**ARCHIVE DIRECTIVE**

**PART ONE**

**Purpose, Scope and Definitions**

**Purpose**

**ARTICLE 1-**(1) Purpose of this guideline is identification of procedures and principles regarding determining archive materials of faculties, institutes, academic and administrative units as well as research centers affiliated with Koç University and material worth archiving that could turn into archive material in the future, their protection under required conditions and delivery of archival materials to archives of units and, then, to Central Archive of Koç University, their maintenance, and sorting and destruction of those materials that are found to be no longer necessary. It is also to arrange relations between Koç University's Central Archive and Koç University's Units as well as Directorate-General of State Archives and service types of Koç University.

**Scope**

**ARTICLE 2-**(1) This guideline covers all units within the structure of Koç University Rector's Office.

**Definitions**

**ARTICLE 3-**(1) : This Guideline has been prepared based on Presidential Decree nr. 11, promulgated at the issue of the Official Gazette dated 16/7/2018 and numbered 3048028/09/1988, "Law on Amendment and Acceptance of the Executive Order Regarding Destruction of Documents and Materials that no longer need to be Stores" of 28/09/1988 numbered 3473, article 45 of "Regulations on State Archive Services" that came into force after being published at the issue of the Official Gazette of 16/05/1988 numbered 19816 and “Higher Education Institutions Standard File Plan with Retention Period”, as prepared by Presidency of Higher Education Board as per the Circular as promulgated in the issue of the Official Gazette of 25 March 2005 nr. 25466.

For the purposes of this Guideline;

a) Koç University Central Archive: Means the corporate central archive where documents, generated by units affiliated with Koç University which are final and need to be retained and protected for legal, economic and managerial reasons are sorted and destroyed once their period for retention expires, where such documents are retained at the institution at all times due to their corporate value or ones with research value are shipped to the Directorate-General of State Archives for continuous retention,

b) Unit Archive: Means the archive where documents, as generated by units affiliated with Koç University, which are not out-of-date and have active function and use within day-to-day workflow are retained by their relevant units for a certain period of time,

c) Active Document: Means the document generated by units affiliated with Koç University, are regularly used within the day-to-day workflow and, therefore, are found at those units where they are generated,

d) Archival Document: Means the document, as generated by units affiliated with Koç University, which are not considered archive documents in terms of period or are not out-of-date despite of expiration of such period, are functional in terms of rendering of the  service,

e) Archive Material: Means any and all written, drawn, illustrated document, video and audio document or documents generated in electronic medium which needs to be passed on to the future as a historical, political, social, cultural, legal, administrative, military, economic, religious, scientific, literary, esthetical, biographic, genealogic and technical value which contains any piece of information, owned by the Rector's Office of Koç University and in which the last act was carried out more than twenty years ago or are deemed to have been finally concluded after elapsing of fifteen years and have no function in day-to-day workflow, of which retention periods specified in the other legislations and retention plans, if any, they is subject to have expired, regardless of the mode of generation and hardware media,

f) Sorting: Means the operation of sorting any and all archive materials and materials that are no longer legally valuable and are no longer considered an evidence, despite of having a value during the period it pertains to, are not required to be used and retained in future,

g) Standard File Plan: Means the Standard File Plan with Retention Period of Higher Education Institutions;

h) EBYS: Means a system of Koç University and its units which separating those documents which can be used as evidence for their administrative actions from among all documentation generated by them while performing their tasks and protects their content, metadata, format and relational characteristics, functions as an evidence for the function or transaction documents pertain to and electronically carries out the management of documents within the chain of ownership,

ı) Destruction: Means separation of materials with no legal value which are no longer considered an evidence and are not thought to be worth future use and protection, are not among the archive materials and archival materials and destruction of them according to procedures and principles laid down in this Regulation,

i) Retention Plan: Means the evaluations consistent with the Standard File Plan with Retention Period of Higher Education Institutions which indicates for how long documents are to be retained and to what procedures they are to be subjected upon expiration of such periods.

**PART TWO**

**Retention, Management and Protection of Archive Materials and Archival Materials at Archives of the Unit and Institution,**

**ARTICLE 4-**(1) Koç University's Central Archive is tasked with receiving, retaining, evaluating and maintaining archive materials, determining the method for sorting unnecessarily documents and keep documents in its possession usable at all times.

(2) Any and all materials that are generated by academic and administrative units affiliated with Koç University and need to be transferred to Koç University's Central Archive are property of Koç University. Such documents and materials cannot be subject to private property. Documents of those departments established within structure of Koç University's Rector's Office which have been dissolved are transferred to Koç University's Central Archive.

(3) Personnel members tasked with rendering archiving services are appointed to Koç University's Central Archive. The personnel members to be appointed for rendering Unit Archive services are proposed by relevant units.

(4) Until delivery to Directorate-General of State Archives, Koç University Rector's Office and Koç University Central Archive are responsible for protection of archive materials kept at the Koç University Central Archive and archival materials kept at the relevant unit's archive and arrangement of the same in compliance with archiving principles**.**

**Retention**

**ARTICLE 5-**(1) Any and all materials that are generated by academic and administrative units affiliated with Koç University and are not considered archival material are retained at relevant units' archives and Koç University's Central Archive for periods specified in the Retention Plan.

(2) Transfer procedures of those documents that are generated by academic and administrative units affiliated with Koç University which are considered to be archive material and those documents required to be transferred to Directorate-General of State Archives are carried out in accordance with the Retention Plan.

(3) For archival material that needs to be retained for 5 years, the institution establishes "unit Archives”, whereas it establishes "Central Archive" for archive materials or archival materials that need to be stored for 14 years.

(4) Archival material is retained at unit archives for 1 to 5 years whereas archive material is retained at Koç University Central Archive for 10 to 14 years.

(5) The File Plan is prepared by taking into account the corporate structure and functions of the institution, whereas the Retention Plan is prepared as a result of assessment of the document from a administrative, financial, legal and historical point of view.

(6) It is imperative to put into practice the File Plan for filing, a separate retention plan is prepared for films, photos, records, audio, video documents and the other documents that cannot be subjected to the file plan.

**Archiving of the Document Electronically and Physically**

ARTICLE 6- (1) It should be ensured that documents are archived electronically owing to the Electronic Document and Archive Management System and filing at Koç University.

(2) Documents received/sent by KEP (registered e-mail)/Mail/Fax are imported into the workflow process at EBYS and archived.

(3) A copy of the document entered into EBYS is physically retained in a folder bearing name of the sender institution.

**Management**

**ARTICLE 6-**(1) Archive material as generated by academic and administrative units affiliated with Koç University Rector's Office are delivered to the relevant unit's archive for protection until the document is no longer up-to-date or retention Periods at units expire, whereas they are delivered to the Central Archive for continuous retention or they are transferred to the Directorate-General of State Archives. Koç University's Unit Archives and Central Archive conduct their studies under the Rector's Office.

**Obligation to Protect**

**ARTICLE 7-**(1) Koç University Rector's Office is responsible for taking necessary measures for protection of archival materials against  fire,  theft,  moisture,  inundation ,  dust and  any and all kinds of animals  and  pest damages and arranging heating, light, ventilation, moisture settings.

(2) This responsibility is comprised of;

a) taking necessary measures against damages induced

by  fire,  theft,  moisture,  inundation ,  dust and  any and all kinds of  animals  and  pests,

b) keeping fire extinguishers operational at all times against fire in accordance with the instruction on fire

c) disinfection of archive depots, one a year as a minimum, by taking protective measures against microorganisms,

d) arrangement of the light and ventilation installations in a suitable manner,

e) Keeping the temperature constant to the extent possible (paper materials from 12 to 15 degrees).

**PART THREE**

**Unit and Institution Archive Procedures**

**Separation and Preparation of Materials to be Given to Unit Archive**

**ARTICLE 8-**(1)  Archival materials of the preceding year are reviewed by all units in January of every year. Materials are sorted as ones on which the work is completed, ones on which the work is in progress and ones that must be retained although the work on them has already been completed. Materials that are to be transferred to the archive as a result of such sorting are prepared at relevant units depending on characteristics of the work and material based on:

a) Unit,

b) Year of work (the year when materials are created),

c) Ownership in terms of subject matter and work done on the material,

d) date within the ownership (Chronologic ranking within ownership is from earliest date to the soonest date.

e) The same procedure applies for annexes and they are prepared based on the rank number.

(2) As an exceptional rule, registration files are prepared based on ,registration number, retired registration number or name and they are placed in the archive accordingly.

(3) Units fill out the “Unit Archive Transfer Form” and then transfer archival materials in their possession to the unit archive. Unit archive transfer form is approved by archive officials and officers performing the relevant unit's transfer after reconciliation based on information specified in the list.

(4) Sections on the Unit Archive Transfer Form which describe qualities of the document so transferred are completed by the unit transferring the document. Unit archive transfer forms are approved by the unit supervisor once they are completed by the unit officer.

(5) Units enter those documents they are to transfer to the unit archive on a regular basis and by assigning a rank number starting with 1 whenever they enter a document.

(6) Archive and archival materials are retained at unit archives by retaining their order as at dates when they are processed.

(7) Those materials to be transferred by unit which have physical and structural are subjected to sorting by archive officers after their retention at units and such materials are transferred to the unit archive.

(8) An inventory is prepared in order to facilitate and manage use of materials kept at the unit archive. Inventories are kept in the system as a record per file / folder.

(9) All kinds of documents kept at the Unit Archives of which specified retention period has expired are transferred to Koç University Central Archive for retention in line with periods specified in the Retention Period.   No sorting - destruction is done at the unit archives.

(10) Archive materials or archival materials with certain characteristics due to the service rendered at the university are prepared and placed at the archive, taking account of the file plan, within a valid system to be developed according to the format of service and type of material –alphabetical, numerical, chronologic, thematic, geographic, etc.

(11) The stamp reading "Confidential” is affixed, with red stamping ink, at the top right corner of the file protective cover containing the documents which are completely or partially confidential. Confidential materials are subjected to the same procedure as normal materials at the archive during sorting and placement.

(12) By affixing the stamp that reads as "No More Confidential” on materials that are no longer confidential, confidentiality stamp is cancelled.

**Separation and Preparation of the Material to be Transferred to the Central Archive**

**ARTICLE 9-** (1) Archival materials which have lost their usage value are transferred to Koç University's

Central Archive.

(2) Archive documents are transferred in January of every year.

(3) Unit archives enter those documents they are to transfer to Central Archive into transfer forms of Koç University Central Archive Transfer Forms on a regular basis and by assigning a rank number starting with 1 whenever they enter a document.

(4) Sections on the Central Archive Transfer Form which describe qualities of the documents so transferred are completed by the unit archive transferring the document.

(5) Koç University Central Archive Transfer Forms are completed by archive officers and approved by the Rector's Office.

(6) The Central Archive may not separate documents sent by the same unit based on the principle of indivisibility of funds which a basic rule of operation and is not to mix documents from the other units with such documents. In the event of a physical and structural difference between materials to be transferred, transfer for such documents is carried in the form of separate lists.

(7) Inventories are prepared in order to facilitate and manage use of materials transferred by unit archives to the Central Archive. Inventories are kept in the system as a record per file / folder.

(8) The material to be transferred to the Directorate-General of State Archives is sealed with the seal of Koç University. Barcode labels showing that they are owned by the Central Archive are attached.

**Transfer of Documents to the Directorate-General of State Archives**

**ARTICLE 10-** (1) Koç University Rector's Office is obliged to transfer archive materials which have lost their active usage value from its standpoint to the Directorate-General of State Archives.

(2) Transfers are completed in June of every year.

(3) Koç University Rector's Office regularly enter those documents to be transferred to the Directorate-General of State Archives into Archive Transfer Form by assigning a rank number beginning with 1 whenever a document is entered into such form.

(4) Sections of the Archive Transfer Form describing characteristics of files to be transferred are completed by archive officers of Koç University Central Archive and approved by the Rectors Office.

(5) In the event of a physical and structural difference between materials to be transferred to the Directorate-General of State Archives, transfer for such documents is carried in the form of separate lists.

**Compliance Check**

**ARTICLE 11-** (1) Documents to be transferred to Unit Archives and Koç University Central Archive are received by officers of Unit and Koç University Central Archive once they undergo a check for compliance with transfer procedure. Within framework of the said compliance check;

a) it is checked whether or not there is a number omitted in file numbers between transfers of each unit,

b) whether or not documents within files are put in chronologic order, provided that ones with the earliest date are at the bottom and ones with the soonest date are at the top,

c) whether or not name of the unit they pertain to, number and year(s) of transaction they pertain to are written on folders and files/books, volumes, envelopes,

d) whether or not ones in need of binding are bound or not,

e) whether or not ones that need to be put in an envelope are put in an envelope,

f) whether or not pages or annexes are torn, disconnected or missing. Any missing parts or faults, if any, are remedied.

(2) Compliance check is carried out by the unit personnel and a n archive personnel tasked with this specific

job.

**Materials that do not need to be transferred to the Archive**

**ARTICLE 12 -** (1) Materials, generated by academic and administrative units affiliated with Koç University, which are constantly used during the day-to-day workflow and personal documents as well as Official Gazette, books, brochures and similar materials may not be transferred to unit archives, Koç University Central Archive or the Directorate-General of State Archives.

**PART FOUR**

**Making Use of the Unit and Institution Archives and Allowing Others to Do So**

**Making Use of Koç University Central Archive and Unit Archives**

**ARTICLE 13-** (1) All documents owned by the units, except for confidential documents, may be availed for use at studies conducted within structure of Koç University with the consent of the Rector's Office and relevant unit supervisors.

(2) Documents from the unit Archive and Central Archive

are only used within the institution. Archive documents may not be taken out of the institution without prior consent.

(3) No document may be lent from Koç University central and unit archives without completing Document Lending / Return Form.

(4) Document lending time for central and unit archives is one week. Such period may be extended, provided that a satisfactory reason is declared. Those failing to return documents in their possession within one week or after expiry of the additional time are warned.

(5) Persons or units demanding to borrow documents from central and unit archives must notify the archive reference number of the document demanded by them.

(6) Those damaging archive documents are deemed to have damaged the institution's property.

(7) It is forbidden for parties outside of the institution to avail all kinds of documents used in the workflow of the institution or protected at Unit Archives without prejudice to rights vested in real and legal entities by the Law on Right to Information no. 4982.

**Allowing Others to Avail Themselves of Archives**

**ARTICLE 14-** (1) **Article 7 –** Under no circumstances may original archive materials be taken out of their location, however, copies of such materials may be provided with the permission of the unit supervisor whenever it is required to render services for the state, real and legal, to protect and prove certain rights. Or they may be examined on-site by expert witnesses to be appointed by courts or officials to be designated.

**Procedures and Principles of Availing**

**Article 15-** (1) The decision, numbered 2002/3681, taken by the Council of Ministers as promulgated in the issue of the Official Gazette dated 1.3.2002 and numbered 24682 is enforced allowing domestic and foreign parties and legal entities to avail of archive materials open for research, in possession of the University, their liabilities, and provision of copies for archive materials.

**PART FIVE**

**Confidentiality of Archive Materials and Confidential Documents**

**Confidentiality of Archive Documents**

**Article 16 –** Archive materials in possession of units which have been treated confidential in the period they pertain to which still retain such property are also kept confidential once they are transferred to the University Central Archive. Confidentiality of archive materials may be removed after opinion of the relevant unit is taken.

**Confidential Documents**

**ARTICLE 17- (1)** Those documents which units generating them decide are confidential are kept confidential once they are transferred to unit archives and the Central Archive.

(2) Confidential documents are protected in special sections dedicated to them once they are transferred to unit archives and the Central Archive. Access to such documents are restricted to the archive manager and persons authorized by Koç University Rector's Office.

(3) Confidential documents are delivered by unit archives to manager of the Central Archive along with forms issued specially and separately from the other documents.

(4) The Rector's Office makes use of all kinds of documents, whether confidential or not, which are kept at the unit archives and Central Archive. However, a unit manager transferring the confidential document may only avail himself of documents owned by his own unit, when necessary. They can avail themselves of confidential documents of the other units subject to the permit of Rector's Office of the University.

(5) Removal confidentiality of documents is only possible with the approval of the Rector's Office of Koç University in line with information provided by relevant units.

**PART SIX**

**Taking the Archive out of the Institution and the Country**

**Taking the Archive out of the Institution**

**ARTICLE 18-** (1) Materials generated by units affiliated with Koç University Rector's Office which have archival material qualities may not be taken out of archives or their relevant locations within the institution for exhibitions and similar scientific and cultural activities without permission. Permission for taking materials out of the Institution is granted by the Rector's Office of Koç University.

(2) Materials that are generated by academic and administrative units affiliated with Koç University, which are considered to be archive material, may not be taken out of the institution without permission. Permission for taking materials out of the Institution is granted by the Rector's Office of Koç University on a temporary basis, though.

**Taking the Archive out of the Country**

**ARTICLE 19 -** (1) Materials that are generated by academic and administrative units affiliated with Koç University, which have assumed archive material quality, may not be taken out of the country without permission. Permission for taking materials out of the country is granted by the University Academic Board of Koç University.

**PART SEVEN**

**Sorting and Destruction**

**ARTICLE 20-** (1) Sorting and destruction to be implemented at the Central Archive

is carried out by Koç University Archive Sorting and Destruction Commission to be established.

(2) Sorting and destruction of documents that are not considered archive materials

is determined according to relevant provisions of the Regulation on State Archive Services that entered into force following its publication in the Official Gazette of 18.10.2019 numbered 30922.

(3) Once those documents that are generated by units affiliated with Koç University Rector's Office which are not considered to be archive material and archive materials copies of which are to be sent to the Directorate-General of State Archives are separated, remaining materials are destroyed, taking account of the period specified in the Standard File Plan.

(4) Until delivery to Directorate-General of State Archives, Koç University Central Archive Unit is responsible for protection of archive materials kept at the Koç University Central Archive and archival materials retained by the academic and administrative units of Koç University and arrangement of the same in compliance with archiving principles.

**Sorting Works**

**ARTICLE 21-** (1) Those actively used at by academic and administrative units of Koç University in the workflow as well as documents used required to be retained within framework of the law and the other legislations may not be sorted as long as they have active usage value and period laid down in the legislation do not expire. Storing works for the other documents apart from ones listed above are carried out within framework of principles specified in the Standard File Plan and opinion of units generating the document is also taken.

(2) Sorting works are carried out by Koç University Central Archive officers.

(3) When performing sorting work, priority is attached to sorting of materials from

many years ago.

(4) Koç University Archive Sorting - Destruction Commission to be established for sorting works of old-dated materials which fall within scope of the Regulation on Koç University Archive Sorting and Destruction and are owned by units closed due to changes in the corporate structuring are composed of members to be elected from units that have taken over responsibilities of those units closed down or officers with knowledge concerning parties the unit closed down used to serve.

(5) No sorting work can be done at unit archives. Sorting work is carried out at Koç University's Central Archive. In the event of difficulties encountered in transfer to the Central Archive, sorting work is done by Central Archive officers at the unit archive.

(6) Those that actually play a role in current transactions and which are required to be retained for certain periods under the law and the other legislations (those deemed necessary as per provisions of special legislation) and materials that are subject of any lawsuit may not be subjected to sorting until expiry of the time specified in the Standard File Plan and the legislation and/or until the lawsuit is concluded.

(7) Turkish document written with old alphabet, stored at Koç University, may not be subjected to sorting works and are transferred to the Directorate-General of State Archives on an "as is" basis.

**Destruction Works**

**ARTICLE 22-** (1) Materials which Koç University Archive Sorting and Destruction Commission sorts and decides to destroy are set aside and sorted based on its unit, year, content, date and rank number as assigned by the relevant unit and year of destruction.

(2) Based on characteristics of the material to be destroyed, Document Destruction List is prepared in duplicate based on unit of generation, year of generation, nature, ownership, date and rank number within ownership as well as the file plan. Destruction commission members approve the documents intended for destruction in line with the Retention Plan and the Central Archive manager carries out necessary sorting and destruction works.

(3) Destruction work is entered into an official report prepared in duplicate and such official report is signed by the president and members of Koç University

Archive Sorting and Destruction Commission.

(4) Destruction of all kinds of documents retention and protection of which is no longer deemed necessary is carried out with the final decision of the Koç University Archive Sorting and Destruction Commission. However, document destruction lists so prepared, as per article 21 of the Regulation on State Archive Services of 18 October 2019, becomes final following approval by the Rector's Office of Koç University after taking approval of the Directorate-General of State Archives.

(5) Rector's Office of Koç University destroys materials of the same kind and nature along with destruction lists showing years and types, by retaining one copy of each material.

(6) Documents which are approved for sorting and destruction are destroyed in a manner that third persons are unable to acquire them.

(7) Those that actually play a role in current transactions and which are required to be retained for certain periods under the law and the other legislations (those deemed necessary as per provisions of special legislation) and materials that are subject of any lawsuit may not be subjected to destruction until expiry of the time specified in the retention plan and the legislation and/or until the lawsuit is concluded.

(8) Document destruction lists prepared by Koç University Rector's Office are retained by Koç University Central Archive at all times.

(9) Koç University Archive Sorting and Destruction Commission destroys those materials that were not passed on to Koç University Central Archive for various reasons and do not need to be protected after their transfer to Koç University Central Archive.

(10) Materials to be destroyed are shredded by means of special machines in a manner that cannot be viewed and read by others. Such work is carried out under supervision of Koç University archive officers.

(11) Provisions of the relevant legislation are applied for the material of which destruction mode is specified in its relevant legislation (confidential documents, etc.).

(12) Materials to be destroyed are freed from metal parts such as needles, pins, wires and carbon papers.

(13) When Koç University Archive Sorting and Destruction Commission have doubts as to destruction works, action is taken after taking opinion of the Directorate-general of State Archives.

(14) Documents such as exam papers, home works, projects, laboratory and internship reports are destroyed in line with normal procedures after retaining them for two years after the last time they are used.

(15) Measurement and Evaluation Documents electronically generated are stored at university information storage devices, according to security measures, as proposed by Directorship of Information Technologies and approved by Rector's Office of University. Retention period for electronic exams, courses, projects and similar documents is five years starting from the academic year when they are generated. Information Technologies Directorship destroys them upon expiry of such period.

(16) Projects of those institute students whose graduation has been approved are retained by the institute and archived for a period of 2 (two) years and they are destroyed according to normal procedures upon expiration of the said time.

**Koç University Archive Sorting and Destruction Commission**

**ARTICLE 23-** (1) For sorting and destruction works to be undertaken at Koç University Central Archive, Koç University Board of Directors establishes a Koç University Archive Sorting and Destruction Commission according to article 19. of the Regulation on State Archive Services.

(2) Destruction of all kinds of documents use and retention of which is no longer deemed necessary is carried out with the final decision of the Koç University Archive Sorting and Destruction Commission.

(3) As a result of the sorting work undertaken in the Archive every year, a final decision is made for lists shown on the Document Destruction Form submitted to the Archive Sorting and Destruction Commission.

(4) For sorting and destruction works to be undertaken at the Central Archive, Koç University Archive Sorting and Destruction Commission is established, under chair of the institution's archive officer in charge of arrangement and conducting of the archive services and operations, composed of two officers to be assigned from the institution's archive, two representatives to be assigned by supervisor of the relevant unit who are experienced and knowledgeable in terms of public administration, document management and services rendered by the unit they report to. In the event that a commission composed of five persons cannot be established, such commission may be established with at least three persons.

(5) Koç University Archive Sorting and Destruction Commission keeps files from files of series use and retention of which is not deemed necessary. The Institution transfers them to the Directorate-General of State Archives along with those materials transferred to the Directorate-General of State Archives.

(6) Koç University Archive Sorting and Destruction Commission is convened with the full number of members and decisions are taken with majority votes. In the event of equal votes, the decision for retention of the said material is deemed to have been made.

(7) Materials destruction of which is rejected is evaluated, again, by Koç University Archive Sorting and Destruction Commission in the following period.

**PART EIGHT**

**Miscellaneous and Final Provisions**

**Digitalization of documents**

**ARTICLE 24**-(1) Documents received in hard copy for processing are scanned along with their annexes to keep the transaction and file as a whole and they are included in electronic document management system.

(2) Relation of digitalized documents with the electronic and physical documents is retained.

(3) When necessary, those documents in hard copy which are considered archive documents may be digitalized so that they are no longer in single copy and those frequently used documents not considered archive documents may be digitalized, too, so that they are not worn out and they can be effectively used.

(4) Documents not used frequently which are to be destroyed upon expiry of retention periods specified in retention plans for it is no longer necessary to retain them may not be digitalized.

(5) Relation of digital images with metadata pertaining to the images is retained.

(6) Digitalization is carried out upon proposals of units within corporate integrity with knowledge and coordination of the unit in charge of document management and archive services. Units are not allowed to take independent actions in this regard.

(7) For each and every digital imaging work to be undertaken, “Electronic Document and Archive Management System” standard numbered TS13298 is taken into account.

(8) Digitalization of documents is carried out according to procedures and principles as set by the Presidency.

**Enforcement**

**ARTICLE 26** - (1) The provisions of this directive are enforced by the Rector of Koç University.

**Effective Date**

**ARTICLE 27** - (1) This directive becomes effective after adoption by the University Academic Board of Koç University.