

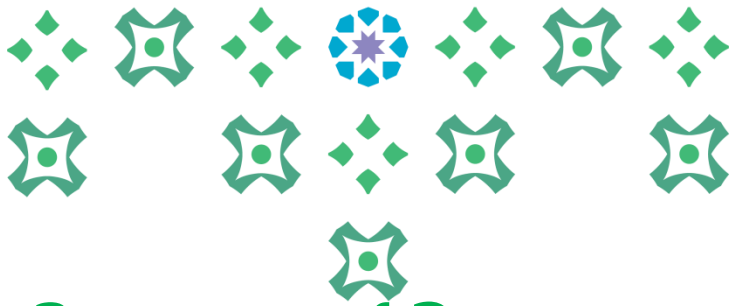
جامعة الأميرة نورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

Document Control Procedures Manual

Documents and Archives
Center

2023 AD / 1444 AH





Process of Documentation:

- Preservation
- Destruction
- Evaluation
- Transmission

1. Preservation Process

There are two types of preservation of documents :

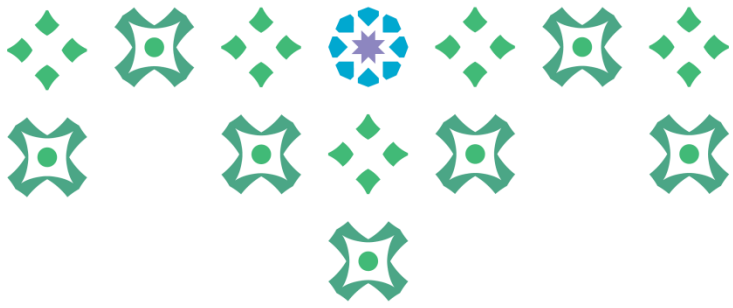
1. Permanent documents that may not be destroyed, which are
 - Documents of public and personal property.
 - Documents of plans and specifications of general utilities.
 - Documents that chronicle and document the development of government administration and functional system in terms of regulations, regulatory decisions, policies, plans, budgets, final accounts, procedures, statistics, crucial reports, architectural blueprints, and designs.

- Documents preserving the rights of the state towards other countries and individuals.
- Historical documents that hold a political, social, economic, and administrative value.
- Judicial pronouncements.

2. Temporary documents that may be destroyed (This is the second process which is the destruction process).

2. Destruction Process

- Sorting out documents whose retention period has expired (starts two months before the end of the Hijri year).
- Destruction process (starts two months after the beginning of the Hijri year).

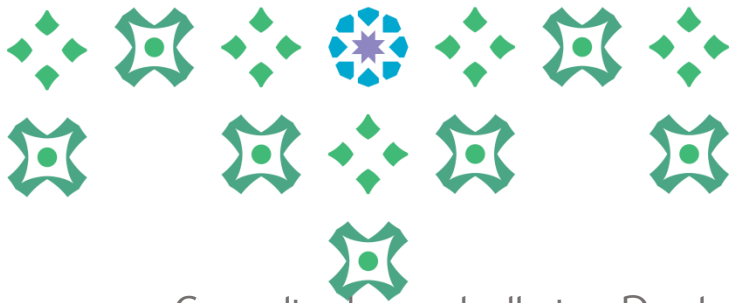


In the beginning:

A coordinating team is formed from the university entities to follow up on the destruction process.

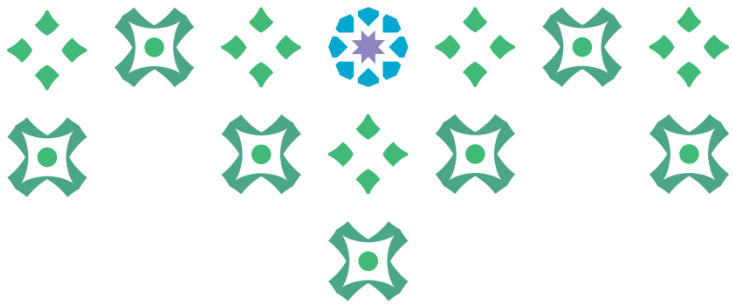
Tasks of coordinating team for destruction process at entities:

1. Coordinators shall sort out documents, whose retention period has expired, two months before the end of the Hijri year and prepare data according to the Destruction Form (No. 2) (attached is an explanation for the destruction form).
2. Coordinators shall send destruction data to the Documents Centre at the university to review the lists and add any editing comments.
3. The Documents Center coordinator shall examine the documents' data in terms of information and retention period. Coordinators at the university entities must check the retention periods and fill in the Destruction Form, according to the retention period approved by the National Centre for Documents and Archives (attached are the retention periods).

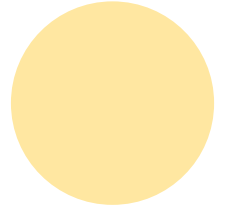


4. Coordinators shall sign Destruction Form (No. 2) after reviewing it.
5. A disposal report shall be filled out by the Documents Center after it is accredited by the Standing Committee of Documents.
6. The disposal report is then signed by the Chairman of the Standing Committee and the members of the Destruction Committee.
7. Destruction process is carried out in the printing house due to the availability of a paper shredder under the supervision of members of the two teams. Members names must be written in the report, the location, time, and quantity of destruction.
8. Statistical reports numbered from (8) to (15) are then filled out by the Documents and Archives Center's team.
9. Data and reports are sent to the National Centre for Documents and Archives for approval.
10. The National Centre for Documents and Archives keeps a copy of data and disposal reports after approval and sends the other copy to the device.
11. Data and disposal reports are kept permanently and depicted according to the modern technology of the Center.



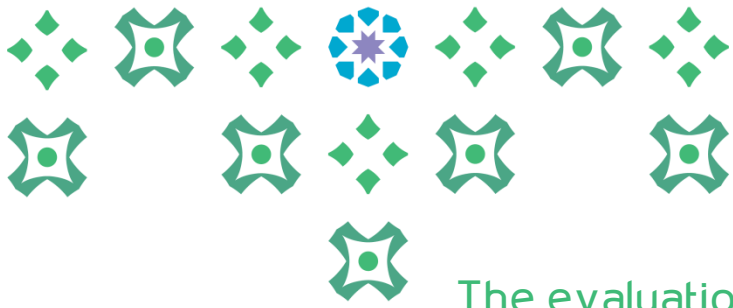


Important Note:



The following must be taken into account through the destruction phase:

- Extracting permanent documents that may be among the attachments, such as the originals of royal orders, title deeds, and the like, which are of importance to the government or to individuals, and handing them over to the competent authorities by regular means.
- Select good samples of each type of documents for temporary preservation and deliver them to the National Center for Documents and Archives.
- Extracting papers with important stamps, seals, signatures or explanations of senior officials and deliver them to the National Center for Documents and Archives.



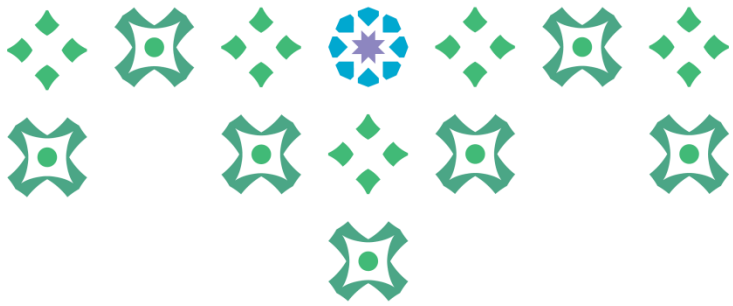
3- Document Evaluation

The evaluation process is limited to:

- Add topics and forms of documents that do not exist in the retention periods and are currently operational.
- Remove topics of forms and documents that are not currently in operation.

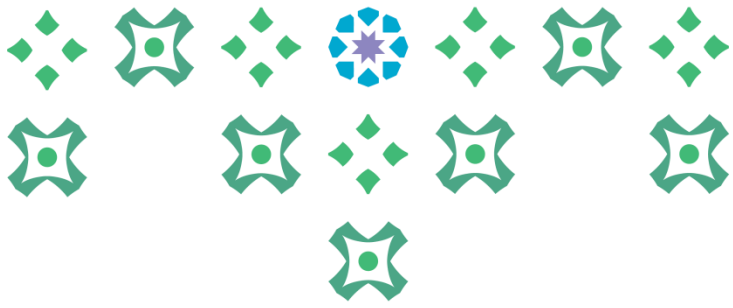
Tasks of the Documents Evaluation Committee:

1. Inventory of documents not mentioned in the retention periods according to evaluation form No. 1
2. Identification of the main topics of the documents' types, lifespan and activity duration. For example: the subject of the document is "Regarding the Admission Application for the Student Siham Hossam", the main subject is "Admission of the Student".
3. Estimating the age of the document in years from the beginning of the following Hijri year, for example, If the issuance of the letter was on 1431 AH, the document date will be calculated from 1432 AH.
4. Delete documents to be abolished from work and removed from files because their preservation period has expired from the new editions of retention periods lists.
5. Determine the retention location for each type, in the government agency or the documents center, or in both.






4- Transfer

- The transfer of documents shall be in accordance with the archiving documents and the retention periods and shall take place in two stages: From the authorities to the Documents Centre at the University..
- From the University Documents Center to the National Center for Archives & Records.
- Transfers start from the documents center from the central device of Documents and Archives according to an agreed timetable.
- The transfer committee shall consist of four members, two from the sending party and two from the receiving party.
- The transfer committee makes two copies of the documents, archives, files, and boxes and signs it, and each party keeps its copy.



Explanations:

Barcode	Topic
	Explanation of the destruction model
	Guidelines for filling out evaluation form fields
	Retention periods



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Best wishes

