainings, bank statements, lists of participants (participation certificates with serial numbers) are stored in the Trainings folder.

#### **ARTICLE 7 Association Records**

- 1) Meeting minutes, by-laws, operational regulation, agreements, labor contracts, licenses, contracts, mutual agreements and contracts made with other institutions, rental agreements, donation records and trademarks of the General Assembly, the Executive Board and ZAK are stored indefinitely.
- 2) Applications for ZIDEK membership by legal entities (such as professional institutions) are stored indefinitely.
- 3) Contracts are stored for four (4) years, after the end-date of the contract period.
- 4) Insurance policies are stored for three (3) years, as from the end date of the policy period.
- 5) Construction and renovation records are stored indefinitely.
- 6) Rent payment records are stored for four (4) years, as from the end date of the rental agreement.

- 7) Incoming and outgoing documents of ZİDEK are recorded to the Incoming/Outgoing documents registry by the office assistant. The original of the document is stored in the Incoming Document Folder and a copy of it is stored in a subject relevant folder. A copy of incoming documents is stored in the Outgoing Document Folder
- 8) Member Registration Forms and related documents are stored in the relevant folder. Forms and documents for new members are added to the folder by the office assistant. Member information is also stored electronically.

#### **ARTICLE 8 Financial Records**

- 1) Association books, auditing reports, accounting records, annual financial reports, purchase records, and tax documents are stored indefinitely.
- 2) Accounting records, expense records, inventory records, debt payment orders, and sales records are stored for a period of ten (10) years, and
- 3) Bank records, cancelled checks, debt records, and electronic payment records are stored for a period of ten (10) years.

#### **ARTICLE 9 Security and Access**

- a) Access to the archive is subject to the permission of the chair of the Executive Board.
- b) The archive may be accessed by persons authorized by the chair of the Executive Board.
- c) It is mandatory to keep a record of the persons who are permitted to access the archive.

#### **ARTICLE 10 Reproduction and Lending**

- 1) Documents and reports on accreditation processes and results may not be shared with any third parties and institutions, in any way.
- 2) The originals of the documents and reports in the archive may not leave the archive for any reason, under any circumstances. However, if necessary for rendering a service to the government or to real and legal entities, or for protecting and proving rights, then copies may be handed over or examined on-site by officials to be appointed by courts, or by authorized persons delegated by the relevant offices.
- 3) The reproduction and lending of archived documents for the purpose of association activities are subject to the permission of the chair of the Executive Board.

#### **ARTICLE 11 Sorting and Destruction**

- 1) Documents, reports and similar materials of which the storing periods determined in this directive have expired are sorted and destroyed by the Executive Board, or a commission founded by the Executive Board.
- 2) Documents which are currently used in activities, which are required by law or other legislation (private legislation) to be stored for certain periods, and materials which are subject to litigation may not be sorted or destroyed within the specified time limit and/or until the litigation is concluded.

## **ARTICLE 12 Archival Material in the Electronic Environment**

- a) Archival material in the electronic environment is backed-up in order to prevent loss and ensure its preservation.
- b) The provisions that apply to all other materials also apply to the storage, classification and transfer of archival material in the electronic environment.

## **ARTICLE 13 Storage of Documents on the ZİDEK Economic Enterprise**

The procedures defined in this directive regarding the storing of ZİDEK documents also apply to the storing of the documents of the ZİDEK Economic Enterprise.

## **ARTICLE 14 Amendments to the Directive**

This directive is reviewed by a committee assigned by the Executive Board, and any suggestions for amendment are submitted to the Executive Board. The suggestions will be included in the agenda of and shall be resolved during the following meeting of the Executive Board.

## **ARTICLE 15 Enforcement**

- 1) This directive becomes effective on the date of its approval.
- 2) As of the date of the directive's effectiveness, the documents in the archive are treated according to its provisions, while those excluded from the archive are sorted and the archive is organized accordingly.

## **ARTICLE 16 Execution**

- 1) The chair of the Executive Board executes the provisions of this directive.
- 2) All correspondence, files and documents archived at ZİDEK are transferred to the new chair when the term of office of ZİDEK's chair expires.