



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

B/13/2023

**Rules for Internal Governance of Archives of the University of
Economics in Bratislava**

2023

The University of Economics in Bratislava (hereinafter also referred to as "EUBA" or "the University") is issuing, in accordance with Article 5(4) of the EUBA Constitution, this internal regulation entitled Rules for Internal Governance of Archives of the University of Economics in Bratislava (hereinafter also referred to as the "the Archives").

Article 1

Introductory Provisions

1. These Rules for Internal Governance regulate the status, areas of activity, mission and organisational structure of the EUBA Archives, the Archives' internal organisational relations and relations of subordination as well as its relations to the EUBA Rectorate and other EUBA units.
2. These Rules for Internal Governance are binding on all employees of the Archives who have an employment relationship with the University as well as on all persons who perform work under contracts for work conducted outside employment or who are in any manner involved in the Archives' activities.
3. EUBA provides for corresponding materials and equipment as well as safe archive storage space in accordance with legal regulations and directives issued by the Ministry of Interior of the Slovak Republic that apply to public archives.

Article 2

Areas of Activity and Mission of Archives

1. The Archives are EUBA's university-wide documentation and information unit, having no legal personality, whose archival materials form part of the unified archive fund of the Slovak Republic.
2. The Archives are directly managed by the University Rector.
3. EUBA is the archive founder under the Act No. 395/2002 on archives and registries and on amendments and supplements of certain laws.
4. In pursuing their respective professional activities, the Archives are governed by the Act No. 395/2002 on archives and registries and on amendments and supplements of certain laws, as amended, and by the relevant regulations and directives issued by the Ministry of Interior of the Slovak Republic.
5. The following activities, in particular, comprise the Archives' mission:
 - methodically manage and inspect the operation of the records management system at EUBA,
 - conduct pre-archival care in all units of EUBA's organisational structure,
 - collect written instruments and any other documents originating from activities of EUBA's legal predecessors, activities of EUBA's managing bodies and units, and, if so mutually agreed, also from activities of learned societies and important research workers at EUBA,
 - professionally process and make available the archive funds of official and private nature collected,
 - provide information from archival sources for the needs of EUBA's managing bodies,

- to submit, for examination, archival materials for scientific, official and private purposes in accordance with the Research Rules of the Archives,
 - ensure that archival documents are preserved and given expert care, including conservation thereof.
6. The Archives also constitute the registry centre for EUBA, having a branch at the Faculty of Business Economics of the University of Economics in Bratislava with seat in Košice (hereinafter also referred to as "the RC Branch") as an organisational subunit. The RC Branch collects the Faculty's registry records that are not older than two years. The Branch's operations are provided by an authorised employee of the Branch, who organisationally reports to the Dean of EUBA's Faculty of Business Economics. The Faculty is obliged to notify the Archives, in time, of all personnel changes concerning this post. Expert and methodological guidance in respect of the Branch's operations is provided by the EUBA Archives Director.

Article 4

Archives Director and Employees

1. The Archives Director is a senior staff member - archives director, whose employment contract is concluded by the EUBA Rector based on a selection procedure conducted in accordance with the Principles of Selection Procedure to Fill University Teachers', Research Workers', Full Professors'/Associate Professors' and Senior Staff Members' Positions at University of Economics in Bratislava.
2. The Archives Director is accountable for his/her activities to the University Rector.
3. The Archives Director accounts for the following activities:
 - a) compliance with laws and generally binding legal regulations as well as any other EUBA internal regulations,
 - b) efficient and economic operations of the Archives,
 - c) adherence to the financial discipline and economic use of funds,
 - d) compliance with occupational health and safety regulations and fire regulations by the Archives employees; is accountable for the work discipline of the Archives employees.
4. The Archives Director performs particularly the following tasks:
 - a) determines the procedure for, and assessment of, the most difficult instances of archiving work concerning arrangement, disclosure and editing,
 - b) submits proposals in respect of personnel and payroll matters related to Archives employees,
 - c) ensures that work discipline is adhered to by Archives employees,
 - d) creates favourable work conditions,
 - e) represents EUBA in professional archiving bodies under an authorisation from the EUBA Rector,
 - f) provides for the protection of archival documents and expert care thereof, including conservation,
 - g) provides for the disposal procedure in accordance with the legislation in force,

- h) proposes organisational and management standards of the workplace; provides for their updates and innovations with a view to creating the best possible organisational structure and management forms for the Archive,
 - i) submits proposals for changes in the Archive's organisational structure.
5. In his/her absence, the Director is deputised by an Archives employee authorised by the Director within the scope of competencies as set out.
 6. Archives employees have an employment relationship with EUBA. Employment relationships, rights, liabilities and scope of employee duties for Archives employees arise from the generally binding legal regulations, labour legislation as well as any other EUBA internal regulations and these Internal Governance Rules. The job description is determined according to the specific activities performed by the employee. The employees are accountable to the Archives Director for the performance of their work.

Article 6

Advisory and Other Bodies

1. In order to perform certain tasks (document disposal), the Archives Director may initiate the establishment of a committee on the authority of the University Rector.
2. The Committee Chair and members are appointed and dismissed by the University Rector.

Article 7

Relations between Archives, Faculties and Other EUBA Units

1. In performing its mission and tasks resulting therefrom, the Archives cooperate with EUBA faculties, Rectorate's units, university-wide units and special-purpose facilities,
2. The Archives' relations to EUBA faculties, Rectorate's units, university-wide units and special-purpose facilities derive from the EUBA Constitution.
3. The Archives make available archive funds administered by it, providing information from archival documents for all EUBA faculties, Rectorate's units, university-wide units and special-purpose facilities.

Article 8

Final Provisions

1. These Rules for Internal Governance shall become valid on the date of signing thereof, and effective on 1 September 2023.
2. On the date of entry hereof into force and effect, the Rules for Internal Governance of EUBA Archives of 5 November 2018 shall expire and cease to have effect.

Bratislava, on this 21st day of August 2023

prof. Ing. Ferdinand Daňo, PhD.

Rector