



DAKIUMENT
MANIJMENT
POLICY

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Dih **Ministry of nashional ediukieshan** truu dih Dokiument manijment Grupu of dih yineral secratariat in hada tu strenn dih Entity manijment sopuort prosisis, wil zensitaiz MEN poblik servants on dih arkaivl fonshan divelopin komyunikieshan strateyis anh trienin aktivitis on an ongoin biesis, tu yenereit a koltio of dokumenteishan anh informieshan manijment, truu teknoloyikal tuuls in komplayans wit teknikal anh regulatory rikuayarments.

» In ada tu implement dis policy, dah necesery tu tek intu akount dih falowin premizis:

Aal poblik sorvants ahn MEN kontraktars mos particepsit.

Dah dih diuty fram aal dih poblik sorvants fih yuuz dih asests, guds ahn risourzis asain tu kiery out dier emplyment, posishan or fonshan, dih powars atribiyut ti ihm, or dih riserv informieshan tu dih wan ihm gat akes tu ihm fonshan, eksklusivly fah dih porspos fah wat dem asain fah.

Az wel az, gard ahn tek kier af dih dakiomentieshan ahn infamieshan dat, diu tu dier employment, posishan or fonshan we kiip anda yo kier oh fih wat yo gat akses, ahn privent or avaid dih stiiin, sostrakshan, inapropiet or yuuz in konsensus wit artkl 34 fram dih laa 734 fram 2002.

- » Poblik sorvants dem rispanzabl fah dih organizieshan, konservieshan, yuuz ahn manijment fram dih dakioment iina kanzent wit artkl 4 fram dih laa 594 fram 2000.
- » Dih afis fram dih atorny General fram dih nieshan ahn di hafiz fram dih administrieta fram dih Ripoblik wil provaid aal sopuort iina dem dominian fram dih ginerel archiv fram dih nieshan, fih dih komplayans wit dih provishans fram dih laa 594 fram 2000 wit akordans wit artikl 51 fram dih siem laa.
- » Dah dih stiet entity truu dih Ginerel or wan nada ofishal or ikual or haya levl, ahn dih persn we tek kier ah dih archiv, rikuaya dih delivery truu inventory, fram dih archival dakioments we de iina poseshan fram dih poblik sorvants ahn kontraktars, wen dem liiv dem posishan or dem actual obligieshan expaya. Fram dih siem taim, dem shul riport tu dih kontrol badisdih non komplayansy fih dih apropiet akshans.

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Dih diuty tu diliva ahn inventory fram dih arkaival dakioments fram dih poblik sorvants dih limit tu dih fisykal dakioments iina tradishional arkaivs, yoz laik elektronik dakioments fain iina kompyuta ekuijment, informieshan system, storaj laptops ahn general iina eny elektronik divaiz or midium, yoz jou dem indikiet iina dih dekrii 1080 fram 2015, artkl 2.8.2.2.4.

Dih MEN internal kontrol afiz gat dih fonshan tu wachout dat dih laa dem komplai, dih regulieshan, poliziz, prozidiorz, planz, rpograms, proyects ahn guols fram dih miniostry ahn fih rekomen dih necesery adjozments. Iina dis zenz, dih dakioment manijment pruogram gaidz ahn dih institushional arkaid fram dih nieshan establish dih ripanzability fram dih arkaid or dih internal kontrol ierea tu riviu ahn monitor dih arkaid planz ahn dih programz fram dakioment manijmetz.

Aplai dih gaidlainz fram dih onlain govamen strategyiz iina dih akordanz wit dih dikrii 2693 fram 2012 ahn dih gaidz isiu fram dih ministry fram dih informieshan ahn komyunikieshan teknologiz.

Aplai dih principls fram dih dakioments manijments prozes, iina akordanz wit artkl 2.8.2.5.5. fram dih dikrii 1080 fram 2015, rigardin:

- A** Planin. Krieshan af dakioment fih bii prosiid bai ligal, fonshional ahn arkival analizis tu determin dier yuuzfulnes fih dih evidenz, wit wan vii fih faziliteitin dem manijment. Dih rizolt fram dih analizis wil determin weda or nat ah dakioment wan bii crietid.
- B** Efizenzi. Entitiz produz only dih dakioments necezary tu rialaiz dem objektivz
- C** Dem mos iina aal taim kova dih coas fram dih manijyin dem dakioments train tu fain seivinsiina dih diferents prosisis fram dih arkaivalfonshan.
- D** Kontrol ahn falo op. Entitiz mos enshor dih kontrol ahn dih monitorin fram aal dih dakioments dem produz or riciiv ihn dih development fram dih aktivitis aal uova dih entiya laif sockl.
- E** Chaan. Entitis mos implement mekanism we garantii dakioments deh avielabl wen rikuaya ahn wen dih pipl autoraiz fih kanzolt ahn yuuz dem.
- F** Transparenzi. Did dakioments dah evidenz fram dih akshon fram dih administreshan ahn iina kansekuens sopuort dih akshan fram dih poblik employiiz.
- G** Aveilability. Dakioments fih deh redy fih yuuz wen dih rikuaya eny wie fram dih miin fram dih krieshan.
- H** Grup. Fails dakioments fih deh iina kategory (sirie, sonsirie ahn fails) ahn deh mantienen zekuenzial rilieshanship iina dih siem prociidur.

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- I** Arkival link. Dakioments fram dih siem procidiur dem fih mantien dih link, truu dih implemetieshan of klasifikieshan, diskriptiv ahn dih taip ah system iina kantex, struktiur ahn kantent, so dem manijment as a juol is facilitiet.
- J** Envayormental protekshan. Entitis shul avaid dih protekshan fram printed dakioments pan piepa wen dis médium noh rikuaya fih ligal or historikal preservieshan riisons, givin dih lonyevity fram piepa fih rimemba informieshan.
- K** Self observieshan. Buot dih dakioment manijment system ahn dih karespandin programwil bii regulary evaluetid bay iich of dih entitis diparments.
- L** Kordinieshan ahn akses. Dih fonshional ereas wil ak iina kordinieshan aroun dih akses ahn manijment fram dih informieshan dem guard tu garantii dih non- duplikieshan fram dih akshion rigardin arkival dakioments ahn dih fulfilments fram dem mishan.
- M** Arkaival koltil. Dih ofishials huu direk dih fonshional ereas wil kolaboriet iin reisin dih awiernes fram dih personel onda dier charg, rigardin dih importansy ahn valiu fram dih institushans fails.
- N** Madernizeishan.. zinoir poblik manijment tugeder wit dih institushional arkaid wil promuot dih strennin fram dih entitis arkaival fonshan, truu dih aplikieshan fram dih muos madern dakioment manijment praktis is iina dih entity, relain on dih yiuoz of informieshan teknologyz ahn komyunikieshans.
- O** Interoperability...poblik entitis mos enshuur dih ability tu transfer ahn yuuz informieshan yiuniformly ahn efisiently bitwiin plenty organizieshans ahn informieshan system, as wel as dih ability fih system (kompyuta, midia, network, sofwier ah nada informieshan teknology komponents) fih interak ahn exchieng data akardin tu a difain metod, iina ada tu obtien dih expektid risolts.
- P** Citizen orientieshan..Dih eeksorsai fah dih kolaborieshan bituin organizieshans tu exchien informieshan ahn nalij iina dih friem work fram dem bisniz prosisis wit dih procez of facilitatein dih dilivery fram onlain servisis tu sitisens, kompanis ahn adars entitis, mos bii a premis of stiet entitis (frem work of interoperability fram onlain govament).
- Q** Teknoloyikal neutrality...Dih stiet wil garantii dih frii adapshan of teknologys, tekin intu akount rekomendieshans, kancep ahn regulieshans of kompetent ahn sutabl internashional organisieshan in dih mata which alou promuotin dih efisien provishan of servisis, kantent ahn aplikieshans dat tuuz informieshan ahn komyunikieshan teknologys ahn garantii frii ahn fier kompetishan, ahn dat dah adapshans is jarmonios wit sosteinabl envayormental development.
- R** Protekshan fram dih informieshan an data...Poblik entitis mos garantii dih protekshan fram dih informieshan ahn personal data in dih diferent dakioment manijment prosisis,



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