



TOMORI PÁL COLLEGE

DOCUMENT MANAGEMENT POLICY

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The Tomori Pál College (hereinafter referred to as the College) sets out its Document Management Regulations (hereinafter referred to as the Document Management Regulations) as follows.

I. GENERAL PROVISIONS

1. § List of relevant legislation

- (1) Act CCIV of 2011 on National Higher Education ("Nftv.")
- (2) Act LXVI of 1995 on Public Documents, Public Archives and the Protection of Private Archive Material
- (3) Government Decree No. 335/2005 (XII.29.) on the general requirements for document management of bodies performing public duties
- (4) 3/2018. (II.21.) Decree of the Ministry of the Interior on the requirements for document management software applicable to bodies performing public duties
- (5) Classified documents shall be handled in accordance with the provisions of Act CLV of 2009 on Classified Data Protection, and compliance with the provisions of Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information shall be ensured.
- (6) 86/1996. (VI.14.) Government Decree on the Order of Protection of Security Documents

2. § Scope of the ISZ

- (1) The scope of the ISZ extends to the management of all documents generated during the operation of the College – for general case management – in any material, in any form and using any means.
- (2) The scope of the ISZ does not affect the management of strictly accountable documents and financial, accounting and labour documents.
- (3) The aim of the ISZ is to ensure the order of the traceable management of documents, their safe storage, accurate and quick orientation on the documents and the disposal of documents that have become unnecessary in a regulated manner through the precise description of document management tasks.
- (4) The ISZ regulates the method, systematization, registration, provision of aids, archiving, disposal and transfer to the archives of documents, video and sound recordings made by any technical process, as well as data carriers generated in the course of machine data processing.
- (5) The territorial scope of the ISZ extends to the document management at the headquarters and all the sites of the College.

3. § Interpretative provisions

- (1) During the application of the ISZ
 - a) electronic document: a document received or transmitted electronically by the use of a computer program, recorded in electronic form, which is stored on a computer medium;
 - b) receipt: the phase of written administration prior to filing, during which the date of receipt of the submission is recorded;



c) Freshman program: the software used in all higher education institutions in the country, which can be used in the implementation and documentation of the admission procedure;

d) competence: the precise delimitation of the scope of administration by level, the totality of the cases in which the organisation is entitled and obliged to take action and act on behalf of the organisation;

e) filing: the phase of document management after the opening of the post and the subsequent arrival, the basic part of the document register, during which the document is assigned a file number and the boxes of the registry book and the imprint of the registry are filled;

f) registry book: a document registry book with continuously numbered pages for the registration of documents generated in the course of the proper operation of the organizational unit (generated by it or received by it), authenticated annually, which may also be made on an electronic medium;

g) place of filing: the organizations that have been granted the right to file from among the independent organizational units specified in the Organizational and Operational Rules of the College;

h) right of filing: the ISZ determines the organizational units of the institution where filing is to be carried out;

i) Filing program: the filing software used by the College;

j) document: recorded information generated or received in the course of the activity of an organizational unit or person, to be treated as a single unit, which may appear on paper, electronic or any other medium; Its content may be text, data, graphs, images, motion pictures or any other form of information or a combination thereof. The following are not considered documents:

ja) unqualified press products (daily newspapers, periodicals, gazettes, etc.),

jb) unqualified books, official publications of external companies (tariff and price lists, catalogues, timetables, etc.),

jc) advertising and propaganda materials of external companies (brochures, leaflets, product and product brochures, etc.),

jd) Bulk notifications and invitations from third-party companies that have no legal effect.

k) document management: an activity that includes the preparation, registration, systematization and sorting of documents from the point of view of disposal, their provision with aids, their professional and safe preservation, their release, their disposal and their release to the archives;

l) archive: a properly designed and equipped room suitable for the professional and safe storage of archival material;

m) archival material: the totality of documents created or received by the College in the course of its operation and belonging to the archives as intended;

n) archiving: a part of document management, the activity in the course of which the College performs the archival systematization, management and safekeeping of documents generated and received by the College in the course of its operation, belonging to it and remaining in its possession;

o) archival plan: a list serving as the basis for the systematisation and sorting of documents from the point of view of disposal, which lists the archival material divided into items, in a system adapted to the tasks and powers of the organisational unit and its organisation, and determines the period of preservation of documents belonging to the archive items that can be discarded for administrative purposes, as well as the deadline for the submission of documents that cannot be discarded to the archives;



- p) Archival item number: indicates the classification of the given document and its position in the system of the valid archival plan;
- q) Service: delivery of the document to the place of destination. Delivery may be made by post, by an agent in person, electronically;
- r) archives: an institution maintained by the state established for the purpose of ensuring the permanent preservation, archival processing and intended use of documents of lasting value;
- s) archival material: the part of the archival material and the documents of natural persons of lasting value preserved in the archives, as well as private documents of lasting value that have been declared protected;
- t) copy: a copy of an original document made after its creation, which may be a facsimile (faithful to the text and form), simple (not authenticated) and authentic (with authentication and reproduction clauses) copies of documents;
- u) duplicate: an authentic copy of an original document made in several copies at the same time, authenticated by the same signature and/or seal as the one on the first copy;
- v) annex: an integral part of a document, an additional part thereof, which is inseparable from it;
- w) retention period: the retention period of each archival item – in the knowledge of the legal background applicable to it – which must be recorded in the archive list;
- x) scrapping: the destruction of documents of no lasting value kept in the archives after the expiry of the retention period, after the scrapping procedure has been carried out and approved;
- y) Signing: the designation of the organisational unit and/or administrator competent to take action in the case, the determination of the deadline and the task.

II. GENERAL REQUIREMENTS FOR DOCUMENT MANAGEMENT

4. § Formal requirements of the documents

(1) The outgoing documents of the College must be prepared in accordance with the regulations in force at all times, which determine the uniform image of the institution. As a general rule, you should not deviate from the fonts and formats specified therein.

5. § Material conditions

(1) The financial director is obliged to provide the appropriate number of registry stamps and document storage equipment necessary for document management, as well as the technical background of electronic document management.

(2) The Rector is obliged to provide rooms for the location of the archives in accordance with fire safety, static and guarding protection rules, in which the condition of the documents is not threatened by moisture or other dangers (e.g. animal or plant pests).

(3) The College has established a separate filing program for filing tasks. The protection of the database and files of the program, as well as the methods and requirements of regular data backups are determined by the operating rules of the College's IT systems.

6. § Personal conditions

(1) The management and control of the College's records management and archives is performed by the financial director. With the agreement of the head of the organisational

unit, the Rector appoints the person performing the filing tasks and his/her deputy in the given organisational unit from among the employees of the registration offices.

(2) No special qualification is required to perform archivist duties at the college.

7. § Filing locations

(1) At the College, records management is carried out in the following organizational units:

- a) **Office of the President and the Rector**,
- b) Budapest Registrar's Office,
- c) Economic Office (Budapest)
- d) Language Exam Centre,
- e) Kollégium (Budapest)
- f) Quality Management Manager.

(2) The Rector shall designate the persons with the right to file in the form of a Rector's instruction.

8. § Division of tasks and powers of the organisational actors of document management

(1) The financial director as the person responsible for document management

- a) is responsible for ensuring that the personal and material conditions for secure document management are available;
- b) determines the method of document management (traditional, computer) and designates the person to perform document management tasks;
- c) opens and closes periods within the registry books at the end of the year;
- d) annually reviews the ISZ and the archival plan, and continuously monitors their implementation;
- e) presents the approved IS to the heads of departments;
- f) identifies deficiencies in the processes of document management and initiates measures to eliminate them, and then, in the event of ineffectiveness of the provisions, draws the Rector's attention to the deficiencies;
- g) initiates prosecution against those who violate the discipline of document management;
- h) appoints the scrapping committee and checks and approves the scrapping;
- i) supervises the handling of documents of permanent value;
- j) liaises with the referent of the competent archives;

(2) **In the Office of the President and the Rector's Office** , the person performing the filing task

- a) receives and checks and then receives the received mail;
- b) returns the erroneously addressed items to the post office;
- c) it will pay for outgoing items and ensure their delivery to the post office;
- d) duly fill in the forms prescribed by the post office;
- e) files the received mailings – with the exception of documents received by the organisational unit also performing the filing task – and then signs and forwards them to the addressee; In the event that the addressee cannot be clearly identified, the signing shall be carried out by the rector or his deputies appointed in the absence of the above persons;



f) forwards mails arriving at the address of the organisational unit performing the filing task to the person performing the filing task in the given organisational unit after arrival, but without filing;

g) in the event of a deficiency in the document, attach a note to the addressee, drawing the addressee's attention to the initiation of the correction of deficiencies;

h) receives the documents prepared by the various departments and persons and, if necessary, ensures that they are delivered to the addressee after filing;

i) manages the central archives of the College, keeps a register of the systematized and filed documents;

j) performs the administrative tasks of the transfer of the archives.

(3) Person performing archivist duties of the quality management system

a) receives and files the documents, records and other documents of the quality management system;

b) ensures that the documents received by it are delivered to the addressee and that the necessary tasks are monitored;

c) manages the archives of the quality management system, ensures the proper registration of the documents to be preserved and the retrievability of the documents.

(4) In other organisational units that also manage documents, the person performing the filing task

a) receives the incoming documents from the Office of the President and the Rector's Office or receives, checks, receives and files the incoming documents directly electronically or by personal submission;

b) checks and files documents generated locally, then forwards them to the Office of the President and the Rector;

c) forwards the document to an employee of the College for opinion and ensures its return;

d) in the event of a deficiency in the document, attach a note to the addressee, drawing the addressee's attention to the initiation of the correction of deficiencies;

e) manages the archives of the organizational unit, keeps a record of the systematized and filed documents.

III. DESCRIPTION OF THE PROCESS OF DOCUMENT MANAGEMENT

9. § Receiving, opening and receiving of consignments

(1) The documents received by the College may be received by the person entitled to receive them. Persons entitled to receive the goods:

a) in the Office of the President and the Rector and in other organisational units also performing document management tasks, the person performing the filing task and, in the case of his or her absence, his or her deputy,

b) a person with a receipt authorisation issued by Magyar Posta.

(2) The recipient of the consignment is obliged to check

a) the right to receive the consignment on the basis of the address,

b) the identity of the identification mark on the delivery document and on the consignment,

c) the integrity of the envelope or other packaging containing the document.



(3) If the consignment does not arrive at the organizational unit that also performs the filing task, the recipient is obliged to hand it over to the competent filing unit for filing no later than on the first working day after receipt.

(4) In the case of receipt of a damaged consignment, the fact of the damage must be indicated on the acknowledgement of receipt and on the document, and the contents of the consignment must be checked out of turn. The submitter must be notified of any missing documents or attachments.

(5) Received items may be opened by the person performing the filing task. After opening, the document must be received. During the arrival, the arrival stamp must be placed on the consignment, then the date of arrival, the signature of the sender and, if necessary, a note must be written in the Comment box (e.g. "the consignment is damaged", the consignment contains money or other valuables, etc.).

(6) Items that can be clearly identified as addressed to an organizational unit that also performs filing tasks do not have to be opened, but must be delivered (on the envelope or on the packaging). If the addressee can only be identified after opening, the arrival must be made on the document, and then the consignment together with the envelope must be handed over to the person performing the filing task at the addressee's organizational unit.

(7) Items that are for "so-called" opening or for which the authorised person has ordered it, and which are registered and of a verifiably private nature, must be forwarded to the addressee without opening, but documented. The addressee of the mail is obliged to ensure that the official mail received by him or her is registered in accordance with the document management regulations. In such a case, the time of arrival of the consignment, the sender, the subject (if identifiable), the addressee must be indicated on a separate form, and the addressee must sign the receipt on the same document at the time of delivery.

(8) Financial, accounting and labour documents must be handed over to the Economic Office without arrival.

(9) An e-mail message to be treated as a document must be printed and the printed copy must be treated as the original. Electronic e-mail must also be safeguarded.

(10) Documents received on paper and already entered must be scanned together with the envelope – all pages into one file – and uploaded to the main directory of the server called "E-documents", in the subdirectory that corresponds to the subject of the document. The scanned document must be generated and saved in 'Portable Document Format' (PDF). The name of the PDF file must indicate the sender (it can also be identifiably abbreviated) and the file number.

(11) Outgoing paper-based documents must be scanned or saved as PDF documents – all pages in one file – and uploaded to the main directory of the server called "E-documents", the subdirectory that corresponds to the subject of the document. The scanned document must be generated and saved in 'Portable Document Format' (PDF).

(12) In the case of e-mail messages to be treated as documents, after printing (see paragraph (9)), the e-mail must be saved in PDF format in the subdirectory of the main directory of the server called "E-documents" that corresponds to the subject of the document.

(13) The scanning described in paragraphs (10)-(11) shall be carried out according to the following parameters:

- a) Scan Colour: Black and White, and
- b) The scan resolution must be at least 240 dpi and up to 300 dpi.



(14) Only those incoming documents should be scanned in colour where black and white scanning would limit or make impossible the recognition of text parts or graphic parts carrying information on the documents.

(15) If it turns out that the consignment contains money or other value during the opening, the person who opens the consignment is obliged to indicate the amount and the value of the consignment on the documents, in the delivery book or attach it to the document in the form of a note. The dissolver is obliged to hand over the money, duty stamp and other value to the employee entrusted with cash handling – against a receipt. The receipt must be attached to the document.

(16) After opening, the envelope of the consignment must also be permanently attached to the case file, if

- a) the date of receipt is subject to a legal consequence (e.g. acknowledgement of receipt),
- b) the name and/or exact address of the submitter can only be determined from the envelope,
- c) the consignment arrived incomplete or damaged,
- d) a crime or misdemeanour is suspected.

10. § Filing

(1) Documents arriving at and generated at the College's filing locations must be registered by filing. The records shall be kept in such a way that the exact time of receipt of the document, the subject of the document, the method of arrangement, the whereabouts of the document and the location of the document in the archival plan can be determined.

(2) It does not have to be filed, but in cases specified by law or on demand, the

- a) information,
- b) invitations, greeting cards,
- c) financial documents, invoices,
- d) labour records,
- e) gazettes, periodicals,
- f) returned acknowledgements of receipt,
- g) the following electronic mails: the letters listed in points a)-b) and f), if they are received as electronic mail, advertising materials, (internal) correspondence of persons belonging to the organizational structure of the College.

(3) The filing must be done in the filing software provided for this purpose.

(4) Messages received by the central e-mail address (tanulmanyi@tpfk.hu) of the Registrar's Office are transferred to the College's OTRS (Open Ticket Request System) system, which automatically files the documents and attaches the resulting responses to the case, so the documents received in this way do not need to be entered into the filing system.

(5) A document may only be filed in one place, always at the place of registration of the addressee or the place of creation.

(6) The structure of the file number is determined by the head of the registry office, and it can only be changed at the beginning of the year, before the first registry number is issued. The file number must uniquely and unambiguously identify each document in a given year.

(7) Filing must be carried out in a subnumber system, i.e. the first document generated in each case is given a separate serial number. Documents received or generated in the same



case will not be given a new file number, but will be given subnumbers beginning with one of the serial numbers of the document first registered on that subject.

(8) The file number must be entered on the original document in such a way that it does not cover writing.

(9) The document manager must register the documents on the day of receipt, but no later than on the following working day. Documents marked as 'urgent' containing deadlines, telegrams, express letters and ex officio measures shall be filed out of turn.

(10) In case of incorrect filing, the changes must be documented by preserving their content and logging. An incorrectly issued file number cannot be reused.

(11) Before filing the document, it must be determined whether it has any antecedents. The antecedent must be attached to the document. If it is not possible to file the document, the file number of the regulation shall be recorded in the registry book and, in the case of the antecedent, the file number of the present document as the file number of the postscript.

(12) The original copies of the documents included in the general part of the archival plan must be placed in the archives after filing, and copies must be sent to the concerned parties if necessary. The originals of the documents belonging to the special part may also be forwarded.

11. § Signage

(1) After filing, the person performing the filing task appoints the administrator of the current document (signing) based on the address of the document, or hands over the document to the head of the competent organizational unit or the manager's agent, who appoints the administrator.

(2) If the addressee cannot be clearly identified, the signing shall be carried out by the rector or the head of the given filing place, or by the vice-rector for education, or their deputies appointed in the absence of the above persons.

12. § Forwarding documents within the College

(1) The forwarding of filed documents between organizational units or persons is possible by filling in the transfer list of the registry program or in a transfer book specially established for this purpose.

(2) Documents received without filing but forwarded for filing purposes do not have to be entered in the transfer list.

(3) There is no need to write an entry on the transfer list if the outgoing letters of the place of filing are forwarded to the **Office of the President and** the Rector for posting. In this case, the fact of posting must be recorded in the registry of the place of creation.

(4) After signing, the original document (special part) or its copy (general part) must be handed over to the designated person, depending on the position of the given document in the archival plan.

(5) In the case of a returned document, the fact of the return must be recorded in the transfer list.



13. § Filing process

(1) There is an archive at the College's filing places. Binders must be used in the archives for the transparent storage of the documents deposited. Document collectors must be marked with numbers that are suitable for their unambiguous identification.

(2) The individual documents shall be kept in the archives established at the place of filing for the period specified in the archival plan.

(3) The registration must be indicated in the filing program and the number of the binder into which the binding was made must be indicated.

14. § Release of documents from the archives

(1) If the substantive administration requires the retrieval of filed documents, it shall be carried out by the head of the organisational unit or, on the basis of a written or personal oral request of those obliged or entitled to act in the case, by the person performing the filing task.

(2) Only a copy of the original document may be issued, unless the person ordering the release expressly requests the original document.

(3) In the case of the issuance of an original document, a copy of the document must be made and a document replacement sheet must be issued, which must be placed in the place of the document after filling in and signing. The document replacement sheet must be kept even after the document has been returned.

(4) In the case of the issuance of an original document, the fact of issuance and then of retrieval must be entered in the transfer list of the filing program.

15. § Scrapping of documents

(1) The part of the archive materials whose retention period has expired has expired and has no lasting value, or whose further preservation is unnecessary for the sake of administration, may be discarded.

(2) The rector initiates the scrapping every year by appointing the scrapping committee and notifying the archives of the intention to scrap. The notification must be made 30 days before the scrapping. A separate committee must be convened for each filing location, to which the head of the given organizational unit and the person performing the filing task must be invited.

(3) Only persons who are aware of the importance of documents, document management and archiving may participate in the scrapping work.

(4) In the event of any doubt arising during the disposal of the documents in the assessment of the content and retention period of the documents, the opinion of the head of the given organisational unit, the rector and the expert of the competent public archives from a historical point of view shall be decisive from an administrative point of view.

(5) When carrying out the scrapping, it is not possible to deviate from the retention period indicated in the archival plan to a decreasing extent.

(6) During the review, the documents that require further safekeeping within the items to be discarded according to the head of the organizational unit, as well as those documents that are the property of private individuals and are to be returned, must be selected and retained.

(7) During the inspection of the disposal, the representative of the archives – if present – has the right to recover or have documents recovered if he or she considers them to be of lasting value.

(8) In addition to the items that cannot be discarded according to the archival plan, documents that can be classified into the following categories may not be discarded:

- a) documents containing essential data on the operation, development and organisation of the College, as well as on case management,
- b) documents of social, political, economic, scientific, historical, technical, cultural or other value,
- c) the documents constituting the archival material kept in the archives,
- d) image and sound recordings related to the above, made by any process.

(9) A scrapping report shall be drawn up on the disposal of documents. The minutes shall be signed by the members of the committee involved in the scrapping.

(10) The rector checks and approves the scrapping report. After this, the minutes must be sent to the archives for endorsement, in two copies. After the clause, the Rector shall order the destruction of the documents.

(11) The minutes with the clause shall be sent to the **Office of the President and** the Rector, and shall be filed and filed there.

(12) The discarded documents must be marked in the filing program.

(13) The documents indicated in the approved scrapping report must be destroyed with a shredding device.

16. § Discarding written tests used for assessment and assessment of student knowledge

(1) The test used for the examination during the semester (e.g. the final exam paper, test sheet) and the written exam paper used to measure the student's performance during the exam period (hereinafter referred to as the "Paper" in this paragraph) may be destroyed at the earliest on a date more than 30 days from the end of the academic year in which the Paper was written and corrected.

(2) The condition for the destruction of the Papers is the provision of the student's personal right of access as specified in Article 19 (7) of the Study and Examination Regulations, and the entry of the grade into the NEPTUN system.

(3) It is not possible to annul a Thesis in connection with which any level of legal remedy procedure is pending.

(4) The provisions of this paragraph are not applicable to theses.

(5) When the Thesis is discarded, no scrapping report is required.

17. § Archival handover

(1) Documents kept in the archives that cannot be discarded may be handed over to the archives after at least 15 years of custody.

(2) The handover can be carried out after prior consultation between the College and the Archives. The consultation is initiated by the financial director.



(3) The archives only accept the material of complete, closed volumes together with the associated aids (registers-indexes). The transfer can take place in appropriate storage devices (acid-free archival boxes) at the expense of the College.

(4) A list of the documents to be handed over must be prepared, on which the fact of receipt must be recorded. After delivery, the list must be filed and filed.

18. § Archival plan

(1) The archiving shall be organised in accordance with the archival plan annexed to these regulations. The archival plan will be developed at the institutional level.

(2) The archival plan systematizes the areas and types of cases, as well as the topics and topic groups that may occur in the daily administrative practice of the College.

(3) The primary aspect of the creation of archival items is that their use should maximally facilitate and facilitate the archiving and disposal work, as well as ensure the quick finding of a document in the archives.

(4) The archival plan must be reviewed at the end of each year and brought into harmony with the departments' responsibilities.

(5) The archival plan shall include the scope of the document, the assigned organisational unit and the retention period of the document.

(6) In the archival plan, the 'X' marking shall be used for the retention period of documents that cannot be discarded.

19. § Tenders

The application materials will be filed in accordance with the requirements of the call for applications.

20. § Documents mandatorily managed by higher education institutions

(1) Government Decree 87/2015 (IV.9.) provides for the implementation of certain provisions of Act CCIV of 2011 on National Higher Education on the documents to be handled by higher education institutions and their contents.

(2) The types of documents pertaining to our College are as follows: 1. master sheet, master sheet extract; 2. enrolment form; 3. certificate of legal status; 4. 7. credit certificate; Test Sheet 5; 6. final exam report; 7. Summary exam report; 8. the teacher's statement pursuant to Section 26 (3) of the Nftv.; 9. Final certificate (absolutorium); 10. certificate of the issuance of a final certificate (absolutorium); 11. a certificate of successful completion of the final examination (a diploma that cannot be issued due to the lack of fulfilment of language requirements); 12. a certificate of the issuance of the diploma; 13. diploma; 14. Diploma Supplement.

21. § Registration of the strict accountability (security) form

(1) The Registrar's Office shall keep an electronic register of the forms subject to strict accounting, which shall contain the following data:

- a) the name of the student,
- b) the student's NEPTUN code,
- c) the number of the forms issued to the student,
- d) the serial number of the forms issued to the student,
- e) the indication of the semester in which the form is issued to the student,
- f) the serial number of the spoiled forms.

(2) Each numbered side of the spoiled forms shall be crossed out in blue ink, with a line, and the marking "RONOTT", as well as the date and the signature of the clerk, shall be entered on it.

(3) Damaged forms shall be preserved.

22. § Preparation for the issuance of strictly accountable forms

(1) The Registrar's Office monitors the depletion of the forms and orders the necessary forms from the Pátia Printing House in a timely manner.

(2) Prior to the issuance of the forms, the Registrar's Office shall **maintain the data of the Hungarian and English forms in the Neptun system, with the assistance of the system administrator.**

(3) The Registrar's Office shall carry out a test printing on the basis of the maintained database. Test printing is not made for a form with strict accounting. The inscription "SAMPLE" must be written in blue ink on each side of the proof form.

(4) The **Vice-Rector for Education shall examine and approve the test forms from the point of view of their content.**

23. § Printing of strictly accountable forms

(1) The Registrar's Office may start printing on a form with strict accountability with the approval of the Vice-Rector for Education.

(2) The Registrar's Office shall produce the forms with strict accountability at a protected workplace and under safe conditions.

(4) The produced forms with strict accountability (diploma, diploma supplement) shall be stored in a safe place, locked away until they are handed over to the student.

(5) Spoiled and blank forms shall be stored in a safe place, locked away.

(6) The institution shall register the data of the spoiled and replaced forms, prepare a scrapping report in the manner specified in the regulations, and destroy the spoiled or replaced copies.

(7) A copy of a lost, stolen or destroyed diploma or diploma supplement shall be issued upon request after delivery. The duplicate is identical in content to the content of the master



sheet, it must contain the duplicate clause and authentication. Further copies of the documents may also be issued.

(8) The institution shall withdraw and destroy the incorrectly issued security documents, record the correction of the defect on the master sheet, and issue the documents again on the basis of the corrected master sheet. The documents include the repair clause and authentication.

(9) The details of lost, stolen or destroyed security documents shall be reported to the Office within 15 days of the issuance of the new documents, which shall be published by the Office on its website and in the Official Gazette of the Ministry.

IV. MISCELLANEOUS

24. § Entry into force

(1) These regulations shall enter into force with the approval of the Senate.

a) Decision number: 2025/2/12

b) Date of decision: 20/05/2025

c) Effective from: 21.05.2025

(2) The Rector is responsible for the preparation of the regulations, their updating in accordance with the statutory provisions and the annual review.



ATTACHMENTS

1. File replacement sheet
2. Scrapping report
3. Archival plan
4. List of persons entitled to file



1. File replacement sheet

Document released from the archives	
~ File number:	
~Subject:	
~ number of annexes:	
The recipient	
~Name:	
~ Organizational unit:	
Date of pick-up:	
	_____ (year) _____ (month) _____ (days)
Deadline for return:	
	_____ (year) _____ (month) _____ (days)

Transferring Archivist

recipient

The above-mentioned document and its annexes were returned to the archives in their entirety or with the deficiencies listed below.	
List of shortcomings:	
Date of return:	
	_____ (year) _____ (month) _____ (days)

Receiving Archivist

Transmitter



2. Scrapping report

(Pursuant to Act LXVI of 1995 on Public Documents, Public Archives and the Protection of Private Archive Materials and Government Decree 335/2005 (XII.29.) on the General Requirements for the Document Management of Bodies Performing Public Duties.)

Made _____ (year) _____ (month) _____ (days) on the occasion of the review of the documents in the archives of the Tomori Pál College (1223 Budapest, Művelődés u. 21.) _____ (place of filing), on the basis of which we ask for permission to scrap the following documents.

Members of the scrapping committee:

(1) _____ (name, signature) _____ (position)
(2) _____ (name, signature) _____ (position)
(3) _____ (name, signature) _____ (position)
(4) _____ (name, signature) _____ (position)

Date of start and end of scrapping:

_____ - _____

Scrapping is carried out in accordance with the provisions of the Document Management Regulations and the Archive Plan.

File number	Archive lot number	Document Date	Title/subject of the document

Clauses:

The administrative value of the discarded documents has ceased to exist, and they do not represent a permanent value. The culling was carried out in accordance with the rules.

The members of the committee agree with the scrapping:

(1)

(2)

(3)

(4)

I agree with the contents of the scrapping protocol:

_____ (year) _____ (month) _____ (days)

rector

We approve the scrapping:

_____ (year) _____ (month) _____ (days)

archives



I approve the destruction of the documents and order their execution:

_____(year) _____(month) _____(days)

rector



3. Archival plan

General

(items related to the operation of the College, affecting several organizational units)

Archive lot number	Name of the organisation/case	Retention period (years) (x: not to be discarded)	Name of the person responsible
Á100	Rector's Office		rector
A101	Materials of the foundation and history of the College, documents, press products, etc.	X	
Á102	Instructions and decisions of the Ministry of Education and Culture	X	
Á103	Ministry of Education and Culture data supply	X	
Á104	Ministry of Education and Culture correspondence	5	
Á105	MAB instruction, decision	X	
Á106	MAB correspondence	10	
Á107	Educational Authority decisions and instructions	X	
Á108	Educational Authority correspondence	10	
Á109	HCSO Statistical data services	X	
A110	Minutes of the Senate and its committees and related documents	X	
A111	College Regulations	X	
A112	Rector's instructions	X	
A113	Materials related to the Hungarian Rectors' Conference and its committees	X	
A114	Professional tenders (winner)	X	
A115	Professional applications (not winners)	3	
A116	Registry books, transfer books	X	
A117	Archival scrapping protocols	X	
A118	Correspondence related to development grants for vocational education and training (cooperation agreement)	3	
A119	Archival transfer lists	X	
A120	Decisions related to adult education	X	
Á121	Correspondence related to adult education	3	
Á122	Student Loan Centre contracts, data services, declarations	X	
Á123	Student Loan Center Correspondence	5	
Á199	Other general documents	5	



Archive lot number	Name of the organisation/case	Retention period (years) (x: not to be discarded)	Name of the person responsible
Á200	Language Exam Centre		Head of Language Exam Centre
Á201	Exam Location Accreditation Material	X	
Á202	Examiners' personal material	X	
Á203	Documentation of in-service training for examiners	X	
Á299	Other general documents	5	
Á300	Registrar's Office		Vice-Rector for Education
Á301	National Centre for Higher Education and Information (OFIK) Instruction and Decision	X	
Á302	National Centre for Higher Education and Information (OFIK) correspondence	10	
Á303	Admissions Information Service (FISZ) correspondence	10	
Á399	Other general documents	5	
Á400	Dormitory		Dormitory Director
Á401	Instructions of the Dormitory Director	X	
Á402	Minutes, notes, memos	X	
Á499	Other general documents	5	
Á500	Quality Management System		Quality Management Manager
Á501	Documents related to the establishment and operation of the MIR (offers, contracts, etc.)	X	
Á502	Standards	X	
Á503	Procedures	X	
Á504	Auditok documentation	10	
Á505	Management Audit Reports	10	
Á506	Status tabs	3	
Á599	Other general documents	5	

Strange part

(Items related to the basic tasks of the College)

Archive lot number	Name of the organisation/case	Retention period (years) (x: not to be discarded)	Name of the person responsible
K100	Rector's Office		rector



Archive lot number	Name of the organisation/case	Retention period (years) (x: not to be discarded)	Name of the person responsible
K101	Contracts of cooperating secondary schools	X	
K102	Cooperating secondary schools correspondence	5	
K103	Other training-related cooperation agreements	X	
K104	Training support materials	X	
K105	Documents of the International Education Centre	X	
K106	Hungarian Society of Value Analysts correspondence	5	
K107	Reviewer's opinions	5	
K108	Cases of lawsuits for damages	10	
K109	Other court, authority, police cases	10	
K110	Applicants' CVs until they become employees	1	
K111	Complaints	5	
K112	Correspondence related to management	10	
K199	Other documents related to basic tasks	5	
K200	Language Exam Centre		Head of Language Exam Centre
K201	Documentation of language exams (minutes, room lists, results)	X	
K202	Examinee personal data, application forms	X	
K203	Registration fee documentation	5	
K204	Exam materials (oral materials, written assignments, leaflets)	5	
K205	Notification of examinees, issuance of certificates, lists of certificates	X	
K206	Accounting for examiners' performance	5	
K207	Accounting for exam periods (statistical and financial accounting)	8	
K299	Other documents related to basic tasks	5	
K300	Registrar's Office		Vice-Rector for Education



Archive lot number	Name of the organisation/case	Retention period (years) (x: not to be discarded)	Name of the person responsible
K301	Students' personal file collector (one bag per student) Its content is all documents that arise in connection with the student's studies and stay, such as: admission cases, applications, scholarships, transfer to another major or institution, postponement of the year, academic results, exams, appeals, internships, study contracts, copies of diplomas, disciplinary cases, legal remedy cases, etc.	X	
K302	Exam and final exam matters, minutes	X	
K303	Theses (hardcover, microfilm, CD, etc.)	X	
K304	Pedigrees	X	
K399	Other documents related to basic tasks	5	
K400	Dormitory		Dormitory Director
K401	Personal document collector for dormitory students (one bag per person) Its content is all documents that arise in connection with the dormitory's need for accommodation and attendance, such as: admission cases, contracts, appeals, disciplinary cases, medical documents, inventory documents, etc.	X	
K499	Other documents related to basic tasks	5	
K500	Quality Management System		Quality Management Manager
K501	Error handling notes	5	
K502	Forms, registration sheets	5	
K503	Other documents related to basic tasks	5	