VŠTE.
Vysoká škola technická
a ekonomická v Prešove

Regulation No. **35/2026**	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 35/2026 Records Management Rules of the Institute of Technology and Business in Prešov

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Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
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Directive VŠTE No. 35/2026 Records Management Rules of the Institute of Technology and Business in Prešov

Institute of Technology and Business in Prešov

Directive VŠTE No. 35/2026 Records Management Rules of VŠTE in Prešov (original wording of 28 August 2025)

In order to ensure a uniform procedure for records management pursuant to a special regulation (Section 16(3) of Act No. 395/2002 Coll. on Archives and Registries and on the amendment of certain acts, as amended – hereinafter the "Archives and Registries Act") within the remit of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov"), I hereby lay down the following:

PART ONE GENERAL PROVISIONS

Article 1 Introductory Provisions

(1) The Records Management Rules lay down the procedure of VŠTE in Prešov for records management, in particular for the handling of registry records and files, as well as for the proper and regular disposal of files. The records management plan of VŠTE in Prešov, which constitutes Annex No. 1 to this regulation, forms part of the Records Management Rules.

(2) The provisions of these Records Management Rules apply mutatis mutandis to registry records whose registration and handling are governed by generally binding legal regulations and internal regulations (hereinafter "special types of registry records") (pedagogical documentation and documentation on studies under Act No. 300/2025 Coll. on Higher Education and on the amendment of certain acts (Higher Education Act), as amended (hereinafter the "Higher Education Act"), accounting records, personnel records, complaints) (for example Act No. 431/2002 Coll. on Accounting, as amended, Act No. 9/2010 Coll. on Complaints, as amended, Act No. 18/2018 Coll. on the Protection of Personal Data and on the amendment of certain acts, as amended, Decree of the Ministry of Education of the Slovak Republic No. 339/2023 on pedagogical documentation and other documentation, Section 18(1)(j), Section 133, Section 137 and Section 140 of the Higher Education Act).

(2a) The retention periods laid down in the records management plan of VŠTE in Prešov may not be shorter than the retention periods laid down by the Higher Education Act, in particular: electronic documentation of the admission procedure, enrolments, transcripts of records, copies of documents on completion of studies and documentation of decisions on the academic rights and obligations of students shall be retained for at least 25 years from the end of studies (Section 18(1)(j) of the Higher Education Act); the data of the student register shall be retained for 50 years (Section 133 of the Higher Education Act); final theses, rigorosum theses and final internship records sent to the Central Register of Theses shall be retained in the register for 70 years (Section 137(4) of the Higher Education Act); data provided to the Central Register of Employees shall be retained for 10 years (Section 134(8) of the Higher Education Act); records from access systems shall be retained for no more than 6 months (Section 140(6) of the Higher Education Act) and recordings of teaching for no more than 6 years (Section 140(11) of the Higher Education Act).

(2b) These Records Management Rules apply to electronic records arising from online examinations, online state examinations, defences and rigorosum examinations (Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification) and from the use of artificial intelligence tools (Directive VŠTE No. 23/2026) with the following specific features:

a) the record of the state examination, the record of the rigorosum examination, the protocol of an online examination and the record of identity verification are electronic registry records and form part of the electronic documentation on studies or of the applicant's electronic file in AiS2 or in another information system of VŠTE in Prešov; they are retained for the period under paragraph 2a; the record of identity verification contains only the type of document and the result of the verification, and neither the document number, nor a copy of the document, nor an image is made,

b) the audiovisual recording of the public part of an online state examination, defence or rigorosum examination, which is made only after identity has been verified, and a recording of an online examination made under Directive VŠTE No. 27/2026 are accessible only to the Study Department and to the Rector for the purposes of review, and a recording of an online examination also to the examiner under Article 5(4) of Directive VŠTE No. 27/2026; they are retained until three months after the expiry of the time limit for submitting a request for review or, if a request has been submitted, until three months after it has been dealt with, and are then automatically deleted (Section 140(11) and (12) of the Higher Education Act); an electronic record of the deletion is kept; the deliberation of the board is not recorded,

c) records of the inputs and outputs of artificial intelligence tools, of the system version and of human interventions are retained in full for 400 days from their creation, but for at least six months, and, if a request for review, a complaint or a grievance has been submitted or disciplinary proceedings are under way, until their conclusion (Article 26(6) of Regulation (EU) 2024/1689); their content is then deleted and they are reduced to metadata (in particular the date, the system and its version, the course or procedure, the type of output, information on human review and on any change of assessment), which are retained together with the record to which they relate; assessments, reviews, records and other records made by a human being are retained under paragraph 2a,

d) a paper copy of a final thesis voluntarily submitted by the student in addition to the electronic submission (Directive No. 4/2025) is not a registry record and is not deposited in the records centre; the electronic version in AiS2 and in the Central Register of Theses is decisive; the Library of VŠTE in Prešov may add the paper copy of a defended thesis to its collection or return it to the author, otherwise it is destroyed in a manner ensuring the protection of personal data.

(3) The Executive Director (konateľ) of VŠTE in Prešov shall consistently ensure that the provisions of the Records Management Rules are observed in records management.

(4) Records management is, as a rule, carried out by an administrative employee of VŠTE in Prešov entrusted with keeping the registry journal and with the administration of the records centre (hereinafter the "administrative employee").

(5) VŠTE in Prešov manages its registry so that records or files are not damaged, destroyed, lost or used without authorisation. If it is found that damage, destruction or loss has occurred, the administrative

employee shall draw up minutes on the results of the investigation and the possible consequences of the breach of the integrity of the registry. The minutes determining the manner of replacing the registry record or file, or other necessary measures, shall be signed by the Executive Director of VŠTE in Prešov. Where necessary, VŠTE in Prešov shall proceed to reconstruct the file in accordance with a special regulation (Section 17 of Decree of the Ministry of the Interior of the Slovak Republic No. 410/2015 Coll. on the details of records management by public authorities and on the creation of files, as amended).

(6) Upon termination of employment or a change of job assignment, an employee shall hand over files and registration aids to their superior by protocol.

(7) Supervision of the disposal of files, including special types of records of VŠTE in Prešov, is exercised by the State Archives in Prešov (hereinafter the "Archives") (Sections 24 and 24a of the Archives and Registries Act).

Article 2 Basic Terms

(1) Records management, for the purposes of these Records Management Rules, means organising the handling of records and files (receipt, sorting, registration, circulation, creation, processing, dispatch of records and storage, protection and disposal of files (records)), as well as the proper staffing, premises and material and technical provision of the registry of VŠTE in Prešov. Records management also includes the preparation of the Records Management Rules and the records management plan.

(2) A consignment is a record in the course of transport and delivery to the addressee.

(3) A record is information recorded in writing, in image, in sound or in any other manner that originates from the activity of VŠTE in Prešov or has been delivered to VŠTE in Prešov.

(4) A registry record is information that VŠTE in Prešov has registered in the registry journal.

(5) An electronic registry record is an original, electronically created registry record that VŠTE in Prešov stores on a data carrier, transmits or processes by technical means in electronic, magnetic, optical or other form.

(6) A file is a registry record or a set of registry records that arose in connection with the handling of the same matter.

(7) A file cover is an integral part of the file in which the individual registry records (submissions and dispositions) together with their attachments are filed; it is not produced for electronic files.

(8) The registry is the set of all registry records registered by VŠTE in Prešov.

(9) The registry journal is the basic registration aid of records management. It contains data on the receipt, creation, disposition and dispatch of registry records and on the storage and disposal of files.

(10) Registration aids are all registers kept in book form, as well as the mandatory printed output reports produced within agenda systems and special systematic registers kept under special regulations.

(11) A special systematic register is a register of records or files established by an internal regulation or a special regulation; the provisions of these Records Management Rules apply mutatis mutandis to such registers and to the records and files registered therein, including their registration in the registry journal.

(12) A submission is any initiative that VŠTE in Prešov has received for official handling.

(13) A disposition is a record containing information on the manner in which a submission was handled.

(14) The records management plan is an aid for the purposeful and systematic designation and storage of files. By assigning a registry code it determines the place of files in the registry; it further determines the value mark and retention period of files.

(15) A registry code is a symbol laid down by the records management plan for a particular file or group of files.

(16) The records centre is the place where closed files of VŠTE in Prešov are stored and protected until the expiry of the prescribed retention periods and until their disposal.

PART TWO CONSIGNMENTS

Article 3 Receipt of Electronic Consignments

(1) The receipt of electronic consignments is governed by a special regulation (Sections 1 to 3 of Decree No. 410/2015 Coll., as amended).

(2) VŠTE in Prešov receives electronic consignments through its electronic mailbox established under Act No. 305/2013 Coll. on the electronic form of the exercise of the powers of public authorities and on the amendment of certain acts (e-Government Act), as amended (hereinafter the "e-Government Act"), and through electronic mail. Electronic consignments delivered by electronic mail are also received by VŠTE in Prešov through the e-mail boxes of employees or through specially created e-mail boxes.

(3) VŠTE in Prešov receives electronic consignments in all formats (Decree No. 78/2020 Coll.). VŠTE in Prešov checks the content, format, security and the possibility of displaying the delivered electronic record in a user-comprehensible manner. If the electronic record cannot be displayed in a user-comprehensible manner and the sender's address can be ascertained from it, VŠTE in Prešov informs the sender thereof.

(4) Submissions of students and applicants for study are also received by VŠTE in Prešov in electronic form through the academic information system AiS2 (hereinafter "AiS2") or from the e-mail address assigned to the student by VŠTE in Prešov (Section 95(4) of the Higher Education Act). Applications for study delivered through the information system for central electronic applications (Section 70(2) of the Higher Education Act) or through the e-application of VŠTE in Prešov are registered in AiS2 as a special systematic register; the provisions of these Records Management Rules apply mutatis mutandis to such submissions. The electronic request and application for the rigorosum examination submitted as a single electronic submission (Directive VŠTE No. 38/2026 on the Rigorosum Examination) and electronic applications for educational programmes of the Centre for Lifelong Learning are registered in the same manner; documents submitted in electronic form (scan or PDF with a declaration of authenticity) form part of the applicant's electronic file.

Article 4 Receipt of Non-Electronic Consignments and Submissions

(1) The receipt of non-electronic consignments is governed by a special regulation (Section 4 of Decree No. 410/2015 Coll., as amended).

(2) The administrative employee receives non-electronic consignments delivered to VŠTE in Prešov by a postal undertaking, a courier service or submissions delivered in person, provided that they are addressed to VŠTE in Prešov. At the request of the deliverer, the administrative employee confirms receipt of the consignment by an imprint of the presentation stamp on a copy of the record, on a separate slip bearing the date of receipt or on the front part of the advice of delivery according to the pre-printed form.

(3) The administrative employee checks the correctness of the address, the number of consignments received against the postal list and the integrity of the packaging of the consignments. Consignments delivered by mistake are returned to the post office or the deliverer, or returned directly to the addressee. Other deficiencies in the delivery of consignments are claimed by the mailroom with the postal undertaking. The posting and delivery of consignments in postal traffic and the manner of their claim are governed by the postal conditions issued by the postal undertaking.

(4) The administrative employee may confirm receipt of a consignment submitted in person by the applicant by an imprint of the presentation stamp on a copy of the record or on the front part of the advice of delivery according to the pre-printed form.

Article 5 Sorting and Opening of Consignments

(1) The sorting and opening of consignments is governed by a special regulation (Section 5 of Decree No. 410/2015 Coll., as amended).

(2) The administrative employee sorts consignments into

a) consignments that are opened and subsequently registered,

b) consignments that are opened and assigned directly to a designated employee of VŠTE in Prešov who keeps their register,

c) consignments that are handed over to the addressees unopened; this does not apply if the consignment was delivered through the electronic mailbox,

d) newspapers, magazines, brochures, advertising materials, other printed matter and invitations that do not have the form of a letter.

(3) The administrative employee does not open the following non-electronic consignments:

a) private consignments,

b) consignments marked as not to be opened,

c) consignments addressed to the Executive Director and the Rector of VŠTE in Prešov,

d) consignments not addressed to VŠTE in Prešov.

Such consignments are marked on the envelope with an imprint of the presentation stamp. The recipient of an unopened consignment is responsible for its further handling in accordance with the provisions of this regulation.

(4) Any consignment on which the name and surname of the addressee is stated before the name of VŠTE in Prešov is considered private.

(5) Consignments are sorted according to addressees. If it cannot be ascertained from the designation for whom a consignment is intended, the addressee is determined according to the content of the consignment.

(6) The administrative employee keeps a register of the assignment of unopened consignments. Such consignments, with the exception of private consignments, are opened by the Chancellor of VŠTE in Prešov or an employee authorised by the Chancellor.

(7) The envelope is kept until the file is closed. It remains permanently attached to the received record if

a) the record is not dated or its date differs substantially from the postmark of the postal undertaking on the envelope,

b) the sender's address is stated only on the envelope,

c) the date of posting of the consignment has legal effect,

d) the envelope bears an imprint of the presentation stamp,

e) the consignment was delivered with an advice of delivery.

(8) If a delivered electronic consignment contained several submissions or is intended for processing by several processors, it is put into circulation by creating electronic copies thereof.

(9) Newspapers, magazines, brochures, advertising materials, price lists, catalogues, generally binding regulations, technical standards and invitations that do not have the form of a letter are not marked with an imprint of the presentation stamp.

Article 6 Marking of Received Records and Their Circulation

(1) The marking of received records is governed by a special regulation (Sections 6 and 10 of Decree No. 410/2015 Coll., as amended).

(2) A received non-electronic record is marked with a unique registry entity identifier containing data in the form of a numeric alphanumeric barcode. A received electronic record is marked with a unique registry entity identifier.

(3) The administrative employee imprints the presentation stamp, the specimen of which constitutes Annex No. 2 to this regulation, on received non-electronic records. A non-electronic record created by guaranteed conversion (Sections 35 and 36 of the e-Government Act) from an original electronic record is also marked with an imprint of the presentation stamp. The presentation stamp is, as a rule, imprinted in the upper part of the left-hand side of the record so that all data remain legible. In the imprint of the presentation stamp the administrative employee indicates the date of delivery, the number of attachments and the registration number of the record if it has been registered in the registry journal. Further data are entered in the imprint of the presentation stamp by the processor.

(4) The administrative employee indicates on the received record any valuable enclosed with it, stating its nominal value and the number of pieces. The consignment is handed over to the Chancellor of VŠTE in Prešov.

(5) If, after opening the consignment, it is found that the record is intended for another addressee, the date of opening and the surname and signature of the employee who opened it are stated on the envelope. The original envelope is placed together with the submission in a new envelope and sent to the correct addressee or returned to the sender.

(6) Received records such as contracts, agreements, judgments, payment orders, summonses to court hearings and enforcement protocols are marked with the presentation stamp on the last, rear page.

(7) Electronic records are handed over to the processor through the electronic records management system or in printed form.

(8) If a non-electronic copy is made of a received electronic record, it is marked in the upper right-hand corner with the word "copy", the date of receipt and the identifiers of the original received electronic record from the registry journal or other register. The copy is not marked with an imprint of the presentation stamp.

(9) When handing over records to the processor, the superior indicates instructions through the electronic records management system or an instruction slip.

(10) After making the entries in the journal, the administrative employee hands over the records to the Chancellor of VŠTE in Prešov, who decides on their further processing.

(11) The processor is responsible for the protection of the records taken over.

PART THREE REGISTRATION OF RECORDS AND FILES WITHOUT THE USE OF AN ELECTRONIC RECORDS MANAGEMENT SYSTEM

Article 7 Registration of Records and Files without the Use of an Electronic Records Management System

(1) The registration of records and files without the use of an electronic records management system is governed by a special regulation (Sections 7 and 9 of Decree No. 410/2015 Coll., as amended).

(2) VŠTE in Prešov keeps the register of records and files without the use of an electronic records management system in a centralised manner through the registry journal.

(3) For each calendar year a new registry journal is opened on the first working day, marked with the name of VŠTE in Prešov and the year. The registry journal is closed on the last working day of the year. The registry journal is closed with the entry "Closed with number", to which the date, the imprint of the official oblong inscription stamp and the name, surname and signature of the competent head of the unit are added. If abbreviations and distinguishing marks are used in the registry journal, a list thereof with explanations is given on its last, rear page.

(4) VŠTE in Prešov further uses the following special systematic registers and agenda systems for the registration of records and files:

a) Systematic register of accounting documents, broken down into:

ZB – collective document bank

OF – collective document invoices issued

DF – collective document invoices received

MZ – payroll accounting documents

CN – travel orders

PD – cash receipt vouchers

VD – cash disbursement vouchers

b) Systematic register library

CREPČ – on-line register of publication activity

KIS MaSK – cataloguing and lending process in the library

c) Systematic register student personal file

ID – personal file of the student

AiS2 – academic information system AiS2 (student register under Section 133 of the Higher Education Act, electronic documentation on studies under Section 18(1)(j) of the Higher Education Act and service of documents under Section 95 of the Higher Education Act)

EL – e-learning environment of VŠTE in Prešov and videoconferencing system of VŠTE in Prešov (electronic courses, records of the course and results of online examinations, recordings of the public parts of online state examinations, defences and rigorosum examinations and records of artificial intelligence tools under Article 1(2b))

d) Systematic register of documentation of the governing bodies of VŠTE in Prešov

VR – Scientific Board

AS – Academic Senate (Senate)

K – Convent of VŠTE

SR – Board of Trustees

DK – Disciplinary Committee

e) Systematic register of project and grant documentation and Erasmus+

PR – projects

IG – institutional grants

ER – Erasmus+

(5) All records that give rise to the opening of a file are registered in the registry journal.

(6) If, after opening a private consignment, the recipient finds that the record is of an official nature, the recipient returns it for registration in the registry journal.

(7) All data in the registry journal are filled in according to the pre-printed form. An erroneous entry is struck through in such a way that it remains legible.

(8) The registry records belonging to a file are registered by the processor on a separate form marked "Contents of File", the specimen of which constitutes Annex No. 3 to this regulation and which is an integral part of the file.

(9) The first registry record of a file registered in the registry journal is at the same time entered in the contents of the file without a serial number. The second registry record within the file is registered in the "Contents of File" form under serial number 001. The contents of the file are closed by underlining the last registry record and by the entry "Closed on...., number of sheets...., processed by....".

(10) The record number consists of the file number without the designation of VŠTE in Prešov, supplemented by the serial number of the record from the contents of the file (e.g. 264/003).

Article 8 Creation of a File without the Use of an Electronic Records Management System

(1) The creation of a file is governed by a special regulation (Decree No. 410/2015 Coll., as amended).

(2) A file consists of the file cover, the registry records and the contents of the file.

(3) The processor decides on the inclusion of a registry record in an existing file or on the opening of a new file. The inclusion of a registry record in an existing file or the opening of a new file may also be carried out by another authorised employee of VŠTE in Prešov (the administrative employee).

(4) The processor who creates a new file assigns it a registry code, retention period and value mark according to the records management plan of VŠTE in Prešov; these data are also indicated in the registry journal when the file is opened; the processor produces the file cover and inserts the "Contents of File" form into it.

(5) A file number is assigned to a registry record

a) whose handling falls within the remit of VŠTE in Prešov,

b) containing information important for the activity of VŠTE in Prešov,

c) arising from the own initiative of VŠTE in Prešov,

d) addressed to VŠTE in Prešov but not falling within its remit,

e) whose content relates to the organisation of the activity of VŠTE in Prešov.

(6) The file number consists of the designation of VŠTE in Prešov, the serial number from the registry journal or other register and the year.

(7) The file cover is an integral part of the file in which the individual registry records together with their attachments and the contents of the file are filed. The specimen file cover constitutes Annex No. 4 to this regulation.

(8) Registry records relating to the handling of one matter are registered in one calendar year under the same file number. A registry record may not remain unassigned to a file. The contents of the file are drawn up continuously, including when the file passes into the following year; they are closed together with the closing of the file.

(9) If, in the following year, a new record in the same matter is added to an already existing file or a new record is created at VŠTE in Prešov, it is registered in the registry journal of the new calendar year and its number becomes the file number. The new file number is indicated on the original file cover. The linking of the files is indicated in the registry journals of both years (previous number, following number).

(10) The file is stored in the registry of the year in which the last file number was assigned to it.

Article 9 File Folder

(1) A file may become a file folder if it is evident in advance that the handling of the matter will take several years or if it is expedient from a procedural point of view. A condition for keeping a file folder is its designation by a special identifier (Decree No. 410/2015 Coll., as amended).

(2) VŠTE in Prešov keeps the register of file folders through an agenda information system or a special systematic register; the records are not registered in the registry journal.

(3) A file folder consists of the file folder cover, the registry records and the contents of the file folder.

(4) The file folder number is its identifier and remains unchanged until the matter is closed. The file folder number must contain the designation of VŠTE in Prešov, the serial number from the register of the agenda information system or the special systematic register and the designation of the specific agenda; it may also contain the year in which the file folder was established and the designation of the unit.

(5) All records belonging to a file folder are registered in continuous chronological and numerical order within that folder by means of the "contents of folder" form. The contents of the folder may be generated automatically by the agenda information system.

(6) When opening a file folder, the processor assigns it a registry code, retention period and value mark according to the records management plan of VŠTE in Prešov. The processor also indicates these data in the agenda information system or the special systematic register.

(7) File folders are handled in the records centre according to the year of disposal.

PART FOUR HANDLING OF FILES

Article 10 Handling of Files

(1) The handling of a file is governed by a special regulation (Section 12 of Decree No. 410/2015 Coll., as amended).

(2) A registry record or file is handled by:

a) a registry record,

b) referral,

c) taking note,

d) an official record.

(3) The processor is responsible for the factual and linguistic correctness as well as the formal aspect of the handling of files. The processor draws up registry records in accordance with the applicable technical standards (STN 01 6910 Rules for writing and layout of documents; STN 88 6101 Pre-printing of letter paper for official and business letters) or another comparable technical specification.

(4) The processor chooses the most appropriate manner of handling files in accordance with the instructions of the Chancellor of VŠTE in Prešov. If the processor handles a matter orally (in person or by telephone), the processor makes a note thereof on the submission or draws up an official record. The record must contain the date, details of the time, the result and with whom the matter was handled.

(5) If access to a file is restricted, the processor states the designation "restricted access" and the duration of the restriction on the file cover. The processor also indicates these data in the register of files (Section 16(2)(j) and (k) of the Archives and Registries Act).

(6) If a clause of legal force and enforceability is to be attached to a non-electronic registry record or a paper counterpart, VŠTE in Prešov attaches it by a stamp imprint on the first page of the written version of the registry record, as a rule in the upper left-hand corner. The clause of legal force and enforceability contains the number of the decision to which it is attached and the date on which the decision became final or enforceable. The clause of legal force and enforceability is signed by the employee of VŠTE in Prešov who attached it, stating the day on which this was done. The attachment of a clause of legal force and a clause of enforceability to an electronic registry record is governed by a special regulation (Section 28(3) of the e-Government Act). An electronic registry record sent to the addressee after the indication of legal force or enforceability is not considered a new electronic registry record. The electronic form of the clause of legal force and the electronic form of the clause of enforceability are published in the electronic forms module of the central public administration portal.

(7) The processor may not take part in the handling of a registry record the subject of which is the processor's own interest, the interest of persons close to the processor or of persons with whom the processor has a close or family relationship. If such a registry record has been assigned to the processor for handling, the processor notifies the Chancellor of VŠTE in Prešov, who designates another processor.

(8) If, after registration of a record, it is found that its handling does not fall within the remit of VŠTE in Prešov, the processor refers it with a covering letter to the locally and materially competent authority or organisation. The sender is informed of this procedure by sending a counterpart of the covering letter or by a notification of the referral of the record. The superior decides on notifying the sender when the sender's proceedings are referred within the organisational units of the originator. A sender who has not stated their name and surname or business name is not informed of the handling of the matter.

(9) A registry record that is incomprehensible, illegible, ambiguous, indefinite, contains unclear wording, defamatory statements, general insults, slander or vulgar expressions, describes various value judgements, opinions or attitudes of the sender, where no further facts follow from the content of the registry record from which it would be evident what the sender is seeking, or which is a further repeated submission by the same sender, is handled by taking note without notifying the sender of this procedure.

(10) The processor submits the draft disposition to the approval process. The Chancellor of VŠTE in Prešov checks the handling of the submission and is responsible for its assessment from the factual and professional point of view, as well as from the point of view of compliance with generally binding legal regulations and internal regulations. The check of the handling of a submission may be carried out through the electronic records management system; the approval may include the authorisation of the registry record.

(11) The processor indicates the data on the handling, closing and storage of the file in the contents of the file, on the file cover, and in the registry journal or other register; the entry must contain data on how the matter was handled, where the file is stored and the date of closing of the file.

(12) The processor may keep only unclosed files.

(13) Decisions and other documents intended for students and applicants for study in matters of their academic rights and obligations are drawn up, served and registered in accordance with Section 95 of the Higher Education Act and Directive of VŠTE No. 21/2026 Study Rules (Smernica VŠTE č. 21/2026 Študijný poriadok); where they are served through AiS2, the data on making the document available and on its service (including deemed service upon the expiry of ten days under Section 95(2) of the Higher Education Act) are recorded in AiS2 and indicated in the register of the file.

Article 11 Use of Stamps

(1) The use of stamps and their registration are governed by a special regulation (Section 13 of Decree No. 410/2015 Coll., as amended).

(2) VŠTE in Prešov uses an oblong (inscription) stamp, which it imprints on registry records in blue ink. The round stamp bearing the name and logo of VŠTE in Prešov is imprinted in red ink. On documents on studies and documents on completion of studies, VŠTE in Prešov uses the official stamp bearing the state emblem pursuant to Section 138(4) of the Higher Education Act.

(3) If VŠTE in Prešov uses several stamps of the same type with the same text, they are distinguished by a number that must be legible in the stamp imprint.

(4) VŠTE in Prešov keeps a central register of official stamps (Directive of VŠTE No. 14/2026 Organisational Rules (Smernica VŠTE č. 14/2026 Organizačný poriadok)). The register contains the imprint of the stamp with the name, surname and function of the person who took it over and uses it.

(5) The stamp imprint does not constitute a legally necessary part of a registry record. It is imprinted, as a rule, where so provided by a generally binding legal regulation or by established practice in business and official dealings.

(6) VŠTE in Prešov does not mark an electronic registry record or its non-electronic copy with an imprint of the official stamp.

Article 12 Signing and Reproduction of Registry Records

(1) The signing of registry records is governed by a special regulation (Section 14 of Decree No. 410/2015 Coll., as amended).

(2) Registry records are signed by the Executive Director, the Chancellor and the Rector of VŠTE in Prešov to the extent determined by the Statute of VŠTE in Prešov (Section 20(2) of the Higher Education Act) and by Directive of VŠTE No. 14/2026 Organisational Rules. The right to sign also entails responsibility for the factual and formal correctness of the signed record.

(3) As a rule, one signature is placed on a registry record.

(4) The name and surname as well as the designation of the function of the signatory are printed. If a non-electronic registry record is signed in the absence of the Executive Director of VŠTE in Prešov by their deputy, the deputy adds the abbreviation "v z." (on behalf of) before their signature.

(5) An electronic registry record is authorised by a qualified electronic signature made using a mandate certificate or by a qualified electronic seal, to which a qualified electronic time stamp is attached. An electronic signature is attached to an internal electronic record.

(6) VŠTE in Prešov authorises electronic attachments in PDF format; VŠTE in Prešov authorises electronic attachments created by means of an electronic form.

(7) If non-electronic registry records are handed over for reproduction, the abbreviation "v. r." (in own hand) is stated on the registry record after the printed name and surname of the superior. The superior signs only the original of the registry record.

(8) Documents on studies and documents on completion of studies, decisions on academic rights and obligations, the record of the state examination, the record of the rigorosum examination and the confirmation of entitlement to use an academic degree may be drawn up as an electronic registry record – an authorised electronic document under Act No. 305/2013 Coll. (Section 88(2) and Section 89(11) of the Higher Education Act). It is authorised by the person authorised to sign under the internal regulations of VŠTE in Prešov with a qualified electronic signature or with the qualified electronic seal of VŠTE in Prešov, to which a qualified electronic time stamp is attached (paragraph 5); in the case of the record of the state examination and the record of the rigorosum examination, the members of the board present confirm their presence and the correctness of the record by an act in the information system of VŠTE in Prešov and the chair of the board signs it with a qualified electronic signature. The electronic original is stored in AiS2 or in the electronic records management system. A diploma is always also issued in paper form (Section 89(11) of the Higher Education Act).

Article 13 Dispatch of Consignments

(1) The dispatch of consignments is governed by a special regulation (Section 15 of Decree No. 410/2015 Coll., as amended).

(2) Non-electronic consignments are dispatched by ordinary post, by registered post, with an advice of delivery, or by courier services. Electronic consignments are dispatched through the electronic mailbox, electronic mail or other electronic means. Section 29 of the e-Government Act, as amended by Act No. 273/2015 Coll., applies to the service of electronic registry records in the exercise of public authority.

(3) An electronic registry record drawn up by VŠTE in Prešov in the exercise of public authority may also be dispatched in the form of a paper counterpart; it is not placed in the file. A condition for the automated dispatch of a paper counterpart is that the original electronic registry record is drawn up in the form of an electronic form. VŠTE in Prešov draws up the attachments to an electronic registry record in the formats laid down by a special regulation (Sections 18 to 20 of Decree of the Office of the Deputy Prime Minister of the Slovak Republic for Investments and Informatisation No. 78/2020 Coll. on standards for information technologies of public administration, as amended by Decree No. 546/2021 Coll.).

(4) Where service is not effected in the exercise of public authority, a registry record drawn up by VŠTE in Prešov may also be dispatched in the form of a guaranteed conversion of the original document; it is not placed in the file. VŠTE in Prešov may also make a guaranteed conversion of the original document from a dispatched registry record at the request of the addressee.

(5) The administrative employee sorts registry records according to the manner of dispatch. Consignments to addressees with whom there is regular postal contact are, as a rule, combined in a common envelope.

(6) Non-electronic registered consignments, first-class registered consignments and consignments with an advice of delivery are entered in postal posting sheets (non-electronic or electronic), in which the postal undertaking confirms acceptance for transport. Ordinary consignments are not entered in the lists and their receipt is not confirmed.

(7) The administrative employee registers signed advices of delivery, i.e. records the date of delivery. The advice of delivery is placed in the file.

(8) Where a consignment is collected in person by the addressee, the consignment is handed over to the natural person after proof of identity by identity card, travel document, official identity card or a certified power of attorney of the addressee. Receipt of the consignment is signed on a copy of the registry record or on a delivery slip stating the date of receipt. The information on personal collection is entered in the register of files with the words "Collected in person".

(9) Documents may also be served on students and applicants for study through AiS2 pursuant to Section 95(2) and (3) of the Higher Education Act; a document is deemed served when the addressee logs into AiS2 after the document has been made available, but no later than upon the expiry of ten days from the day on which it was made available. Where a document is served through AiS2, it is not served in any other manner.

(10) Documents are served on applicants for study who do not yet have access to AiS2, on applicants for the rigorosum examination and on participants in further education primarily electronically through the e-learning environment of VŠTE in Prešov or to the electronic address stated in the application; information on the dispatch and making available of the document is recorded in the relevant special systematic register. Decisions and documents drawn up as authorised electronic documents (Article 12(8)) are served electronically; the paper copy of the diploma is handed over in person, in particular at the graduation

ceremony or at the Study Department; where this is not possible, it is sent by post as an insured (valuable) consignment for delivery into the addressee's own hands.

PART FIVE STORAGE OF FILES

Article 14 Records Management Plan

(1) The records management plan organises the registry of VŠTE in Prešov into subject groups according to the individual areas of activity of VŠTE in Prešov. It determines the registry code, value mark and retention period for the individual subject groups of files.

(2) The registry code is laid down in the records management plan for a subject group of files. The registry code determines their place in the registry of VŠTE in Prešov. It consists of an alphabetical or alphanumeric abbreviation, the first letter designating the type of agenda, the second letter the subject group of files within the given agenda and the numeral the type of registry record within the given subject group.

(3) The records management plan and its amendments are prepared by the administrative employee of VŠTE in Prešov in cooperation with the Archives. When determining retention periods, the minimum retention periods under Article 1(2a) of this regulation shall be taken into account.

Article 15 Registry of VŠTE in Prešov

(1) The storage of registry records and files is governed by a special regulation (Section 18 of Decree No. 410/2015 Coll., as amended).

(2) An electronic registry record and an electronic file are stored in the electronic records management system in the agenda information system until their disposal.

(3) Before closing a file, the processor or the administrative employee checks its completeness against the contents of the file. If the file is incomplete, they are responsible for completing it.

(4) A closed file is stored as follows:

a) an electronic file in the electronic hand registry and in the electronic records centre in the electronic system in the agenda information system,

b) a non-electronic file in the hand registry and the records centre (Section 20(1) of Decree of the Ministry of the Interior of the Slovak Republic No. 628/2002 Coll. implementing certain provisions of the Act on Archives and Registries and on the amendment of certain acts),

c) a combined file in such a way that its electronic registry records are stored in the electronic hand registry and in the agenda information system and its non-electronic registry records are stored in the hand registry and the records centre.

(5) A non-electronic copy of an electronic registry record made by VŠTE in Prešov is not a registry record and is not stored in the hand registry or the records centre, with the exception of records of an accounting nature.

(6) Until the introduction of an electronic records management system or an agenda system, VŠTE in Prešov stores the non-electronic copy of an electronic registry record in the hand registry or the records centre.

(7) An electronic registry record is stored in a format laid down by a special regulation (Sections 18 to 20 of Decree of the Office of the Deputy Prime Minister of the Slovak Republic for Investments and Informatisation No. 78/2020 Coll. on standards for information technologies of public administration, as amended by Decree No. 546/2021 Coll.) which guarantees its immutability and enables it to be displayed in a user-comprehensible manner.

(8) The place of storage of the registry of VŠTE in Prešov (hereinafter the "hand registry") is determined by the Executive Director of VŠTE in Prešov.

(9) Files are stored by year and by registry code in a separate storage unit for each registry code, where they are stored in numerical order with the highest number on top.

(10) A storage unit is marked with a label bearing the name of VŠTE in Prešov, the name of the unit, the name of the type of agenda assigned to the registry code, the registry code, the value mark, if laid down in the records management plan, the retention period and the year of the files. The specimen label with identification data is given in Annex No. 5 to this regulation.

(11) Closed files are transferred to the records centre after one year of storage in the hand registry. Closed files from the electronic hand registry are moved to the electronic records centre.

Article 16 Records Centre

(1) The activity of the records centre is governed by a special regulation (Section 20 of Decree No. 410/2015 Coll., as amended).

(2) The administrative employee or an authorised employee of VŠTE in Prešov is responsible for the administration of the records centre.

(3) The administrative employee or an authorised employee of VŠTE in Prešov

a) takes over closed files into the records centre,

b) registers the files taken over,

c) marks and stores the files taken over,

d) safely keeps and comprehensively protects the files taken over,

e) ensures access to the files taken over and its registration,

f) ensures the disposal of files, including the disposal of special types of records,

g) gives guidance on the procedure for compliance with the provisions of this regulation,

h) provides training on this regulation,

i) is the business administrator of the electronic records management system,

j) verifies, by means of internal control, the fulfilment of obligations in the records management of VŠTE in Prešov.

(4) Files are stored in the records centre by year and by registry code, maintaining the numerical order within the registry code.

(5) VŠTE in Prešov consistently ensures that the location and the material and technical equipment of the records centre meet the conditions for comprehensive protection of the registry (Sections 17 to 25 of Decree of the Ministry of the Interior of the Slovak Republic No. 628/2002 Coll., as amended).

(6) Special types of records are also stored in the records centre.

PART SIX ACCESS TO THE REGISTRY

Article 17 Access to the Registry

(1) Access to the registry is governed by a special regulation (Section 21 of Decree No. 410/2015 Coll., as amended; Act No. 18/2018 Coll. on the Protection of Personal Data and on the amendment of certain acts).

(2) Employees of VŠTE in Prešov are granted access to files stored in the hand registry or in the records centre to the extent necessary for the performance of their work tasks, in the presence of the administrative employee.

(3) Files are lent to employees for 15 days. The employee confirms receipt of the borrowed file by signing the loan slip. The loan slip is completed in two copies and separately for each file requested. The loan slip, the specimen of which constitutes Annex No. 6 to this regulation, is placed in the position of the borrowed file.

(4) On the basis of a written authorisation, VŠTE in Prešov allows natural persons and legal persons who need to inspect the registry in connection with the performance of their work or service tasks or the exercise of their activity to do so. VŠTE in Prešov may, on the basis of a written request, also allow other persons to inspect files if the files concern them and if they demonstrate that their request is justified. The inspection by applicants for study of the documentation of the admission procedure (Section 70(9) of the Higher Education Act) is governed by Directive of VŠTE No. 18/2026 on the Admission Procedure (Smernica VŠTE č. 18/2026 o prijímacom konaní).

(5) The lending of a file outside VŠTE in Prešov may be permitted only by the Chancellor of VŠTE in Prešov. In such a case a loan receipt (reverz) is drawn up, the specimen of which constitutes Annex No. 7 to this regulation. The loan receipt is drawn up in two copies and states the file number, the subject, the number of sheets, the number and type of attachments and the identification data of the applicant. An electronic registry record and an electronic file are not lent; they are made available, as a rule, by making a copy.

(6) Files are lent outside VŠTE in Prešov for the periods determined by it. The administrative employee may, with the consent of the Chancellor of VŠTE in Prešov, extend the period in justified cases. VŠTE in Prešov may set loan periods in relation to specific file agendas.

(7) The administrative employee keeps a register of access to the registry. The administrative employee checks compliance with the loan period; after the return of the file, the administrative employee hands over a copy of the loan slip or loan receipt to the person who returned the file.

(8) On the basis of a written request of an authorised person, VŠTE in Prešov makes a transcript, extract, certificate from a registry record and a copy of a registry record against reimbursement of costs and certifies their conformity with the registry record; a transcript, extract, certificate and copy certified by VŠTE in Prešov replace the original of the registry record (Section 16(2)(l) of the Archives and Registries Act, as amended by Act No. 266/2015 Coll., and Section 3 of Decree No. 326/2008 Coll.). VŠTE in Prešov makes a certified copy of its own registry records and the registry records of its predecessor free of charge by means of guaranteed conversion.

PART SEVEN DISPOSAL OF FILES

Article 18 Principles of Appraisal and Disposal of Files and Special Types of Registry Records

(1) Appraisal and disposal is the set of professional activities by which registry records (files) whose retention period has expired are separated from the registry and their documentary value is assessed.

(2) All files that are not needed for the further activity of VŠTE in Prešov (Section 19(1) of the Archives and Registries Act) and whose retention periods have expired are subject to disposal.

(3) The disposal of files includes the assessment and decision that

a) the file has permanent documentary value and is therefore, after the expiry of the retention period and after disposal from the registry, destined for the permanent archival custody of the Archives,

b) the file does not have permanent documentary archival value and is therefore, after the expiry of the retention period and after disposal from the registry, destined for destruction.

(4) The provisions of these Records Management Rules also apply to the appraisal and disposal of special types of registry records, with the derogations under special regulations (for example Act No. 431/2002 Coll., as amended, Decree No. 48/2019 Coll., Section 18(1)(j), Section 133 and Section 140 of the Higher Education Act).

Article 19 Value Mark and Retention Period

(1) The value mark "A" applies to only one copy of a registry record. In the case of registry records, this is the original of the submission at the recipient and the counterpart of the dispatched registry record at the originator. All other copies, namely duplicates and multiple copies distributed by the originator, are generally considered registry records without permanent documentary value and may be proposed for disposal if they are no longer needed for the further activity of VŠTE in Prešov.

(2) The retention period of files is laid down by the records management plan. The period begins to run on 1 January of the year following the year in which the file was closed or after the fulfilment of the condition laid down in the records management plan for the commencement of its running.

(3) Proposals for the extension or shortening of retention periods are submitted to the administrative employee. A retention period may not be shortened below the minimum retention period laid down by the Higher Education Act (Article 1(2a)).

(4) Registry records may be disposed of before the expiry of the approved retention period if

a) VŠTE in Prešov is dissolved without a legal successor pursuant to Section 16(2)(o) of the Archives and Registries Act,

b) the retention period is shortened under the records management plan in force at the time of disposal of the registry records,

c) VŠTE in Prešov declares in writing that it has made authentic copies of the registry records,

d) the degradation of the registry records caused by an extraordinary event or inadequate protection has reached a degree at which they can no longer be saved (Section 10(5) of Decree No. 628/2002 Coll., as amended).

Article 20 Procedure for the Disposal of Files and Special Types of Records

(1) VŠTE in Prešov submits to the Archives, at least once every five years, a proposal for the disposal of files and special types of registry records arising from its activity whose retention periods have expired (hereinafter "disposal of files") (Sections 18 to 22 of the Archives and Registries Act).

(2) The Executive Director of VŠTE in Prešov consistently ensures that VŠTE in Prešov carries out the regular and planned disposal of files in accordance with the provisions of the Records Management Rules.

(3) The disposal of files is prepared in the records centre.

Article 21 Proposal for the Disposal of Files

(1) The administrative employee prepares the proposal for the disposal of files (hereinafter the "proposal"). The proposal for disposal is accompanied by a list of the subject groups of files with the value mark "A" and a list of the subject groups of files without the value mark "A".

(2) In the case of special disposal proceedings under Article 19(4)(a), (c) or (d) of this regulation, the administrative employee prepares a proposal for the special disposal of files (Section 11(2) of Decree No. 628/2002 Coll., as amended). The proposal for special disposal is accompanied by a list of the subject groups of files with the value mark "A" and a list of the subject groups of files without the value mark "A".

(3) VŠTE in Prešov submits the proposal for disposal through the electronic archival services of the Ministry of the Interior of the Slovak Republic (portal of the Ministry of the Interior of the Slovak Republic).

(4) The files listed in the proposal remain stored in the records centre in the agenda information system so that they can be promptly presented to the employees of the Archives during the professional archival inspection.

(5) The Archives assess the proposal and verify its continuity with the previous disposal proceedings. An incomplete or deficient proposal is returned for completion or revision. The Archives may carry out a

professional archival inspection, assess the documentary value of the files and issue a decision determining which files have permanent documentary value and are destined for permanent archival custody and which files do not have permanent documentary value and are destined for destruction (Section 18(1) and Section 24(3)(d) point 1 of the Archives and Registries Act, Section 12 of Decree No. 628/2002 Coll.).

Article 22 Transfer of Files Appraised as Archival Documents

(1) The disposal of files is indicated in the register of the records centre.

(2) VŠTE in Prešov ensures the comprehensive protection of files that have been appraised as archival documents until the Archives take them over into permanent archival custody. These files are stored separately from other files.

(3) The Archives take over into permanent archival custody complete sets of archival documents or their complete parts stored in marked storage units, by protocol, within an agreed period. The document confirming the transfer of archival documents is a transfer protocol drawn up in duplicate by the Archives (Section 24(3)(e) of the Archives and Registries Act, Section 14 of Decree No. 628/2002 Coll.).

(4) The transfer of electronic archival documents is governed by a special regulation (Section 14a of Decree No. 628/2002 Coll., as amended by Decree No. 92/2013 Coll.). When handing over electronic archival documents, VŠTE in Prešov proceeds in accordance with the instructions of the archival authority.

PART EIGHT COMMON PROVISIONS

Article 23 Division of Records

(1) The division of records is governed by a special regulation (Section 22 of Decree No. 410/2015 Coll., as amended).

(2) A division of records is carried out in the event of major organisational changes at VŠTE in Prešov or a change in its remit.

Article 24 Records Management when Working away from the Workplace

(1) Records management when working away from the workplace is governed by a special regulation (Section 23a of Decree No. 410/2015 Coll., as amended).

(2) When working away from the workplace, all delivered and dispatched records (electronic and non-electronic) are registered.

(3) If the security rules for the operation of the electronic records management system do not allow employees working away from the workplace to set up access to the information system, or if VŠTE in Prešov has no information system in place, it is recommended that electronic mail (e-mail) be used for both external and internal communication.

(4) All registry records created when working away from the workplace are kept in the registry of VŠTE in Prešov.

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Article 25 Records Management in an Emergency Situation

(1) Records management in an emergency situation is governed by a special regulation (Section 24 of Decree No. 410/2015 Coll., as amended).

(2) VŠTE in Prešov keeps substitute records in records management in an emergency situation, as a rule, without the use of the electronic records management system, through the registry journal.

(3) Substitute records are kept in accordance with the methodology of the Ministry of the Interior of the Slovak Republic, which will be provided to VŠTE in Prešov if necessary.

(4) The number of a file registered in the substitute records is supplemented by the abbreviation "MS", separated from the year by a hyphen.

PART NINE FINAL PROVISIONS

Article 26 Related Regulations

(1) These Records Management Rules build in particular on the following generally binding legal regulations: Act No. 395/2002 Coll. on Archives and Registries and on the amendment of certain acts, as amended; Decree of the Ministry of the Interior of the Slovak Republic No. 628/2002 Coll., as amended; Decree of the Ministry of the Interior of the Slovak Republic No. 410/2015 Coll. on the details of records management by public authorities and on the creation of files, as amended; Act No. 300/2025 Coll. on Higher Education and on the amendment of certain acts (Higher Education Act), as amended (in particular Section 8, Section 18(1)(j), Section 70, Section 84, Section 88, Section 89, Section 95, Sections 132 to 134, Section 137 and Section 140); Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act (Sections 10 to 14, 17 and 18); Act No. 305/2013 Coll. on e-Government, as amended; Decree No. 78/2020 Coll. on standards for information technologies of public administration, as amended; Regulation (EU) No 910/2014 of the European Parliament and of the Council (eIDAS); Regulation (EU) 2024/1689 of the European Parliament and of the Council on Artificial Intelligence; Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Act No. 18/2018 Coll. on the Protection of Personal Data and on the amendment of certain acts, as amended; Act No. 431/2002 Coll. on Accounting, as amended; Act No. 9/2010 Coll. on Complaints, as amended; Act No. 69/2018 Coll. on Cybersecurity and on the amendment of certain acts, as amended.

(2) These Records Management Rules build on the following internal regulations of VŠTE in Prešov: the Statute of VŠTE in Prešov (Štatút VŠTE v Prešove); Directive of VŠTE No. 14/2026 Organisational Rules; Directive of VŠTE No. 21/2026 Study Rules; Directive of VŠTE No. 18/2026 on the Admission Procedure; Directive of VŠTE No. 4/2025 on the Requirements for Final Theses (Smernica VŠTE č. 4/2025 o náležitostiach záverečných prác); Directive of VŠTE No. 13/2026 on Information Management for the Governance and Delivery of Study Programmes (Smernica VŠTE č. 13/2026 o manažmente informácií pre riadenie a uskutočňovanie študijných programov); Directive of VŠTE No. 17/2026 Library Rules (Smernica VŠTE č. 17/2026 Knižničný poriadok); Directive of VŠTE No. 11/2026 on Human Resources Management and Personnel Work (Smernica VŠTE č. 11/2026 pre riadenie ľudských zdrojov a personálnu prácu); Directive of

VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff; Directive of VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu); Directive of VŠTE No. 27/2026 on Online Examinations and Identity Verification (Smernica VŠTE č. 27/2026 o online skúškach a overovaní totožnosti); Directive VŠTE No. 38/2026 on the Rigorosum Examination; Directive No. 6/2025 Organisational Rules of the Centre for Lifelong Learning.

Article 27 Repealing Provisions

The Records Management Rules and Plan No. 6/2016 are hereby repealed.

Article 28 Final Provisions

(1) Annexes No. 1 to 7 to this regulation (the records management plan and specimen forms) are updated together with this regulation; the current specimen forms are published by VŠTE in Prešov on its website (www.vste.sk).

(2) These Records Management Rules are a further internal regulation pursuant to Section 31(1)(o) and (2) of the Higher Education Act, in accordance with the Statute of VŠTE in Prešov.

(3) The original version of these Records Management Rules entered into force on 1 September 2025. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026; the Executive Director (konateľ) signs it as the statutory body of Vysoká škola technická a ekonomická v Prešove s. r. o. Effective from 29 October 2026.

Prešov, 29 October 2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov

doc. Ing. Ján Dobrovič, PhD.

Executive Director of VŠTE in Prešov

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Annex No. 1 to the Records Management Rules of VŠTE in Prešov – Records Management Plan of VŠTE in Prešov

(The records management plan of VŠTE in Prešov was not part of the submitted text of the regulation – to be supplemented by VŠTE in Prešov in cooperation with the Archives. In drawing it up, the following minimum retention periods under the Higher Education Act in particular shall be taken into account:)

Type of documentation	Minimum retention period	Provision of the Higher Education Act
Electronic documentation of the admission procedure, enrolments, transcripts of records, copies of documents on completion of studies and documentation of decisions on the academic rights and obligations of students	at least 25 years from the end of studies	Section 18(1)(j)
Data of the student register (including data on graduates)	50 years	Section 133
Data provided to the Central Register of Students	50 years (in the central register)	Section 132
Data provided to the Central Register of Employees	10 years (in the central register)	Section 134(8)
Final theses, rigorosum theses and final internship records and reviews sent to the Central Register of Theses	70 years (in the central register)	Section 137(4)
Records from access systems	no more than 6 months	Section 140(6)
Recordings of teaching made for scientific and study purposes	no more than 6 years	Section 140(11)
Record of the state examination, record of the rigorosum examination, protocol of an online examination and record of identity verification (type of document and result of verification only)	at least 25 years from the end of studies (in the case of the rigorosum procedure, from its conclusion)	Section 18(1)(j)
Audiovisual recording of the public part of an online state examination, defence or rigorosum examination (made only after identity verification) and recording of an online examination	until 3 months after the expiry of the time limit for a request for review or after it has been dealt with; then automatic deletion	Section 140(11) and (12)
Records of the inputs and outputs of artificial intelligence tools and of human interventions	full records 400 days, at least 6 months (in the case of a review, complaint, grievance or disciplinary proceedings until their conclusion); then reduction to metadata retained with the related record	Section 8; Article 26(6) of Regulation (EU) 2024/1689

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Annex No. 2 to the Records Management Rules of VŠTE in Prešov

PRESENTATION STAMP

Imprint the presentation stamp used at VŠTE in Prešov

Name of originator	
Date	
Record number:	File number:
Attachments:	Handled by:

Annex No. 3 to the Records Management Rules of VŠTE in Prešov

(Specimen)

CONTENTS OF FILE

name of originator

name of organisational unit of originator

address of originator

Subject: File number:

Serial no. of record	**Date of delivery/dispatch**	**Sender/addressee**	**Subject**	**Number of attachments**	**Date of handling**	**Manner of handling**	**Form of original record**
001							
002							
003							
...							
N							

Drawn up by:

On:

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Annex No. 4 to the Records Management Rules of VŠTE in Prešov

(Specimen)

FILE COVER

The file cover shall be adapted to the conditions of VŠTE in Prešov while observing all prescribed data.

Name of VŠTE in Prešov	
Name of organisational unit	
Address of VŠTE in Prešov	
File number:	
	Registry code:
	Retention period:
	Value mark:
	Restricted access:
Level of confidentiality:	
F I L E C O V E R	
Subject	
Designation of the subject of the file	
Date of registration:	
Handled by:	

Date of closing of the file:

Annex No. 5 to the Records Management Rules of VŠTE in Prešov

(Specimen)

LABEL WITH IDENTIFICATION DATA

Name of originator, name of organisational unit	
Subject	
Registry code:	Value mark and retention period:
Year of files:	Note:

Annex No. 6 to the Records Management Rules of VŠTE in Prešov

LOAN SLIP

Registry code:	**Removed by: (who, when)**	**Applicant:**
File number:	Filed by: (who, when)	Signature confirming receipt:
Number of sheets:		

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Annex No. 7 to the Records Management Rules of VŠTE in Prešov

LOAN RECEIPT (REVERZ)

Name of VŠTE in Prešov

Your reference:

Our reference:

Loan period:

Date:

LOAN RECEIPT

.....

.....

We confirm that we have received the file (record) on loan from.....

We undertake that the file (record) will be safely stored and used only in official premises and for the purpose for which it was borrowed. We further undertake to return the file (record) in its original physical condition, arrangement and extent, within the set period and in the agreed manner, namely by:.....

The following file (record) was lent

.....

.....

.....

Returned on: ..... Borrowed on.....

Name and surname of the employee of the unit: ..... Name and surname of the representative of the borrower: .....

Signature: ..... Signature: .....

Stamp: Stamp: