

APPROVED
by Order No. of 2021
of the Chancellor of Vilnius
University

THE DESCRIPTION OF THE PROCEDURE FOR WORKING WITH DOCUMENTS STORED IN THE VILNIUS UNIVERSITY ARCHIVE

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Working with Documents Stored in the Vilnius University Archive (hereinafter the 'Description') establishes the procedure for issuing documents stored in the Vilnius University (hereinafter the 'University') archive and archive of Šiauliai Academy of the University (hereinafter collectively the 'archive') and the general procedure for servicing readers and employees working with documents stored in the archive, as well as the rights, duties, and responsibilities of readers and employees.

2. Terms used in this Description:

2.1. **Reader** is a person of at least 16 years who is registered in the readers lists of the archive and has the right to use the documents of the archive. University employees who are issued documents for the performance of their direct administrative functions shall not be registered as readers.

2.2. Other terms used in this Description shall be understood as defined in the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Higher Education and Research, and the Vilnius University Document Management, Accounting and Storage Rules approved by Order of the Chancellor of the University No. R-76 of 24 February 2021 "On the Approval of the Document Management and Accounting Rules".

3. Documents for access and use shall be issued free of charge.

4. Manifestly unfounded or repeated requests for documents within one year, or requests for disproportionate amounts of documents may result in a refusal to act by responding to the applicant in a reasoned manner.

5. The procedure for working with documents stored in the University archive shall be organised by the employees of the Document Management Subdivision of the Central Administration of the University, whereas that with the documents stored in the archive of Šiauliai Academy of the University – by the employees of Šiauliai Academy of the University administering the archive (hereinafter 'archivists'), who shall:

5.1. register the readers;

5.2. provide information related to the search, issuance, and use of documents;

5.3. provide the ordered documents and accept returns;

5.4. be responsible for work order at the workplace of the readers.

6. The search for specific facts in documents, the systematisation of information, the translation of documents, and other actions related to document examination that concerns the person accessing them shall be carried out by the person accessing the documents themselves.

7. The University may conclude agreements with institutions and organisations carrying out scientific research, and these agreements may provide detailed, individual conditions for ordering and issuing documents.

CHAPTER II ORDERING DOCUMENTS

8. Documents may be issued for the following purposes:

8.1. to University employees for the performance of their direct administrative functions;

8.2. to registered readers:

8.2.1. to access the documents of one's (employee's or student's) personal file ;
 8.2.2. to access the documents of a personal file of another person (employee or student) when the person requesting access to the documents is authorised to represent another person in the ways provided for in the Civil Code of the Republic of Lithuania;

8.2.3. to access the documents of a personal file of another person (employee or student) for the purpose of scientific research in accordance with the Republic of Lithuania Law on Higher Education and Research and holding a written consent of the person (if the person is deceased – of their relatives in accordance with the provisions of the Civil Code of the Republic of Lithuania) whose data are to be accessed, and a permission of the research supervisor to perform research.

9. Persons wishing to become readers must submit a free-form written application which must include: the full name and contact details of the person wishing to access the documents, and information on the documents they wish to access as well as the purpose of their access.

10. When exercising official powers granted by laws and other legal acts to state and municipal authorities, institutions and companies or a third party to whom personal data are provided, documents shall be issued without the consent of the person.

11. Applications of persons wishing to become readers of University documents stored in the University archive shall be submitted:

11.1. by sending an application to the University e-delivery box via the E-delivery system;

11.2. by e-mail: dokumentai@vu.lt;

11.3. by mail to Universiteto g. 3, LT-01513 Vilnius;

11.4. directly upon arrival at the University archive (Universiteto g. 3, room 248, Vilnius).

12. Applications of persons who wish to become readers of documents of Šiauliai University, reorganised by integration into Vilnius University, stored in the archive of Šiauliai Academy of the University, shall be submitted:

12.1. by sending an application to the University e-delivery box via the E-delivery system;

12.2. by e-mail: info@sa.vu.lt;

12.3. by mail to Vytauto g. 84, LT-76352 Šiauliai;

12.4. directly upon arrival at the archive of Šiauliai Academy of the University (Dubijos g. 1B, Šiauliai).

13. University employees may order documents for the performance of their direct administrative functions by contacting the archivists in any form.

14. Information on documents stored in the University archive is provided upon contact with the archive in ways specified in Items 11 and 12 of this Description and by phone: (8 5) 268 7088 – on documents stored in the University archive, (8 41) 595 792 and 8 602 52 265 – on documents stored in the archive of Šiauliai Academy of the University.

CHAPTER III ISSUANCE AND RETURN OF DOCUMENTS

15. Persons wishing to become readers, having applied in accordance with the procedure laid down in Items 9–12 of this Description and having obtained a permission for arrival to access the documents, shall be registered:

15.1. an application to issue stored documents (hereinafter the 'application') (Annex 1) is filled in by submitting to the archivist a personal identity document (if the applicant is another person's representative, a document certifying representation or a copy thereof certified in accordance with the procedure established by legal acts must be submitted as well). When the documents are to be accessed for the purpose of scientific research, a written consent of the person (if the person is deceased – of their relatives in accordance with the provisions of the Civil Code of the Republic of Lithuania), whose data are to be accessed, and a permission of the research supervisor to perform research must also be provided. The submitted documents are returned after verification.

15.2. document orders are recorded in the application:

15.2.1. no more than ten document files can be ordered at the same time. The number of files to be issued is decided by the archivist, taking into account the scope of the files to be issued and the nature of the reader's work. The next order is accepted only after having returned the issued documents and is recorded by supplementing the application.

15.2.2. the application serves for one purpose of access to documents.

16. Documents issued to employees for the performance of their direct administrative functions shall be entered into the Document Issuance and Return Log (hereinafter 'the log') (Annex 2). When documents are transferred and returned applying the procedure for collection and distribution of consignments at the University established by the Chancellor of the University, and the employee receiving or returning the documents does not have the opportunity to sign in the log, the document transfer-acceptance act shall be drawn up and signed in the University document management system, and the registration number of the given act is indicated in the log at the place of the employee's signature.

17. Upon arrival to access documents at the agreed time, at the request of the archivist, it may be necessary to provide a personal identity document, which shall be returned after verification.

18. The documents issued shall only be available to readers in the archive or in a place of work with documents available at a unit of the University which administers the archive (hereinafter the 'place of work with documents'), where only one reader can work at a time.

19. Documents necessary for the performance of direct administrative functions are issued to University employees for temporary use in their own workplaces. After assessing the physical condition and importance of specific documents, the archivist may decide to only issue them for use in the place of work with documents.

20. The documents of the University may be temporarily used by other authorities and institutions only after obtaining the permission of the Chancellor of the University (in the case of documents stored in the archive of Šiauliai Academy of the University – the head of Šiauliai Academy of the University) and after drawing up the act of the document transfer for temporary use.

21. The persons to whom the documents have been transferred for temporary use cannot transfer the documents to third parties and shall be responsible for the safety and physical condition of the documents and their return to the archive.

22. The documents issued must have been processed, in good physical condition, and must be entered in the records of the documents stored in the archive. If there are unprocessed documents in the records, the decision on their issue is taken by the archivist. After the decision not to issue the documents is made, the applicant shall be informed of the reason.

CHAPTER IV THE RIGHTS AND DUTIES OF READERS AND EMPLOYEES

23. Readers and employees shall have the right to:

23.1. obtain information about documents stored in the archive;

23.2. use file inventories and other means of searching documents;

23.3. make digital copies of documents (except for documents that cannot be copied due to their poor physical condition) using their own equipment (employees – make digital copies independently using the University equipment). Readers shall have the right to make digital copies of documents only after submitting the application for permission to make digital copies of documents (Annex 3).

23.4. use personal computers;

23.5. use the work notes and pen they have brought with them;

23.6. obtain information on the reasons for refusal to issue documents.

24. Readers and employees must:

24.1. comply with requirements of this Description, requirements of conduct in a public place and requirements of personal hygiene, and treat others with respect;

24.2. leave their jacket, coat, raincoat, and other outdoor clothing in the cloakroom or in the storage space for personal belongings;

24.3. not disturb others: observe silence, not talk on a mobile devices, turn on silent mode on devices;

24.4. return the documents to the archivist after completing the work (if the work lasts more than one day – every day) (unless the documents have been issued to the employee to work with in their place of work);

24.5. inform the archivist about changes in their contact information.

24.6. upon noticing that the documents are in the wrong order, torn, cut, or otherwise damaged, and this has not been indicated in the final record of the file or in the description documents, immediately notify the archivist thereof.

25. Readers and employees are prohibited to:

25.1. take away documents (except where the documents for the administrative functions performed by the employees have been issued for use in their workplaces);

25.2. damage, falsify, or destroy documents;

25.3. cross out, edit, or mark documents in any way;

25.4. transfer documents to other persons;

25.5. leave documents (open files) unprotected from light for a longer period of time;

25.6. remove the sheets, photos, or other documents from the file;

25.7. change the order of the file sheets and other documents; transfer documents from one file to another;

25.8. fold documents and make creases or refold documents in any way that differs from the original, place tabs in the file, apply sticky notes;

25.9. write on a sheet of paper placed on a document, force open a file or lean on it;

25.10. touch the documents with dirty, wet hands, swipe through the text of the document;

25.11. use scissors, glue, corrective tools, markers, fountain pens;

25.12. copy documents through carbon paper;

25.13. bring together persons under 16 years of age;

25.14. eat, drink, or smoke in the place of work with documents;

25.15. bring in materials or objects that could harm others;

25.16. visit under the influence of alcohol or psychotropic substances;

25.17. hide the files issued from the archivist (except where the documents were issued to employees for the performance of their administrative functions for use in their workplaces).

CHAPTER V FINAL PROVISIONS

26. Applications of persons wishing to become readers of documents stored in the University archive, applications of readers to issue stored documents and to allow the making of digital copies of documents shall be registered in the University document management system in accordance with the procedure established by the University legal acts.

27. The documents issued may be used only for the purpose specified in the application.

28. When making the archival material public, it is necessary to specify the document holder – Vilnius University.

29. The reader or employee who has damaged or destroyed documents issued to them or illegally used the information contained in the documents provided to them shall be liable in accordance with the procedure established by law.

30. A reader who violates the requirements of this Description may be restricted from using the documents stored in the archive for one year.

(A sample form of the Application for a Permission to Make Digital Copies of Documents)

_____ (full name in capital letters)

to Vilnius University

APPLICATION FOR A PERMISSION TO MAKE DIGITAL COPIES OF DOCUMENTS

(day)

(month)

20.....

I request permission to make digital copies of these documents, which will be used for the following purposes:

_____.

Entry No.	Fund No.	Inventory No.	Unit of account No.	Number of pages	Notes

I undertake to use the digital copies of the documents made only for the specified purpose and not to transfer them to third parties.

(signature)

(full name)