

CASPP022-Information Management Policy Procedures

1. Purpose

The aim of these procedures is to implement an information management system from the inception of documentation until its final fate, according to the specified stages and procedures as per the laws and regulations governing the process of establishing, managing, following up, transforming, allowing access to and determination of final fate (destruction, selection, permanent preservation).

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

Document: Any document obtained or created by any natural or juridical person, whether public or private, regardless of its date, form or contents, containing information obtained directly or indirectly, such as letters, maps, images, magnetic tapes, films, optical discs, etc.

Current Documents: documents used in an ongoing and frequent manner as required by work.

Intermediate Documents: documents that are not frequently used any more, and their usage has become incidental.

3. Procedures

The content of the Information Management Policy Procedures has been drawn from the Manual of Current and Intermediate Documents Procedures issued by the National Records and Archives Authority, December 2010.

1. Procedures for receiving and directing mail:

- The Mail and Documents Department in the college, shall receive and record the outgoing and incoming mail according to the numerical and temporal sequence.
- The assets of the incoming mail shall be delivered to the Coordination and Follow-up Department (whether manually or electronically).
- The Coordination and Follow-up Department shall submit the incoming mail to the Dean of the College.

- The Coordination and Follow-up Department shall transfer the outgoing and incoming mail, as directed by the Dean of the College, to the relevant division.
- The Coordination and Follow-up Department shall follow up the responses, and forward them to the Dean of the College.
- The Coordination and Follow-up Department shall prepare the outgoing mail and get it approved by the Dean of the College.
- The Mail and Documents Department in the college, shall register the outgoing mail by giving it a serial number and a date of issue (if the mail were in paper/hardcopy-form). In the case of electronic mail through ASAS system, the system automatically gives a serial number according to the entity that has sourced that email.
- The Mail and Documents Department in the college, shall direct the outgoing mail to the concerned entity.
- The Coordination and Follow-up Department shall follow up the responses of the entities that have been addressed.

2. Follow-up procedures for the management system of the private and joint documents in different departments of the college:

- The Mail and Documents Department in the college, shall approach the various administrative departments to determine the need to open new files and to assure the accuracy of file metadata at the beginning of each semester, according to the lists of retention periods.
- The Mail and Documents Department shall address the various administrative departments to ensure that the process of closing any file is complete, either when it is full or when its working period is over.
- The various administrative divisions shall fill out a special form to follow the list of files and documents that have been launched.
- The Mail and Documents Department in the college, shall visit the various administrative departments to check on the proper application of the system.
- The Mail and Documents Department in the college, shall prepare a list of remarks observed in the various administrative divisions and shall send these remarks to each respective department as required.

- The Mail and Documents Department in the college, shall prepare a report on the implementation of the system for the management of private and joint documents and shall submit it to the Dean of the College at the end of each year.

3. Procedures for the preparation of retention period schedules:

- The Mail and Documents Department in the college, shall address the various administrative divisions in the college to determine the category of documents according to the nature of work in each division, and the duration of documents' retention (ongoing - intermediate - final fate), based on the system of document classification and coding for schedules of retention periods.

- The Mail and Documents Department in the college, shall discharge the data of the various college administrative divisions in unified tables.

- The Mail and Documents Department in the college, shall share the schedules of the retention periods of different administrative divisions with the college's legal researcher for suggestions, any development or modification in the retention periods.

- The Mail and Documents Department in the college, shall send the retention schedules to the Documents Department in the Ministry.

- The Documents Department in the Ministry shall send the retention schedules to the National Records and Archives Authority for review and approval.

- The Dean of the College shall issue a decision on the application of retention period schedules to all administrative divisions.

- The Mail and Documents Department in the college, shall oversee the work of all administrative divisions in the college, as approved by the National Records and Archives Authority.

4. The Mail and Documents Department, in the college shall preserve documentary balance in a warehouse prepared for keeping documents in accordance with the procedures as follows:

- Numbering the rows of safes from the entrance of the store to the end.

- Placing rows with odd numbers in a row.

- Placing rows with even numbers in a row.

- Numbering cabinets according to each row sequentially from the right to the left.
- Numbering rows in each safe.
- Numbering the shelving position above the shelf.
- Preparing tables of document shelving.
- Keeping confidential documents according to specific terms required for this type of document.

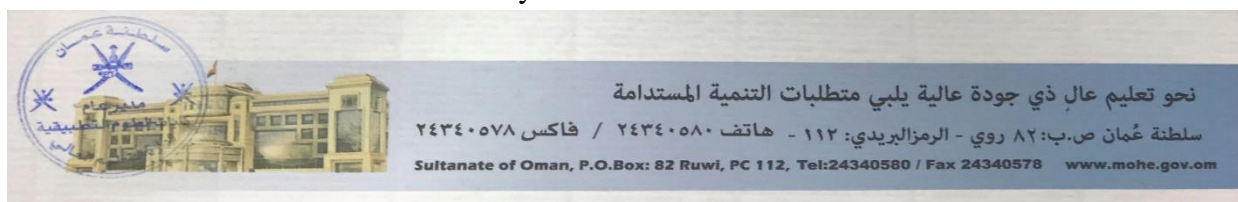
5. Procedures for converting current documents to the places of storage for intermediate documents:

- The respective department or center shall fill out the form prepared specifically for transferring the documents by the National Documents and Archives Authority
- The Department or Center shall transfer the documents to the Mail and Documents Department in the college.
- The Mail and Documents Department in the college, shall determine the intermediate period of the documents based on the lists of retention periods issued by the National Records and Archives Authority.
- The Mail and Documents Department in the college, shall return the transfer form to the department or center that has submitted the application for its approval.
- The Mail and Documents Department in the college, shall approve the transfer form, and then send a copy to the respective department or center, while retaining the original copy.
- The Mail and Documents Department in the college, shall keep all documents transferred in a place designated in the warehouse.

6. Procedures for relocation of documents to permanent conservation (Relocation of Archives):

After completion of the sorting process, documents prepared for permanent preservation shall be collected by each entity. The transfer of archives shall take place according to the following procedures:

- The Mail and Documents Department shall fill out the transfer table form approved by the National Records and Archives Authority.





- The Mail and Documents Department shall place the archives in folders according to the format specified by the National Records and Archives Authority with serial-numbering.
- The Mail and Documents Department (in the college) shall number the files within each folder, taking into account the original order of the documents in the files.
- The official responsible for the administrative division, which created the archives, shall sign the form, and then obtain approval thereof from the Mail and Documents Department in the college.
- The Mail and Documents Department shall address the Documents Department in the Ministry to coordinate with the National Records and Archives Authority to determine the date for the conveyance of the archives.
- The Mail and Documents Department shall continue to follow up receiving a copy of the transfer form after being approved by the National Records and Archives Authority.

7. Procedures for accessing intermediate documents:

- The department or employee, wishing to be granted access to the intermediate documents, shall fill out the specific form prepared by the National Records and Archives, and identify the mechanism of access.
- The department or employee, wishing to be granted access to the intermediate documents, shall need to request the approval of the Dean of the College.
- The Dean of the College shall determine the one entrusted with accessing the document.
- The Mail and Documents Department shall record the request for access to the document.
- The Mail and Documents Department, as instructed by the Dean, shall implement the mechanism of document access (a copy delivery, temporary delivery if necessary, and then retrieving it, or viewing the document only at the Post and Records Department).
- The Mail and Documents Department shall fill out, upon receipt and delivery of documents, the Form of delivery Receipt for intermediate documents, prepared by the National Records and Archives Authority for such an action, specifying the time period for returning the documents.
- The Mail and Documents Department shall notify the Department or the employee in case of any delay in returning the documents.

- The Mail and Documents Department shall issue a return receipt of intermediate documents to prove the return of such documents.

8. Procedures for disposal and destruction of documents and files: The Mail and Documents Department (in the college) shall dispose and destruct documents and files after referring to the originator first, to utterly verify that they are not needed in any way according to the following procedures:

- Sorting documents to determine the final fate of documents.
- Filling out the chart of documents prepared for destruction.
- Addressing the entity where the document originated from.
- Addressing the Documents Department in the Ministry to verify the accuracy of the data.
- The Documents Department in the Ministry shall approach the National Records and Archives Authority to obtain necessary approvals for disposal and destruction of documents.
- In case of obtaining approvals, the process of destruction shall take place either through the specialists of the Mail and Documents Department (in the college), or through the destruction laboratory of the National Records and Archives.
- A destruction record shall be prepared in the event of destruction by the department in the college.

9 - Procedures followed by the Mail and Documents Department in the college to raise awareness of staff about the systems of document management in the College:

- Preparation of an annual plan to raise awareness and educate employees about the importance of document management and the role of modern technologies in preserving records.
- Developing an annual plan to train staff on using the tools of the documentation system by periodically organizing workshops and training courses.
- Sending instructions and guidance on the establishment and management of paper and electronic documents in the college for all departments and centers.
- Determining the responsibility of each party in the process of incepting, originating and managing documents at the College.

4. Supporting Materials

- 4.1- Royal Decree No. 60/2017 issued the law of documents and archives.
- 4.2- Royal Decree No. 118/2011, issuing the law on the classification and organization of state documents.
- 4.3- Circular of the Minister of Civil Service No. 10/2008 on organizing document departments in the units of the administrative apparatus of the State.
- 4.4- Resolution No. 23/2008 to issue regulation on the law of documents and archives.
- 4.5- Ministerial resolution of Higher Education No. (25/2013) on the implementation of the joint documents system.
- 4.6- Ministerial resolution of Higher Education No. (15/2015) on the adoption of the amendments, included in the classification system and in the schedules of private documents' retention in the Ministry.
- 4.7- Schedules of private documents' retention.
- 4.8- Schedules of joint documents' retention.
- 4.9- Manual of procedures regarding the management of current and intermediate documents.

5. Approval Agency: Academic Council.

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 15/ 01/ 2019

This version takes effect from: 15/ 01/ 2019

These procedures will be reviewed by: 14/ 01/ 2021

8. Procedures' Sponsor: The General Director of the Colleges of Applied Sciences.

9. Contact person/office: The Mail and Documents Departments.