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**Ref. no.:**  
AVCR 7363/2023 SPO

**URL:**  
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## Internal Regulations

Czech Academy of Sciences

# Guideline No. 13 of the Academy Council of the Czech Academy of Sci- ences

dated 28 November 2023,

## Specimen Filing and Shredding Rules of CAS Institutes

Guideline distributed on 15 December 2023

Section 1  
**Basic Provisions**

- (1) The guideline is issued in order to ensure correct document handling and rational performance of the filing service and shredding proceedings at institutes of the Czech Academy of Sciences (hereinafter “institute”).
- (2) Institutes are obligated to issue their own filing and shredding rules, based on the Specimen Filing and Shredding Rules of CAS Institutes and reflecting the real way the filing service is managed. The filing service also includes documents recorded in information systems administering documents and analogue independent records defined in Annex 3.
- (3) Supervision of the filing service at the Czech Academy of Sciences (hereinafter “CAS”) is performed by the Masaryk Institute and Archives of the CAS (hereinafter “MIA CAS”) as a part of its main activities.
- (4) The reason for the issue of new Specimen Filing and Shredding Rules of CAS Institutes are legislative changes concerning the filing and shredding service, in particular the adoption of the following acts:
  - 1) Act No. 12/2020 Coll., on the right to digital services and amendment of some acts,
  - 2) Act No. 471/2022 Coll., amending Act No. 12/2020 Coll., on the right to digital services and amendment of some acts, as amended, and other related acts,
  - 3) Act No. 261/2021 Coll., amending some acts in connection with further digitisation of actions by public power bodies, as amended,
  - 4) Act No. 416/2021 Coll., amending Act No. 499/2004 Coll., on archiving and the filing service and amendment of some acts, as amended,
  - 5) Decree No. 504/2021 Coll., amending decrees implementing the Act on Archiving and Filing Service,
  - 6) Decree No. 96/2023 Coll., amending Decree No. 259/2012 Coll., on details of performance of filing service, as amended;
  - 7) Act No. 457/2022 Coll., amending Act No. 300/2008 Coll., on electronic acts and authorised document conversion, as amended, and other related acts;
  - 8) Decree No. 462/2022 Coll., amending Decree No. 193/2009 Coll., laying down the details of performance of authorised document conversion, as amended;
  - 9) Act No. 226/2022, amending Act No. 181/2014 Coll., on Cyber Security;
  - 10) Act No. 171/2023 Coll., on whistleblower protection.

## Section 2

### **Basic Terms**

- (1) The Filing and Shredding Rules are an internal institute regulation and set out basic rules for handling documents from their acceptance or preparation until their disposal in shredding proceedings. All institute employees authorised to process documents are obligated to comply with the instructions stated therein and are responsible for handling documents they created or accepted.
- (2) Performance of the filing service shall be understood to mean ensuring professional document management resulting from the activities of the institute or its legal predecessors, including their proper receipt, marking, recording, division, circulation, handling, drafting, signing, stamping with a stamp or similar technology, sending, storing, lending and removal in shredding proceedings, including checks on such activities.

## Section 3

### **Specimen Regulations**

- (1) The Specimen Filing and Shredding Rules of CAS Institutes are contained in Annex 1.
- (2) The legislative standards are contained in Annex 2.
- (3) The basic terms are contained in Annex 3.
- (4) Information systems and independent institute records are contained in Annex 4.
- (5) The documentation about ESSL, ISSD and IS is contained in Annex 5.
- (6) Responsibilities concerning the filing service are contained in Annex 6.
- (7) The conditions for receipt of institute documents are contained in Annex 7.
- (8) Matters concerning the filing room are contained in Annex 8.
- (9) The structure of record marks is contained in Annex 9.
- (10) The Specimen Filing and Shredding Rules of CAS Institutes are contained in Annex 10.
- (11) A specimen shredding application is contained in Annex 11.

## Section 4

### **Filing and Shredding Service**

- (1) The institute performs its filing service in electronic form in the electronic filing service system (hereinafter "EFSS").
- (2) The institute shall promptly notify MIA CAS of any change to the provider of the EFSS and information systems linked to it. It is appropriate to make these changes in cooperation with the MIA CAS.

## Section 5

### **Final Provisions**

Institutes' notifications and questions concerning the filing and shredding service shall be submitted to the MIA CAS, Institutional Funds Section, contact person: PhDr. Daniela Brádlarová, Ph.D., tel.: 286 010 114, e-mail: [bradlerova@mua.cas.cz](mailto:bradlerova@mua.cas.cz).

Section 6

**Repealing Provision**

Guideline of the CAS Academy Council No. 16/2019 Specimen Filing and Shredding Rules of CAS Institutes of 26 November 2019 is repealed.

Section 7

**Effect**

This Guideline comes into effect on 1 January 2024.

prof. RNDr. Eva Zažímalová, CSc., dr. h. c.  
President of the CAS

Annex:

Annexes 1–11 in accordance with Section 3 of the Specimen Regulations