

DIRECTIVE ON ARCHIVING



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**DEDAK
DIRECTIVE ON
ARCHIVING**

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DEDAK Directive on Archiving

ARTICLE 1- (1) Grounds, Purpose, and Scope

This directive has been prepared as per Article 14 of the Operational Regulations of the “Association for Language Education, Evaluation and Accreditation (DEDAK),” in order to regulate the archiving of DEDAK documents. It aims to define the archiving procedures and periods of documents and reports related to DEDAK’s activities, including documents and reports related to the accreditation processes and results.

ARTICLE 2- (1) Definitions and Abbreviations

In this directive, the following terms shall have the following meaning:

- (a) DEDAK shall stand for the Association for Language Education, Evaluation and Accreditation;
- (b) General Assembly shall stand for DEDAK’s General Assembly;
- (c) Executive Board shall stand for DEDAK’s Executive Board;
- (d) DAK shall stand for the Language Education Programs Accreditation Board, which evaluates and accredits language education programs for DEDAK.

ARTICLE 3 Duties

- (1) Documents and reports related to DEDAK’s activities are regularly archived and stored. The chair of the Executive Board ensures that the official documents and reports of DEDAK are kept safe.
- (2) DEDAK keeps a record of the list of the programs accredited, the type of accreditation granted, and the period of validity.

ARTICLE 4 Documents and Reports on Accreditation Process and Results

- (1) Accreditation intent declarations, final self-assessment reports, institution visit reports, final reports, and final statements of the programs applying for accreditation and their affiliated institutions are stored in DEDAK Headquarters.
- (2) The institution visit reports, final reports, and final statements of the last five years are stored on-site, while the self-assessment reports and their appendices are stored off-site, also for five years.
- (3) Self-assessment reports are stored for ten (10) years.
- (4) Institution visit reports, final reports, and final statements older than five (5) years are stored indefinitely.
- (5) Accreditation criteria and annual accreditation activity reports are stored indefinitely.
- (6) Evidence, notes, correspondence, and evaluation reports of the programs are stored indefinitely.
- (7) Evidence notes are kept up to date and those records are accessible to the members of the DEDAK Board of Directors, the Chairman of the DAK, and the Secretary-General
- (8) Self-assessment reports, institution visits reports, final reports, final statement documents, evidence, correspondence, notes, and the like are defined as “SERVICE SPECIFIC”. These records are accessible only to members of the Board of Directors, DAK members, and the Secretary-General.
- (9) Applications for which the accreditation process has not been completed are destroyed after one (1) year.

ARTICLE 5 Personnel Records

- (1) All files of employees leaving the association, including salary and tax records, are stored for ten (10) years after termination of their employment.

- (2) Job application files are stored for three (3) years.
- (3) Social security records of employees are stored indefinitely.

ARTICLE 6- (1) Training Records

Documents related to expenditures made for the workshops and training and participant lists are kept in the Training Folder.

ARTICLE 7 Association Records

- (1) Meeting minutes, by-laws, operational regulations, agreements, labor contracts, licenses, contracts, mutual agreements and contracts made with other institutions, rental agreements, donation records, and trademarks of the General Assembly, the Executive Board, and MAK are stored indefinitely.
- (2) Applications for DEDAK membership by legal entities (such as professional institutions) are stored indefinitely.
- (3) Contracts are stored for four (4) years, as from the end date of the contract period.
- (4) Insurance policies are stored for three (3) years, as from the end date of the policy period.
- (5) Construction and renovation records are stored indefinitely.
- (6) Rent payment records are stored for four (4) years, as from the end date of the rental agreement.
- (7) Documents sent to and from DEDAK are recorded in the Incoming/Outgoing Document Book. While the original document is kept in the Incoming Document Folder, a copy of it is stored in the relevant folder according to its subject. A copy of outgoing document is kept in the Outgoing Documents Folder.
- (8) Member Registration Forms and required documents related to members are kept in the relevant Member Folders and Forms and forms and documents regarding members are added to the folder.

ARTICLE 8 Financial Records

- (1) Association books, auditing reports, accounting records, annual financial reports, purchase records, and tax documents are stored indefinitely.
- (2) Accounting records, expense records, inventory records, debt payment orders, and sales records are stored for ten (10) years.
- (3) Bank records, canceled checks, debt records, and electronic payment records are stored for ten (10) years.

ARTICLE 9- (1) Security and Access

Access to the archive is subject to the permission of the chair of the Executive Board. The archive may be accessed by persons authorized by the chair of the Executive Board. It is mandatory to keep a record of the persons who are permitted to access the archive.

ARTICLE 10 Reproduction and Access

- (1) Documents and reports on accreditation processes and results may not be shared with any third parties and institutions, in any way.
 - (2) The originals of the documents and reports in the archive may not leave the archive for any reason, under any circumstance. However, if necessary for rendering a service to the government or real and legal entities, or for protecting and proving rights, then copies may be handed over or examined on-site by officials to be appointed by courts, or by authorized persons delegated by the relevant offices.
 - (3) The reproduction and lending of archived documents for association activities are subject to the permission of the chair of the Executive Board.
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ARTICLE 11 Sorting and Destruction

- (1) Documents, reports, and similar materials of which the storing periods determined in this directive have expired are sorted and destroyed by the Executive Board, or a commission founded by the Executive Board.
- (2) Documents that are currently used in DEDAK's activities, which are required by law or other legislation (private legislation) to be stored for certain periods and materials which are subject to litigation may not be sorted or destroyed within the specified time limit and/or until the litigation is concluded.

ARTICLE 12 Archival Material in the Electronic Environment

- (1) Archival material in the electronic environment is stored on media such as CD, floppy disc, or similar recording device, in order to prevent loss and ensure its preservation.
- (2) The provisions that apply to all other materials also apply to the storage, classification, and transfer of archival material in the electronic environment.

ARTICLE 13- (1) Storage of Documents on the DEDAK Economic Enterprise

The procedures defined in this directive regarding the storing of DEDAK documents also apply to the storing of the documents of the DEDAK Economic Enterprise.

ARTICLE 14- (1) Amendments to the Directive

If deemed necessary, this directive is reviewed by a committee assigned by the Executive Board, and any suggestions for amendment are submitted to the Executive Board. The suggestions will be included in the agenda and shall be resolved during the following meeting of the Executive Board.

ARTICLE 15 Enforcement

- (1)) This directive becomes effective on the date of its approval.
- (2) As of the date of the directive's effectiveness, the documents in the archive are treated according to its provisions, while those excluded from the archive are sorted and the archive is organized accordingly.

ARTICLE 16 Execution

- (1) The chair of the Executive Board executes the provisions of this directive.
- (2) All correspondence, files, and documents archived at DEDAK are transferred to the new chair when the term of office of DEDAK's chair expires.