



In Pilsen, 16 January 2025
Ref: UKLFP/18430/2025

DEAN'S MEASURE NO. 2/2025

FOR THE PERFORMANCE OF THE FILING SERVICE

Article 1 Basic provisions

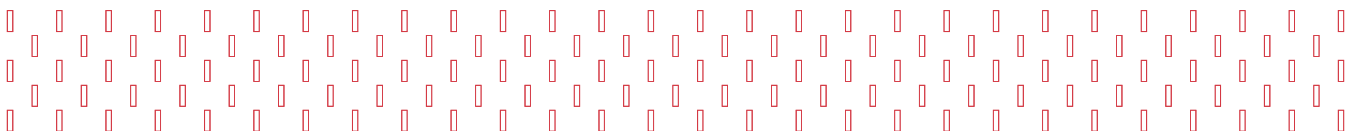
- 1.1 This measure is issued in accordance with Article 2(17) of Rector's Measure No. 26/2024, Filing rules of Charles University (hereinafter referred to as the "Filing rules of CU").
- 1.2 The performance of the filing service at the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as the "Faculty") is governed by the Filing rules of CU and applicable legislation. This measure regulates the details of the performance of the filing service at the Faculty in accordance with the Filing rules of CU.
- 1.3 Further details of the performance of the filing service at the faculty may be regulated by methodological documents, which must be in accordance with applicable legislation, the Filing rules of CU and this measure.

Article 2 Organisation of the filing service

- 1.1 The organisation of the filing service at the Faculty is provided by a local coordinator of the filing service appointed by the Dean of the Faculty, who mainly performs activities according to Article 3, paragraph 3 of the Filing rules of CU.
- 1.2 The Local Coordinator of the Filing Service is organizationally assigned to the Secretariat Department and directly supervises the Faculty's mailroom and filing office.
- 1.3 In accordance with Article 3(2) of the Filing rules of CU, the Faculty has its main filing office at the Dean's Office. The Faculty has a main filing office. There are also filing rooms for individual filing nodes at the Faculty. The administration of the filing room of a filing node is entrusted to the head of the filing node.
- 1.4 At the faculty, the filing service is carried out at the filing nodes in the form of regularly updated Appendix No. 1 - Filing nodes.

Article 3 Distribution and circulation of documents

- 1.1 Clerks of the mailroom register incoming documents that are subject to registration in the Electronic Filing System of Charles University, scan incoming documents in analogue form and divide them into individual file nodes.



- 1.2 Documents within a filing node are always taken over by the head of the filing node, or the head of the filing node appoints a deputy, and assigned to individual clerks/processors.
- 1.3 The authority to return documents to the mailroom for redistribution rests solely with the file hub manager and the local coordinator.

The Article 4

Storage of documents and files in the filing room, viewing and borrowing

In accordance with the provisions of Article 18, paragraphs 8 and 14, of the Filing rules of CU, the Faculty regulates the details of the transfer of documents and files to the filing rooms and the operation of the filing rooms in the form of individual methodologies.

Article 5

Final Provision

- 1.1 This measure cancels the existing measure of the Dean of the Faculty No.13/2019 for the performance of the filing service.
- 1.2 Annex 1 - Filing Nodes is an integral part of this Dean's Measure.
- 1.3 This measure is binding on all faculty staff.
- 1.4 In accordance with Article 3(1)(a) and (5)(a) of the Filing rules of CU, this measure has been discussed with the UK Archives and the OSS RUK, who issued a favourable opinion on 13 January 2025 under reference UKRUK/15129/2025-3
- 1.5 This Measure shall come into force and effect on the date of the Dean's signature.¹

prof. MUDr. Jindřich Fínek, Ph.D., MHA
Dean of the Faculty

¹ The only legally binding regulations are those in the Czech language and the translation above are for informative purpose only.

