

Abylkas Saginov Karaganda Technical University NPJSC	<p style="text-align: center;"><b>Documented Procedure          Documentation Management and          Archive Support</b></p>	DP X-05-2022 Version 02 Date 2022/11/02 Page 1 out of 25
---	---	---



Approved by  
 Quality Management Representative  
 G.S. Zhetessova  
 11 2022

---

**DOCUMENTED PROCEDURE**

**DOCUMENTATION MANAGEMENT AND ARCHIVE SUPPORT**

**DP X-05-2022**

Developed by: Administrative Office head  
 B. Baigarayeva

*Baigayeva*

**Karaganda**

Unauthorized copying the document is prohibited

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 2 out of 25
---	--	---

## Table of Contents

1 Scope	3
2 Regulatory references	3
3 Terms, definitions and abbreviations	3
4 Responsibility and authority	4
5 General provisions	4
6 Control of documented information	5
7 Compilation of the nomenclature, formation, transfer of cases to the archive of the University	9
8 Coordination, approval and implementation	13
9 Accessibility	13
10 Safekeeping	13
11 Amendments to the document	13
Appendix A Register of incoming correspondence	14
Appendix B Register of outgoing correspondence	15
Appendix C Register of appeals, statements and complaints of citizens	16
Appendix D Register of orders	17
Appendix E Summary nomenclature of cases	18
Appendix F Summary record of categories and number of cases	19
Appendix G Act of acceptance and transfer of documents and cases	20
Appendix H Inventory of cases of a permanent retention period for the main activity	21
Appendix I Inventory of cases of permanent storage period by personnel	22
Appendix J Coordination sheet	23
Appendix K Familiarization sheet	24
Bibliography	25

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 3 out of 25
---	--	---

## 1 Scope

This documented procedure establishes general requirements for documenting and managing documentation of office work and archives.

The requirements established by this standard are mandatory for all the employees of Abylkas Saginov Karaganda Technical University NPJSC (hereinafter University).

This documented procedure is part of the quality management system (QMS) documentation.

## 2 Regulatory references

This documented procedure uses the following normative documents:

RK ST ISO 9001-2016 (ISO 9001:2015) Quality management systems. Requirements;

RK ST ISO 9000:2017 (ISO 9000:2015) Quality management systems. Basic provisions and glossary;

Rules of documenting, managing documentation for the use of electronic document management systems in state and non-state organizations (Decree of the Government of the Republic of Kazakhstan dated October 31, 2018 No. 703);

List of standard documents generated in the activities of state and non-state organizations indicating the periods of storage;

RK ST 1037-2001 Office work and archiving. Terms and definitions.

GOST 9327-60 Paper and paper products. Consumer formats.

DP X-01-2022 Documented information management.

## 3 terms, definitions and abbreviations

This documented procedure uses terms, definitions and abbreviations in accordance with RK ST ISO 9000:2017 (ISO 9000:2015) Quality management system. Basic provisions and glossary;

QMR – Quality Management Representative;

CQM&A - Center of Quality Management and Accreditation;

DOEP - Department of organization of the educational process;

QMS - quality management system;

EK ST – standard of the Republic of Kazakhstan;

NPJSC - non-profit joint-stock company;

EDMS - electronic document management system.

DP - documented procedure

RK - Republic of Kazakhstan

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 4 out of 25
---	--	---

#### **4 Responsibility and authority**

- 4.1 This DP is approved by the QMR.
- 4.2 Responsibility for implementing the documented procedure lies with the QMR and the head of the CQM&A.
- 4.3. The developer of this documented procedure is the head of the Office.
- 4.4 Responsibility for safety, unauthorized copying the documents of the QMS located in the subdivision, and the leakage of service information are borne by the heads of subdivisions.

#### **5 General provisions**

5.1 The activities of the University are provided by management documentation, its composition is determined by the competence of the University, the procedure for resolving issues, the volume and nature of relations with other organizations.

5.2 Direct record keeping for university is assigned to the head of the Office and the clerk, and in the structural divisions to the employees appointed responsible for this work, who ensure the accounting and passage of documents on time, inform the management of the state of their implementation, familiarize employees with regulatory and methodological documents on record keeping.

5.3 In order to solve administrative and organizational issues, issues of management, interaction and regulation of activities at the university, the following documents are developed:

- organizational and legal (charter, regulations, instructions, staffing tables, etc.);
- administrative (decrees, orders, instructions, decisions, etc.);
- reference and information (acts, contracts, memorandums and explanatory notes, conclusions, reviews, lists, letters, summaries, agreements, lists, certificates);
- planning and reporting (annual, quarterly, monthly, individual, etc.);
- confirming the labor activity of employees and information of the deduction of money for their pensions.

5.4 Within its competence, the university carries out correspondence with other organizations and individuals. Documents sent by fax, e-mail are additionally sent to the addressee by post. In the process of work, classification and unification of documents is carried out, which increases the efficiency of working with documents, provides a quick search for them in the current office work and reduce the volume of workflow.

5.5 Classification of documents is carried out by type (decrees, orders, protocols, letters, acts, memorandums, contracts and other documents), form (individual, standard), content (simple, complex), origin (official, personal), place of origin (external, internal), terms of storage (permanent, temporary), degree of access restriction (of special importance, top secret, marked «For official use»).

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 5 out of 25
---	--	---

To classify the documents at the University, a nomenclature of cases is compiled.

## **6 Control of documented information**

6.1 General requirements for organizing the workflow and ways to reduce its volume

6.1.1 General requirements for organizing the workflow are the mandatory development of a unified technological scheme for the movement of documents and operations with them, the regulation of the functions of employees in working with documents, ensuring control over their execution, and regular analysis of the volume of workflow.

6.1.2 The volume of document flow is determined by the total number of incoming, outgoing and internal documents per month, quarter, year.

6.1.3 The University must take measures to reduce the volume of document flow, which is facilitated by:

- a well-established technology of passing the documents and organization of control over their execution;
- timely and high-quality execution of documents, excluding the occurrence of additional requests for the document;
- reducing the number of internal documents;
- determination of the optimal number of copies of documents.

For the functioning of the electronic document management system, it is necessary:

- to use software and hardware for computer processing of data from automated information systems for managing electronic documents and e-mail;
- to recognize reliability of an electronic digital signature only if the information system has software and hardware tools that ensure its identification in accordance with the legislation of the RK;
- to use the continuous technology functioning from entering a document into the system to sending it to the case.

6.2 Processing the incoming documents

6.2.1 The initial processing of incoming documents consists in checking the correct delivery and integrity of attachments, fixing the fact of receipt of documents by the organization and preparing documents for transfer to their destination. Envelopes with documents are opened in the office of the office (official), the delivery to the destination is checked, the integrity of the document packaging is checked.

6.2.2 The envelopes are not destroyed in cases where only by them it is possible to determine the sender's address, the date of sending and receipt of the document, as well as upon receipt of personal documents. The envelopes marked «personally» are handed over to their destination without opening. Mistakenly delivered

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure</b> <b>Documentation Management and</b> <b>Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 6 out of 25
---	--	---

correspondence is returned to the post office. The received documents are stamped with a registration stamp indicating the date of receipt.

6.2.3 The office (an official) performs a preliminary review of incoming documents for their distribution.

6.2.4 Registered documents are submitted for consideration to the head, structural unit (official) of the university on the day they are received. The documents received from the Administration of the RK, the Senate of the Parliament of the Republic of Kazakhstan, the Mazhilis of the Parliament of the Republic of Kazakhstan, the Office of the Prime Minister of the Republic of Kazakhstan, central and local government bodies, citizens' appeals are submitted for consideration by the for consideration by the Chairman of the Management Board-Rector of the University.

6.2.5 The documents reviewed by the Chairman of the Board-Rector of the University are returned to the office (official), where the content of the resolutions is entered into the registration form and submitted for execution (Appendices A, B). A document, which execution is entrusted to several structural divisions, is transmitted to them alternately or simultaneously in copies. A document received directly by a structural subdivision or an official is transferred for registration to the University office.

6.2.6 An electronic document received by the University also goes through the same stages of receiving and processing documentation.

### 6.3 Procedure for preparation and processing of outgoing documents

6.3.1 Preparation of an outgoing document consists in the development of a project, its coordination and signing (approval).

6.3.2 The prepared document is transferred to the University office (official) for registration and processing. Prior to registration, the office worker (official) checks the correctness of the execution and addressing of the document, the presence of the applications indicated in the document.

The registered document is transferred for processing, which consists in sorting, addressing, inserting into an envelope and postage. For registered correspondence, an inventory (register) of distribution is compiled. Documents sent simultaneously to one addressee are enclosed in one envelope.

### 6.4 Procedure for working with internal documents

6.4.1 Internal documents include documents that do not go beyond the University.

6.4.2 Preparation of internal documents is carried out in the manner prescribed for outgoing documents.

6.4.3 After signing (approval) by the head of the University, the document marked in the registration form (Appendices C, D) is transferred to the appropriate structural unit (official).

6.4.4 Transferring the document within the University is carried out by the office (documentation service) of the University.

### 6.5 Procedure for registration of documents

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 7 out of 25
---	--	---

6.5.1 All the documents requiring registration and execution, use for information and reference purposes are subject to registration.

6.5.2 When registering a document and its annexes, a registration number is affixed and the initial data is entered in the registration form.

6.5.3 The documents are registered at the University once: incoming ones on the day of receiving, outgoing and internal ones on the day of signing (approval). The exception is a document that is transferred to the next year, is not completed with paperwork or require a long period of execution, subject to re-registration.

6.5.4 The documents are registered within groups of documents in accordance with the type, author and content of the document.

6.6 The document registration forms

There are used the following registration forms:

- a register;
- a database for an automated system.

6.7 Deadlines and procedure for execution of documents

6.7.1 The execution of documents is performed in accordance with the terms established by the legislation of the RK. The deadlines for the execution of documents that are not provided for by the legislation of the RK can be established by the University and are included in the departmental (industry) guidelines on office work at the University. The deadlines for the execution of documents can be extended by the officials who established them. The extension of the term must be motivated by reasonable arguments.

6.7.2 The documents are executed in the following order: collecting and processing the necessary information, preparing the project and executing the document, coordination and transferring for signing (approval) to the Rector.

6.7.3 When a document is executed by several employees, the draft document and the necessary reference and information materials are submitted to the head contractor within the time limits set by him.

6.7.4 The contractor prepares the document for sending, determines the number of copies of the document, attachments to it, prepares a list (register) for distribution, places the document in the appropriate file.

6.8 Document execution control

6.8.1 All the documents that have specific guidelines and deadlines are subject to control.

6.8.2 Control over the execution of documents on the merits of the issue is assigned to the heads of structural units or officials. Control over the deadlines for the execution of documents is carried out by the office (an official). The deadlines for execution are calculated in calendar days from the date of signing (approval) of the document, and for the incoming document from the day of its receiving.

6.8.3 When organizing the execution control, there are used registers (Appendices A, B, C).

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure</b> <b>Documentation Management and</b> <b>Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 8 out of 25
---	--	---

6.8.4 When organizing the control over execution, the Office (an official) puts documents for control.

The person responsible for monitoring the execution of documents is obliged to transfer to another employee, in agreement with the Rector and the office, all the controlled documents in the following cases: when going on vacation, leaving on a business trip, in case of illness, transfer to another position or dismissal.

6.8.5 The documents with guidelines received from the Administration of the President of the RK, the Senate of the Parliament of the RK, the Majilis of the Parliament of the RK, the Office of the Prime Minister of the RK, the Ministry of Education and Science of the RK, deputy requests and appeals of citizens are subject to mandatory control.

6.8.6 The document is removed from control by the head who gave the order or by the office (official) on his behalf.

6.9 Accounting for the number of documents

6.9.1 In order to improve the work with documents and to reduce the volume of document flow, the office (an official) of the University performs a complete selective accounting of documents.

6.9.2 Appeals of citizens are taken into account independently.

6.9.3 Each exemplar of the document, including copies, is taken as a unit of account.

6.10 Work with citizens' appeals

6.10.1 Appeals of citizens (offers, applications, complaints, responses and requests) are registered on the day they enter the University.

6.10.2 Answers to appeals are given in official form. The registration number of the answer consists of the index of the structural unit, the case number according to the nomenclature of cases and the registration number.

6.11 Accounting and storage of seals and stamps

Seals and stamps indicating the name of the University are subject to mandatory accounting and storage in safes or sealed fireproof metal cabinets. Responsible persons for accounting and storage are determined by the Rector of the University.

Seals and stamps indicating the name of the University are registered in the relevant registration accounting forms.

6.12 Operational safekeeping of documents

6.12.1 After completing the paperwork, the documents are stored in files at the place of their formation until the specified storage period before being transferred to the departmental archive of the university.

6.12.2 The office (an official), the heads of structural divisions of the University ensure the safety of documents and files.

6.12.3 Cases are stored in cabinets and safes in the offices or in the rooms specially designated for this purpose.

6.12.4 Cases are arranged in accordance with the approved nomenclature of the organization's cases, their indexes are indicated on the spines of the covers.



Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 9 out of 25
---	--	---

6.12.5 Cases for temporary use are issued to structural units and third-party organizations only with the permission of the Rector.

6.12.5 Withdrawal of documents from files is carried out in accordance with the legislation in the Republic of Kazakhstan with the obligatory leaving in the file of certified copies of documents and an act on the withdrawal of originals.

## **7 Compilation of the nomenclature, formation, transfer of cases to the Archive of the University**

### **7.1 Nomenclature of cases**

7.1.1 In order to classify and to justify the distribution of documents into cases, to ensure their registration and search, the nomenclature of cases is compiled at the University. The nomenclature of cases includes all the documents made at the University and submitted to the University. Electronic documents and databases are included in the nomenclature of cases on a general basis.

7.1.2 The nomenclature of cases is intended to group executed documents into cases, to systematize and to record cases, to determine the terms of their storage and is the basis for compiling inventories of cases of permanent and temporary (over 10 years) storage, as well as recording cases of temporary (up to 10 years inclusive) storage.

7.1.3 When compiling the nomenclature of cases of the University, they are guided by constituent documents, regulations on structural divisions, standard, sectoral (departmental) lists of documents indicating the periods of storage, structure (staffing), the types, composition and content of documents formed in the activities of the university.

7.1.4 The nomenclature of the University cases is compiled in the prescribed form (Appendix E) no later than December 10 of the calendar year preceding the next calendar year, by the Office on the basis of the nomenclature of the cases of the structural divisions submitted by the relevant divisions. The newly formed division within a month develops the nomenclature of cases of the division and submits it to the Office.

### **7.2 Titles of cases and their systematization in the nomenclature of cases**

7.2.1 The nomenclature of cases includes titles of cases that reflect all the documented areas of the University work, including personal files, etc.

7.2.2 Printed publications are not included in the nomenclature of cases.

7.2.3 The title of the case should reflect clearly in a generalized form the main content and composition of the documents of the case (correspondence, journal, book) or types of documents (orders, minutes, acts), as well as data clarifying the content of the case about the authors of the documents, correspondents, dates of events, an indication of the number of copies of documents, etc.

7.2.4 It is not allowed using the titles such as «miscellaneous materials», «general correspondence», etc. in the nomenclature of cases.

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 10 out of 25
---	--	--

Titles of cases can be specified in the process of formation and execution of cases.

7.2.5 The titles of personal and other files containing documents related to the sequence of office work on one issue begin with the word «Case».

7.2.6 Titles of cases containing documents on one issue but not related by the sequence of office work, begin with the word «Documents», and at the end of the title the main types of documents are indicated.

7.2.7 In the titles of cases containing correspondence, it is indicated with whom and on what issue it is being conducted.

7.2.8 In the titles of cases containing correspondence with homogeneous correspondents, the latter are not listed, but their common specific name is indicated.

7.2.9 Sections of the nomenclature of cases of the University are the names of structural units located in accordance with the structure of the University (staffing of the University).

7.2.10 Titles of cases within the sections of the nomenclature are arranged in accordance with the degree of importance of the documents that make up the cases and their relationship. Titles of cases containing normative legal documentation are placed first. At the same time, the titles of cases containing the resolution and orders of higher organizations are placed before the headings of cases with orders of the university. Next are the titles of cases containing planning and reporting documents.

7.2.11 Draft administrative documents and other documents for their preparation, changes to plans, grounds for orders are placed in the nomenclature of cases after the relevant main documents.

7.3 Procedure for filling out the form of the nomenclature of cases of the University

7.3.1 In column 1 of the nomenclature of cases, the index of each included case is indicated. The index consists of the digital designation of sections of the nomenclature of cases established at the university and the serial number of the case. It is recommended to keep the same serial numbers for similar cases within different sections.

7.3.2 Column 2 indicates the name of the case (volumes, parts).

7.3.3 Column 3 shall be completed after the end of the calendar year.

7.3.4 Column 4 indicates the storage periods of the case with reference to the numbers of articles of a standard or departmental (industry) list of documents indicating the periods of their storage.

7.3.5 In column 5, the office (an official) of the University indicates the names of the list of documents, the typical nomenclature of cases used in determining the storage periods for cases and makes notes on transfer cases, especially valuable documents and cases, transfer of cases to another a structural subdivision for their continuation, to the departmental archive of the University, the availability of electronic copies of documents, the form and place of storage of their carriers, of those responsible for the formation of cases.

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 11 out of 25
---	--	--

7.4 The order of coordination and approval of the nomenclature of cases of the University

7.4.1 After being approved by the expert commission of the University, the nomenclature of cases is sent for coordination to the appropriate scientific and technical archival institution. After agreement, the nomenclature of cases is approved by the rector.

7.4.2 The approved nomenclature of cases of the University is put into effect from January 1 of the next calendar year. The nomenclature of cases is compiled by the office department together with the archive, approved by the Rector and agreed with the relevant scientific and technical archival institution but at least once every 5 years. In the event of a change in the function and structure of the university, the nomenclature of cases is recompiled and approved by the rector again.

7.4.3 The first copy of the nomenclature of the University cases is stored in the office and used as a working document, the second one remains in the corresponding scientific and technical archival institution.

7.4.4 After the nomenclature of cases is approved, a summary record is compiled on the categories and number of cases (Appendix F).

#### 7.5 Formation of cases

7.5.1 The executed documents are formed into cases in accordance with the nomenclature of the organization cases. The formation of cases in structural divisions is carried out by officials responsible for documenting and managing documentation.

7.5.2 The control of the formation of cases at the University and its structural divisions is carried out by specialists of the University archive.

7.5.3 When forming cases, the following general requirements are observed:

- only correctly executed documents are placed in the cases in accordance with the titles of the cases and according to the nomenclature;
- all the documents relating to the solution of one issue are placed together;
- versions of the document in the state, Russian and other languages are jointly grouped;
- documents of one calendar year are grouped into files, with the exception of transferring and personal files;
- documents of permanent and temporary storage periods are grouped into cases separately.

7.5.4 Documents are arranged in accordance with the sequence of resolving the issue (in chronological order on the issues being resolved) or an initiative document is placed at the beginning of the case, then a document with a final resolution of the issue, then other documents covering the progress of resolving the issue.

7.5.5 It is not allowed forming a file with the volume of more than 180 sheets and place in it documents to be returned, drafts and extra copies.

7.5.6 Regulatory documents and appendices to them are formed in one case. Minutes of meetings and documents to them are formed in separate cases.

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 12 out of 25
---	--	--

7.5.7 Orders (guidelines) for the main activities, orders (guidelines) for the personnel of the teaching staff and employees, and orders (guidelines) for the personnel of students are formed into separate cases and registered in the journal (see Appendix D).

7.5.8 Personal files of employees are arranged in chronological order in accordance with their receiving.

7.5.9 Personal accounts for wages are formed in separate cases and are located in them in alphabetical order of the names of employees.

7.5.10 Individual employment contracts are formed as part of personal files or separately in alphabetical order of the names of employees.

7.5.11 Lists of individuals and payment orders for the transfer of mandatory pension contributions to accumulative pension funds are formed in one file.

7.5.12 Lists of individuals and payment orders for the transfer of mandatory social contributions are formed in one file.

7.5.13 Lists of individuals and payment orders for transfer to compulsory health insurance are formed in one file.

7.5.14 Plans, reports, estimates, limits and staffing tables are formed in the relevant cases of the year for which or for which they are drawn up, regardless of the date of their compilation, approval or receipt.

#### 7.6 Registration of cases

7.6.1 When registering a case, the following shall be placed on its cover:

- the official name of organization;
- the name of the structural subdivision of the university;
- the title of the case;
- the beginning and completing of the case;
- its index according to the nomenclature of cases;
- retention period.

7.6.2 If there are several volumes (parts) in the case, the same index is re-put down on each volume (part) with the addition of the numbering of volumes (parts), in the last volume (part) the word «last» is added («last one»).

7.6.3 In cases of permanent storage and personnel cases, upon completion of them in office work, sheets of evidence of the case are filed.

7.6.4 On the cover of the file, after examining the value of the documents, the numbers of the archival fund, inventory, files, deadlines of the documents of the file, the number of sheets are put down.

#### 7.7 Transferring cases to the archives of the University

7.7.1 The transfer of cases completed in office work from structural divisions to the archive of the University is performed according to the act of acceptance and transfer of documents and cases to the archive (Appendix G). Documents of temporary (up to 10 years inclusive) storage are transferred to the University archive according to the nomenclature of cases.

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 13 out of 25
---	--	--

7.7.2 The correctness of the formation and preparation of files for transferring to the archive is checked by the archive specialist (an official) of the University. The existing violations are eliminated by the structural subdivision of the University.

7.7.3 Upon completion of transferring the documents completed by office work to the archive of the University, inventories of cases are compiled for the main activity and for personnel, which are approved by the rector and the State Institution «Department of Culture, Archives and Documentation of the Karaganda Region!» (Appendices H , I).

7.7.4 Columns of the inventory of cases are filled in in strict accordance with the information that is placed on the covers of the cases. When cases with the same headings are entered into the inventory in a row, the title of the first case is written in full, all other homogeneous cases are indicated by the word «same», while other information about them is entered in the inventory in full. On a new sheet of inventory, the heading of homogeneous cases is reproduced in full.

7.7.5 Each case (volume, part of the case) is entered into the inventory with an independent serial number.

7.7.6 The column of the inventory «Note» is used to make notes about the features of the physical state of the case, about the transfer of the case to another structural unit (another organization).

7.7.7 The inventory of cases is compiled in two copies, one of which is transferred together with the cases to the archive of the University, and the second one remains as a control in the structural unit.

## **8 Coordination, approval and implementation**

8.1 Coordination, approval and implementation of this DP is carried out with the QMR, the director of the PMD, the executive director and is drawn up in the «Coordination Sheet» (Appendix J).

8.2 The date of introduction of this DP is the date of approval. The document comes into effect at the moment of its approval.

## **9 Accessibility**

This DP accessibility is ensured in accordance with DP X-01-2022.

## **10 Safekeeping**

This DP safekeeping is ensured in accordance with DP X-01-2022.

## **11 Amendments to the document**

Amendments to the DP should be made in accordance with DP X-01- 2022.

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 14 out of 25
---	--	--

Appendix A  
(mandatory)

F.X-05-01

Register of incoming correspondence

No.	Date of receiving	Correspondent, date and index of the incoming document	Type of the document, name or brief content of the	Resolution or person to whom the document is sent for executing	Signature of receiving the document	Mark of execution	Note
1	2	3	4	5	6	7	8

Unauthorized copying the document is prohibited

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 15 out of 25
---	--	--

Appendix B  
(mandatory)

F.X-05-02

Register of outgoing correspondence

No.	Date and index of the outgoing (internal) doc- ument	Correspondent	Name or brief content of the document	Mark of execution and send- ing to the case	Note
1	2	3	4	5	6

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 16 out of 25
---	--	--

Appendix C  
(mandatory)

F.X-05-03

Register of appeals, statements and complaints of citizens

Incoming number of the offer, appeal	Date of receiving	Full name and address of the applicant or name of organization	Brief content of the offer, appeal, complaint	Resolution of the management	To whom and when the document is sent and terms of execution	Executor's signature or mark of the office of sending to the executor	Mark of the matter solution
1	2	3	4	5	6	7	8



Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 17 out of 25
---	--	--

Appendix D  
(mandatory)

F.X-05-04

Register of orders

Order number	Date of registration	Who prepared the order	Brief content	Note
1	2	3	4	5



Appendix F  
(mandatory)

F.X-05-06

Summary record of categories and number of cases  
filed in \_\_\_\_\_ (year)

Acc. to retention periods	Total	Including Transferring	Including With the EPC mark
Permanent			
Temporary (over 10 years)			
Temporary (till 10 years inclusive)			
Total:			

Position of the document service  
head

\_\_\_\_\_ Name  
(signature)

Date

The final data have been sent to the archive

Position of the employee who sent the data

\_\_\_\_\_ Name  
(signature)

Date

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 20 out of 25
---	--	--

Appendix G  
(mandatory)

F.X-05-07

Approved by  
Chairman of the Management Board, Rector  
of Abylkas Saginov Karaganda Technical University  
\_\_\_\_\_ M.K. Ibatov

\_\_\_\_\_, 20 \_\_\_\_\_

**A C T**

of acceptance and transfer of documents and cases No. \_\_\_\_\_  
Karaganda

In accordance with the order dated \_\_\_\_\_ No. \_\_\_\_\_  
\_\_\_\_\_ transferred, and \_\_\_\_\_ accepted  
(surname and initials) (surname and initials)

in the presence of the Commission formed on the basis of this order, consisting of the Chairman  
\_\_\_\_\_ and members \_\_\_\_\_

\_\_\_\_\_ (surname and initials) \_\_\_\_\_ (surname and initials)  
the documents and cases of the documentation service for \_\_\_\_\_ years and registra-  
tion accounting forms for them:

No.	Title and number of the nomenclature (inventory) of cases	Number of copies	Number of cases (in numerator), number of especially valuable cases (in denominator)	Number of the insurance fund files	Note
1	2	3	4	5	6

In total received \_\_\_\_\_ cases, including \_\_\_\_\_ especially valuable cases, \_\_\_\_\_, insurance fund files \_\_\_\_\_ and nomenclatures (lists) of the cases \_\_\_\_\_ copies  
(in numbers and words)

Transferred \_\_\_\_\_ name

Accepted \_\_\_\_\_ name

Chairman of the Commission \_\_\_\_\_ name

Members of the Commission \_\_\_\_\_ names

Unauthorized copying the document is prohibited

Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 21 out of 25
---	--	--

Appendix H  
(mandatory)

F.X-05-08

Inventory of cases of a permanent retention period  
for the main activity

Approved by  
Chairman of the Management Board,  
Rector of Abylkas Saginov Karaganda  
Technical University NPJSC  
M.K. Ibatov  
\_\_\_\_\_, 20\_\_

Fund \_\_\_\_  
Inventory No. \_\_\_\_  
Cases of permanent storage  
For \_\_\_\_\_ (year)

No.	Index of the case	Title of the case	Date of the case	Number of sheets	Note
1	2	3	4	5	6

This inventory includes \_\_\_\_\_ cases from No. \_\_\_\_\_ to No. \_\_\_\_\_  
including: (in numbers and words)

Letter numbers:

Missed numbers:

Position of the  
compiler of the inventory \_\_\_\_\_ Name  
(personal signature)

Agreed  
The EC minutes of  
Karaganda Technical  
University dated \_\_\_\_\_ No. \_\_\_\_\_

Agreed  
The EPC minutes of the State Institution "De-  
partment of culture, archives and documentation  
of the Karaganda region  
dated \_\_\_\_\_ No. \_\_\_\_\_

Appendix I  
(mandatory)

F. DP-X-05-09

Inventory of cases of permanent storage period  
by personnel records

Inventory No. \_\_\_\_\_  
(continued)  
By personnel records

Approved by  
Chairman of the Management Board,  
Rector of Abylkas Saginov Karaganda  
Technical University NPJSC  
\_\_\_\_\_  
M.K. Ibatov  
\_\_\_\_\_, 20\_\_\_\_

No.	Index of the case	Title of the case	Date of the case	Number of sheets	Note
1	2	3	4	5	6

This inventory includes \_\_\_\_\_ cases from No. \_\_\_\_\_ to No. \_\_\_\_\_ v  
including: (in numbers and words)  
Letter numbers:  
Missed numbers:

Position of the inventory  
compiler \_\_\_\_\_ Name  
(personal signature)

Agreed  
The EC Minutes of  
Karaganda Technical University  
dated \_\_\_\_\_ No. \_\_\_\_\_

Agreed  
The EPC minutes of State Institution "Depart-  
ment of culture, archives and documentation of  
the Karaganda region"  
dated \_\_\_\_\_ No. \_\_\_\_\_







Abylkas Saginov Karaganda Technical University NPJSC	<b>Documented Procedure Documentation Management and Archive Support</b>	DP X-05-2022 Version 02 Date 2022/11/02 Page 25 out of 25
---	--	--

## **Bibliography**

- [1] Zakon Respubliki Kazakhstan «O Natsionalnom arkhivnom fonde i arkhivakh» ot 22 dekabrya 1998 goda № 326-1
- [2] Pravila dokumentirovaniya, upravleniya dokumentatsiyey i ispolzovaniya sistem elektronnoho dokumentooborota v gosudarstvennykh i negosudarstvennykh organizatsiyakh Respubliki Kazakhstan № 703 ot 31.10.2018 goda. Izmeneniya 03.07.2022 g.