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**T.R.**  
**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY**  
**DIRECTIVE *of* ARCHIVING**

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**FIRST PART**  
**Purpose, Scope, Basis and Definitions**

**Purpose**

ARTICLE 1 – (1) The purpose of this Directive is to determine the archive materials in the units of Nevşehir Hacı Bektaş Veli University and archival materials that will become archive materials in the future by preventing their loss for any reason, using them in the service of the state, real and legal persons and science in accordance with the national interests, ensuring their protection under the necessary conditions and to regulate the procedures and principles regarding the sorting and disposal of material.

**Scope**

ARTICLE 2 – (1) This Directive covers the procedures and principles regarding the execution of archive services in Nevşehir Hacı Bektaş Veli University and its units.

**Basis**

ARTICLE 3 – (1) This directive has been prepared based on the provisions of the Regulation on State Archive Services, which came into force after being published in the Official Gazette dated 18.10.2019 and numbered 30922.

**Definitions**

ARTICLE 4 – (1) In this Directive following definitions are used;

a) Archive: The places where documents are housed as a result of works and transactions, communications and services rendered by real or legal persons in Nevşehir Hacı Bektaş Veli University and its units,

b) Archive Document: Document regardless of production forms, hardware environments, written, drawn, illustrated, visualized, audio or electronic media and containing information that must be transmitted to the future as any historical, political, social, cultural, legal, administrative, military, economic, religious, scientific, literary, aesthetic, biographical, genetic and technical value, dated back twenty years or has been finalized fifteen years after the last transaction date and does not have a function in the daily work flow, completes the storage periods in the storage plans and other legislation,

c) Archival Document: A document that does not qualify as an archive document in terms of duration or does not lose its currency despite the expiry of this period, and that has a function in terms of the execution of the service,

ç) Sorting: The process of determining the archival document, which will gain the quality of an archive document in the future, by distinguishing between the archive document and all kinds of documents that have lost their legal value and feature of being evidence, although they have a value in the current period, and that do not need to be used and stored for any reason in the future,

- d) Presidency: Presidency of State Archives,
- e) Document: A written, drawn, illustrated, visual, audio or electronic record that contains information, regardless of production forms and hardware environments, as a result of the work and operations of Nevşehir Hacı Bektaş Veli University and its units,
- f) Document Hierarchy: The entirety of the institution, unit, folder, file and document components to which the document belongs, from general to specific,
- g) Document Management: All of the activities of evaluation, arrangement, sorting and putting into service within the framework of the criteria determined since the production of the documents,
- ğ) Unit: The academic and administrative units in the organizational chart of Nevşehir Hacı Bektaş Veli University,
- h) Unit Archive: The documents, which are formed as a result of the works and transactions, communications and services provided by real or legal persons in Nevşehir Hacı Bektaş Veli University and its units, are kept by the relevant units for a certain period of time. archive,
- ı) Evaluation: Documents; The process of making a decision by the authorities of Nevşehir Hacı Bektaş Veli University, the document manager and archive personnel, taking into account the research situations in the administrative, legal, financial, historical and creation processes,
- i) Digitization: Transferring documents in paper media to digital media using devices such as scanners, cameras or innovative techniques,
- j) File Code: An alphabetical, numeric, alphanumeric definition indicating which file the document is associated with or in which file/folder the document whose process has been completed will be placed,
- k) File Plan: The classification prepared for the effective use, management, storage and access of documents and generally named according to alphabetic, numeric, alphanumeric and similar symbol types,
- l) Filing: The process of recording the document, processing it and keeping it in a certain order for re-applying when necessary,
- m) Electronic Archive: An archive where all kinds of information and documents in electronic media are kept in a way that can be accessed, stored, liquidated and transferred,
- n) Electronic Document Management System: Documents that may be evidence of their administrative activities are extracted from all kinds of documentation created by Nevşehir Hacı Bektaş Veli University and its units while performing their activities, and they constitute evidence for the function or operation to which the documents belong, which preserves their content, metadata, format and relational properties. The system that provides the management within the chain of ownership in the electronic environment,
- o) Disposal: The process of destroying documents that do not need to be used and stored in the future, other than archival documents or archival documents, that have lost their legal value and qualification as evidence,
- ö) Institution: Nevşehir Hacı Bektaş Veli University,

p) Institution Archive: The archive located in the central organization of Nevşehir Hacı Bektaş Veli University and where documents are kept for a longer period of time compared to the Unit Archives,

r) Institution Document Manager: The person who manages the filing, storage, sorting, liquidation, presentation and transfer of documents on behalf of Nevşehir Hacı Bektaş Veli University or its unit

s) Retention Plan: Evaluations showing how long the documents will be kept and what process they will be subjected to at the end of these periods,

ş) Document Not Necessary to be Kept: A document that is not deemed necessary to be used in the future, although it has a value in the current period, and is excluded from archival documents and archival documents, and has lost its legal value and quality of evidence,

t) Standard File Plan: The classification scheme developed in order to ensure that the documents created or received as a result of these processes are filed by Nevşehir Hacı Bektaş Veli University and its units, by specifying their relationship with the production sites, on the basis of subject or function,

u) Responsible: Senior executive of the relevant unit of Nevşehir Hacı Bektaş Veli University,

ü) Classification: The works of organizing archival documents carried out by applying the basic principles and techniques of archiving,

v) Metadata: Each of the elements that define the document or specify any of its features,

y) Case File: The file opened for each transaction, keeping all the documents related to the work and activity carried out.

## **SECOND PART**

### **Document Protection, Document Managers, Document Confidentiality and Utilization of Archives**

#### **Protection of documents**

ARTICLE 5 – (1) Duties of those responsible are as follows:

a) All kinds of documents in their possession are protected from fire, theft, humidity, heat, flood, dust and disposal of all kinds of animals and insects and are kept in their current original order,

b) For documents created and/or stored electronically, “disaster recovery planning” is planned and executed, and backup is taken in order to take necessary security measures against all kinds of disasters, cyber attacks, software/hardware-based or other possible threats/risks, and to prevent possible document loss. installation of units.

#### **Document managers and archive personnel**

ARTICLE 6 – (1) Those in charge determine the “Institution Archive Document Managers” who will be responsible for carrying out the document management and archive services of the Institution, and the “Unit Archive Document Managers” for each unit.

(2) In order to carry out document management and archive services in accordance with the provisions of this Directive and archival methods and techniques, sufficient qualified and number of personnel are assigned.

(3) Priority is given to those who have received vocational training among the personnel who will be involved in the execution of document management and archive services.

(4) Those in charge shall take measures to improve the professional knowledge and skills of the personnel who will take charge in records management and archive services.

### **Confidentiality and declassification of documents**

ARTICLE 7 – (1) Documents that had a degree of confidentiality or were considered confidential at the time they were processed and still preserve these characteristics, will retain this feature unless their secrecy is removed.

(2) The confidential archive document remains confidential even after it is transferred to the Presidency. The removal of the confidentiality of this kind of archive document is decided by the Presidency after taking the opinion of those responsible. Archive documents that have been declassified shall be declassified with the phrase "... declassified by decision dated and numbered".

(3) Matters regarding the declassification of archival documents transferred to the Presidency are determined by the Presidency.

### **Making use of archives**

ARTICLE 8 – (1) Units may obtain documents from archives when necessary, provided that they are not taken out of the institution to be viewed or examined. After the examinations, the documents received are returned to the archive from which they were taken.

(2) Document request from archives is made by issuing the "Document/File Request Form" (ANNEX-1) attached to this Directive.

(3) The examination and usage period of the documents taken from the archives is determined by the Institution Archive. In cases where the specified period is not sufficient, the period may be extended.

(4) The originals of documents qualified as archival documents cannot be exported from the archives or the places where they are located, for any reason or reason. However, when a service belonging to the state, real and legal persons, protection and proof of a right is required, examples can be given duly. Or, it can be examined on-site by experts to be appointed by the courts or by the authorities to be appointed by the relevant departments.

(5) Documents created in the electronic environment are used within the framework of access authorization. Requests to benefit from documents without access authorization are made by the Document Manager, provided that the permission of the Unit Supervisor is obtained.

(6) All kinds of records for benefiting from archives are kept regularly.

(7) The procedures and principles to be prepared by the Presidency and to be put into effect by the Presidential Decree shall be complied with regarding the utilization of the archive documents open for research by local and foreign real or legal persons, their obligations, and the submission of samples of the archive documents.

## **THIRD PART**

### **Creation of Archives and Filing Operations**

#### **Creation of archives**

ARTICLE 9 – (1) Responsibles are in charge of establishing the "Institution Archive" and the unit archives.

(2) Units may create Unit Archives where documents used effectively and in daily work flow will be kept for a certain period of time, in case of need.

(3) In the creation and arrangement of archive spaces, the standard "Arrangement of Archive Spaces numbered TS13212" is taken into account.

(4) The retention and retention periods of the documents in the Institution Archive and, if any, in the Unit Archives are applied as specified in the "Document Retention Plan".

(5) All kinds of information and documents in electronic media; are kept in Electronic Archives for access, storage, disposal and transfer.

#### **Giving a file code to documents**

ARTICLE 10 – (1) The file code is determined in accordance with the file plan rules according to the institutional file plan.

(2) If the document contains more than one subject, the file code of the subject, which is dominant as the file code of the article, is preferred. In such cases, a copy of the article can be placed in the other file it is related to.

(3) The file codes contained in the incoming documents are not directly referenced in the response letters to be prepared and in the filing of the document.

(4) In file plans, texts that are a continuation or part of a transaction, even if they are defined separately, cannot be given a different file code in order to preserve the integrity of the transaction.

(5) In electronic document management systems, the file code is kept as a mandatory metadata element.

#### **Filing of documents**

ARTICLE 11 – (1) Subject Files/Folders are opened every year in case documents bearing their own file codes are formed and are closed at the end of the year. In closing the Case Files, whose transactions will take many years, the year in which the transaction is completed is taken as a basis.

(2) All documents related to a transaction are filed with their references and annexes in a historical order from the document in which the transaction begins to the document in which it is concluded.

(3) Due to the density of documents carrying the same file code, geographical, alphabetical or chronological filing can be done if no exceptions are made in the file plan in order to ensure more efficient access.

(4) If a small number of documents accumulate in the files/folders opened with their own special code, the documents in this file/folder are combined in the upper file levels to which the file code is linked, or in files/folders named "Public". The file labels of the merged files/folders are rearranged taking into account the operation.

(5) "File/Folder Content List", which is included in the annex of this Directive (ANNEX-2), is prepared and put into each file/folder in order to determine the content and to provide quick access to the documents.

(6) In the preparation of the File/Folder Content List, the most recently processed document of each transaction is taken into account. The listing process starts with the oldest document of the file/folder whose historical order has been completed.

(7) In Electronic Document Management Systems, on the other hand, documents are stored in the files/folders to which they belong, according to the hierarchical structure and file codes in which they are defined.

(8) File codes have the feature of determining the subject of the file, as well as its location in the environments in which it is stored.

(9) The arrangement of different types and types of documents such as film, photograph, record, audio and video tape and similar documents can be done according to different systems and processes.

#### **File tag**

ARTICLE 12 – (1) On the file/folder, in the “File/Folder Label”, examples of which are attached to this Directive (ANNEX-3), “institution name/logo”, “unit name/code”, “file code”, “ Subject name”, “year” and, if any, “special information/special code” should be included.

## **CHAPTER FOUR**

### **Document Transfer Processes**

#### **Preparation of documents to be transferred to archives**

ARTICLE 13 - (1) In January of each year, files/folders belonging to the previous year are subjected to "Conformity Check". In Compliance Check;

- a) Whether the documents in the file/folder are filed in accordance with the filing rules,
- b) Whether the document pertaining to each separate transaction in the file/folder is brought together with its annexes,
- c) Whether the documents related to each separate transaction in the file/folder are chronologically sorted from the smallest to the largest, taking into account the date of the most recently processed document,
- ç) Whether file/folder tags have been edited,
- d) It is checked whether the File/Folder Content Lists are prepared, and if there are any deficiencies, they are completed.

(2) The phrase of the document with the highest confidentiality degree is written on the label of the file/folder containing the "class of confidentiality" in whole or in part. Confidential Files/Folders are treated like normal documents during sorting and placement in archives.

(3) Compliance Check is carried out jointly with the relevant unit personnel and the Unit Document Manager.

(4) The Document Manager checks whether the documents created in Electronic Document Management Systems are associated with the correct file, and it is ensured that the incorrect file codes are associated with the correct file.

#### **Transfer of documents to archives**

ARTICLE 14 – (1) Files/folders whose processes have been completed and whose deficiencies have been corrected through Compliance Check are transferred to the archives within the first three months of the following calendar year.

(2) Books, brochures, blank forms, documents and similar materials that are not attached to a document are not transferred to the archives.

(3) In the transfer process of documents, a certain order is applied by reaching an agreement with the units.

(4) File/Folder Content Lists are referenced in transfer operations.

### **Editing in archives**

ARTICLE 15 – (1) Documents are kept in their original order in accordance with the structure that occurred on the date of processing in the archives.

(2) Spaces are allocated to the units in the archives, taking into account the density of documents and the length of their retention periods.

(3) Files/folders are placed on the shelves within a “Layout Plan” and a “Layout Chart” is issued.

(4) In order to place the files/folders, the order is applied from left to right in the shelves and from top to bottom in the compartments.

(5) Placement in the archive is done starting from the top left corner of the first shelf on the left. This process is repeated for each rack group.

(6) Files/folders are placed from the smallest number to the largest number, taking into account the file codes and series in the placement processes.

(7) This placement process is only in question for classical type documents, and the placement process is carried out by installing shelving systems according to the type of documents, such as films, photographs, records, audio and video tapes and similar documents of different types and types.

(8) In Electronic Document Management Systems, documents are stored by considering document hierarchy and file integrity.

### **Preparation and delivery of archive documents to be transferred to the Presidency**

ARTICLE 16 – (1) The Presidency shall decide on the transfer of the archive documents in the Institution Archive to the Presidency.

(2) Following the sorting procedures to be carried out in the Institution Archive or the Unit Archives, the documents considered as archival documents in the retention plan are set aside for transfer to the Presidency.

(3) Files/folders whose structural integrity has been damaged as a result of extraction processes are re-filed by taking into account the file codes.

(4) Archive documents to be transferred to the Presidency are subject to conformity control as indicated in Article 13.

(5) Archive documents prepared to be transferred to the Presidency are recorded in the “Archive Document Transfer-Delivery and Inventory Form” attached to this Directive (Annex-4) and notified to the Presidency to determine the date and form of the transfer. The documents to be transferred can be examined on-site by the Presidency.

(6) The archive documents, if any, with their specially kept records and digital images, whose transfer process is finalized, are transferred to the Presidency within one year at the latest.

(7) Archive documents are delivered to the Presidency under the coordination of the Institution Document Manager, taking into account all kinds of protection and security measures, by placing them in special boxes with serial numbers in accordance with the current order.

(8) Archival documents in the electronic environment maintain their connection with the document hierarchy and metadata. If this bond is not provided during the formation phase, it is established later. Those created as subject files are prepared according to subject codes and file series under these codes, and those created as Case Files are prepared according to case file codes and folder series and transferred in accordance with the procedures and principles to be determined by the Presidency.

## **CHAPTER FIVE**

### **Sorting and Disposal Operations**

#### **Sorting and disposal in the institution archive**

ARTICLE 17 – (1) Except for those responsible for whom privileges are granted by this Directive due to the nature of the institution, no sorting or disposal is carried out in the Unit Archives. Sorting and disposal processes are done in the Institution Archive.

(2) In sorting and disposal processes, priority is given to sorting out the documents belonging to previous years.

(3) Disposal of all kinds of documents that do not need to be kept is done with the final decision of the Sorting and Disposal Commission. However, the provisions of Article 21 are reserved.

(4) Liquidation of the documents stored in e-Archives is done through the system within the scope of the provisions of this Directive, depending on the retention plans.

#### **Documents that will not be subject to sorting**

ARTICLE 18 – (1) Documents that have an actual role in current transactions, that do not complete the storage period in accordance with the provisions of the legislation and storage plans, that are the subject of any lawsuit, cannot be subjected to sorting and disposal until the prescribed storage period is completed and/or the case is concluded.

#### **Establishment of the sorting and disposal commission**

ARTICLE 19 – (1) For the sorting and disposal processes to be carried out in the Institution Archive; 2 (two) personnel to be assigned from the archive and 2 (two) representatives to be appointed by the relevant unit supervisor, whose documents will be sorted and destroyed, under the chairmanship of the unit chief responsible for the organization and execution of archive services and activities, or the relevant document manager, who have knowledge and experience in the services provided by the unit they are affiliated with. A Sorting and Disposal Commission of 5 (five) people is established.

(2) However, in the absence of sufficient personnel, this commission consists of at least 3 (three) persons.

#### **Working principles of the sorting and disposal commission**

ARTICLE 20 – (1) The Sorting and Disposal Commission starts working at the beginning of March every year.

(2) The commission convenes with the full number of members and takes its decisions by majority vote. In case of doubt, it is deemed that the decision is made to keep the said documents.



(3) Documents whose disposal is rejected are re-evaluated by the relevant commission in the following years.

### **Organizing and finalizing disposal lists**

ARTICLE 21 - (1) For the documents to be destroyed, the "Disposal List" included in the annex to this Directive (Annex-5) is prepared. For documents of the same type and characteristics, disposal lists showing the type and year can be prepared by keeping the samples.

(2) Each page of the disposal lists is signed by the chairman and members of the Sorting and Disposal Commission.

(3) Prepared Disposal Lists become final after the approval of the Rector of Nevşehir Hacı Bektaş Veli University or the person authorized by him.

(4) In the approval procedures, how the documents will be destroyed is specified.

(5) Documents sorted by the Sorting and Disposal Commission and decided to be destroyed are kept regularly until the disposal processes are finalized.

(6) The disposal process is determined by the report to be prepared.

(7) Prepared disposal lists, minutes and all kinds of documents related to them are kept for ten years.

### **Disposal forms**

ARTICLE 22 – (1) Documents to be destroyed are shredded in such a way that they cannot be seen and read by others and are evaluated for recycling.

(2) The provisions of the relevant legislation shall apply to the disposal of the document, the disposal of which is determined in its own legislation due to its nature.

(3) Disposal of documents kept in e-Archives is liquidated by removing them from the system in a way that is impossible to see, read and use.

## **CHAPTER SIX**

### **Miscellaneous, Provisional and Final Provisions**

#### **Digitization of documents**

ARTICLE 23 – (1) Documents received in paper form for processing are included in the electronic document management system by scanning with their attachments in order to preserve the integrity of the transaction and file.

(2) The relations of digitized documents with electronic and physical documents are preserved.

(3) When deemed necessary, the responsible persons can digitize the documents in the paper media that are in their possession, which are in the nature of archival documents, in order to save them from being a single copy, and to prevent the documents other than the archive documents from being worn out and to use them effectively.

(4) Documents that are not used frequently and that are not required to be stored and destroyed at the end of the storage periods stipulated in the storage plans are not subjected to the digitization process.

(5) The relationship between digital images and metadata of images is preserved.

(6) Digitization processes are carried out in institutional integrity, in line with the recommendations of the units, with the knowledge or coordination of the unit responsible for document management and archive services. Standalone applications of units are not allowed.

(7) "Electronic Document and Archive Management System numbered TS13298" standard is taken into account in all kinds of digital imaging operations.

(8) The digitization of documents is carried out in accordance with the procedures and principles determined by the Presidency.

#### **File plans and retention plans**

ARTICLE 24 – (1) Those responsible; They are responsible for preparing the File Plan and the Retention Plan under the coordination of the unit responsible for document management and archive services and putting them into practice following the approval of the Presidency.

(2) Considering the File Plan, institutional structure and functions of the institution; The Retention Plan is prepared as a result of the administrative, financial, legal and historical evaluation of the documents.

(3) It is obligatory to apply the "Standard File Plan" in filing operations, and any film, photograph, record, sound, image, etc., which are not subject to the File Plan. A Retention Plan is also prepared for the documents.

#### **Audit**

ARTICLE 25 – (1) The Presidency supervises the compliance of the records management and archive services of those in charge with the current legislation and regulations, and the compliance of the electronic document management systems with the records management and archive processes.

(2) The inspection and audit units of the responsible persons and the institution's document managers supervise the document management and archive processes and practices regarding the Institution Archive within the framework of the current legislation and regulations.

#### **Document management and archive services annual report**

ARTICLE 26 – (1) The Authority shall notify the Presidency in January following the calendar year, in accordance with the forms and formats to be determined by the Presidency, about the information regarding the records management and archive activities during the year.

#### **Elimination of doubts and cooperation**

ARTICLE 27 – (1) Requests the opinion of the Presidency on the issues in which the Responsible Persons within the Institution hesitate regarding the implementation of the provisions of this Directive.

#### **Status of documents in the event of repeal or delegation**

ARTICLE 28 – (1) In the event that the activities of the Institution are terminated, the documents are transferred to the Presidency, and in this case, the process for sorting and destruction is carried out by the Presidency.

(2) In case the activity is carried out by different institutions and organizations due to organizational changes to be realized in the institution, the documents are transferred to the institution or organization where the activity will be carried out.

(3) In case of abolition or transfer of authority, the obligations of the documents belonging to the Institution set out in this Directive are fulfilled by the higher institution and

organization to which it is affiliated to the Institution in case of annulment, and by the commission to be formed by the institution and organization that took over the authority in case of transfer of authority.

**Confiscated document**

ARTICLE 29 – (1) All kinds of documents that fall within the scope of this Directive and are understood to have been used in a crime according to the relevant laws, and whose confiscation decision is finalized, shall be delivered to the Presidency within six months following the finalization of the sentence.

**Force**

ARTICLE 30 – (1) This Directive enters into force on the date it is accepted by the Senate of Nevşehir Hacı Bektaş Veli University.

**Executive**

ARTICLE 31 – (1) The provisions of this Directive are executed by the Rector of Nevşehir Hacı Bektaş Veli University.

**Senate Decision Accepting the Directive**  
**DATE:17.06.2021 NUMBER: 2021.17.112.**

**Annexes and Records:**

Annex-1- Document/File Request Form

Annex-2 -File/Folder Content List

Annex-3 -File/Folder Label

Annex-4- Archival Document Transfer-Delivery and Inventory Form



Annex-5-Disposal List

<b>BELGE/DOSYA İSTEK FORMU</b>			
<b>BELGE/DOSYAYA AİT BİLGİLER</b>			
BELGENİN AİT OLDUĞU BİRİMİN ADI			
KONUSU			
DOSYA NO	SAYISI	TARİHİ/YILI	
YER BİLGİSİ			
<b>İSTEK SAHİBİNE İLİŞKİN BİLGİLER</b>			İMZASI
BİRİM ÂMİRİNİN ADI VE SOYADI			
UNVANI	TELEFON	FAKS	
GÖREVLİ PERSONELİN ADI VE SOYADI			
<b>BELGENİN VERİLİŞ ŞEKLİ</b>			
ASIL <input type="checkbox"/>	ÖRNEK <input type="checkbox"/>	FAKS <input type="checkbox"/>	YERİNDE İNCELEME <input type="checkbox"/>
BELGE/DOSYANIN SAYFA SAYISI/ADEDİ			
<b>TESLİM EDEN</b>	<b>TESLİM TARİHİ</b>	<b>TESLİM ALAN</b>	
ONAY			
<b>İADE EDEN</b>	<b>İADE TARİHİ</b>	<b>İADE ALAN</b>	
<b>ACIKLAMALAR</b>			
1- İstek, belgenin ait olduğu birim amirinin imzası ile yapılır.			
2- İstek Formunda belirtilen görevli dışındakilere belge teslim edilmez.			
3- İstek Formu, belge asıllarının talebi halinde iki nüsha, diğerleri için ise tek nüsha düzenlenir.			
4- Asıl nüshası teslim edilmiş belgelerin iade süresi 7 gündür.			
5- Telefonla yapılacak istekler dikkate alınmaz.			

**DOSYA/KLASÖR İÇERİK LİSTESİ****Birimi:****Dosya No:**

Sıra No	Tarih	Sayı	K o n u s u	Adedi	Açıklamalar

## DOSYA/KLASÖR ETİKETİ

 <b>Devlet Arşivleri Başkanlığı</b>	 <b>Devlet Arşivleri Başkanlığı</b>	<b>KURUM ADI/LOGOSU</b>
<b>72424901</b>	<b>72424901</b>	<b>BİRİM ADI/ BİRİM KODU</b>
<b>040.05</b>	<b>010.06.01</b>	<b>DOSYA KODU</b>
<b>FAALİYET RAPORLARI</b>	<b>İÇ GENELGELER</b>	<b>DOSYANIN KONUSU</b>
<b>A-F</b>	<b>19/1-25</b>	<b>ÖZEL BİLGİ ALANI</b>
<b>2019</b>	<b>2019/1</b>	<b>DOSYANIN YILI</b>

## ARŞİV BELGESİ DEVİR-TESLİM VE ENVANTER FORMU

Kurumu:

Birimi/Alt Birimi:

Belgenin Türü:

Envanter Sıra No	Tarih/Yılı	Sayısı/ Dosya Kodu	Gizlilik Derecesi	Konusu	Sıra No			Sayfa Sayısı/ Adedi
					Kutu	Dosya	Belge	

Arşiv Yer No

Devlet Arşivleri Başkanlığı Tarafından Doldurulacaktır.

**İMHA LİSTESİ****Birimi/Alt Birimi:****Dosya No:**

Emvankur Sıra No	Tarihi	Sayısı/ Dosya Kodu	Konusu	Sayfa Sayısı	Açıklamalar

**Başkan****Üye****Üye****Üye****Üye**