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## 1. General Regulations

- 1.1. This Regulation defines the authority, accountability of the Georgian American University LLC. (hereinafter " the University" ) Document Control Office (hereinafter referred to as the " Office" ) and regulates issues related to the activities of the Office.
- 1.2. The Office is an auxiliary structural unit of the University.
- 1.3. The Office is guided in its activities by the Constitution of Georgia, international treaties, Georgian legislation, the Statute of the University, this regulation, the acts of the President and Senior Vice President of the University.
- 1.4. The Office is accountable to the President and Senior Vice President of the University.

## 2. Objectives of the Office

- 1.5. The purpose of the activities of the University Records Office is to organize, coordinate, control and ensure the smooth process of document circulation in the University.

## 3. Office Functions

The functions of the Document Control office are:

- 1.6. To introduce and improve integrated document management systems using information technologies at the University;
- 1.7. Monitoring and controlling the implementation of the rule of working on documents in the structural units, optimizing the document flow, unifying the forms of documents and developing appropriate recommendations;
- 1.8. Development of draft documents regulating Document Control issues at the University;
- 1.9. Managing the activities of the archive - ensuring the receipt of archival documents from structural units, their protection, order, use and transfer for permanent storage in accordance with the established rules.
- 1.10. Receiving correspondence, applications, registration, processing, submission to the electronic database, transfer to the university. Overseeing and controlling their review;
- 1.11. Registration of correspondence from the university and organization of its submission to the addressee;
- 1.12. Monitoring the execution of documents to be signed by the President and the Senior Vice President;
- 1.13. Organization of correspondence within the established time in accordance with the University Rules of Procedure and other acts.
- 1.14. Organize printing, copying and duplication of documents, development of document blanks;

- 1.15. Organizing the reception of citizens;
- 1.16. Providing

1.26.7. Participates in the discussion of

- 1.28.10. Registers the orders of the President and Senior Vice President of the University;
- 1.28.11. Records, processes and stores the archival material of the University;
- 1.28.12. Uses documents stored in the archive;
- 1.28.13. Transmits information, extracts and other documents from the archive electronically and materially upon request;
- 1.28.14. Ensures the