APPROVED

#### Order of the National School of Judges of Ukraine

08.02.2024 No. 16 (as amended by Order No. 26 of 18.03.2025)

# PROVISIONS

**about the department of documentary support and control**

**National School of Judges of Ukraine**

1. **General provisions**

1.1. The Documentary Support and Control Department of the National School of Judges is an independent structural unit of the National School of Judges (hereinafter referred to as the Department, NSJU, respectively), subordinated to the Rector of the NSJU and accountable to and under the control of the Chief of Staff of the NSJU, who coordinates the activities of the Department.

1.2. In its activities, the Division shall be guided by the Constitution of Ukraine, laws of Ukraine, in particular the Laws of Ukraine "On the Judiciary and the Status of Judges", "On Libraries and Librarianship", acts of the President of Ukraine and the Cabinet of Ministers of Ukraine, the Verkhovna Rada of Ukraine, anti-corruption legislation, decisions of the Congress of Judges of Ukraine, the Council of Judges of Ukraine and the High Qualifications Commission of Judges of Ukraine, the Statute of the National School of Judges, the Rules of the National School of Judges, orders of the National School of Judges, other legal acts and this Regulation.

1.3. The work of the Division shall be carried out in accordance with the work plans of the NSDC and the work plans of the Division, as well as individual instructions of the NSDC management.

1.4. The composition of the Department shall be determined by the structure and staffing approved in accordance with the established procedure.

1.5. The department has a round seal with the name of the structural unit and the corresponding stamps, samples of which are approved by the order of the NSSU.

**2. Main tasks of the Department**

2.1. The main tasks of the Department are:

2.1.1. Establishing a unified procedure for documenting and organizing work with official documents.

2.1.2. Development and implementation of regulations on record keeping in the NSDC.

2.1.3. Methodological guidance and control over compliance with the established procedure for working with official documents in the structural units of the SSU.

2.1.4. Facilitate the reduction of paperwork.

2.1.5. Implementation of modern automated systems in the work with official documents.

2.1.6. Exercise control over the execution of documents within the established time limits.

2.1.7. Processing, cataloging, accounting, storage and formation of the library collection in accordance with the information needs of the NSSU employees and students. High-quality user service based on wide access to all information sources of the library using traditional and modern technologies.

1. **Functions of the Department**

3.1 The department in accordance with the assigned tasks:

3.1.1. Develops the Instruction on Record Keeping in the SBSU and the Consolidated Nomenclature of the SBSU.

3.1.2. Develop regulatory legal acts on record keeping in the NSDC, which are mandatory for all structural units.

3.1.3. Assigns indices to structural units.

3.1.4. Exercises control over the execution of documents, takes measures to reduce the time for the processing and execution of documents, summarizes and analyzes data on the progress and results of this work.

3.1.5. Provides organizational and methodological assistance to structural units in improving and maintaining record keeping.

3.1.6. Controls compliance with the requirements of the Instruction on Record Keeping in the NSSU.

3.1.7. Performs initial processing of incoming documents. Registers incoming, outgoing and internal documents.

3.1.8. Maintain records, ensure storage, prompt search, information on documents and send documents by postal means.

3.1.9. Regulate the flow of documents in the NSDC and control the execution of documents within the established time limits.

3.1.10. Ensure compliance with the unified procedure for selection, accounting, storage, quality of processing and use of documents created in the course of the NSSU activities.

3.1.11. Improves the forms and methods of working with documents in the NSSU, taking into account the use of organizational equipment and PCs.

3.1.12. Provide organizational support for the activities of the commission for examination of the value of documents.

* + 1. Ensures processing, cataloging, accounting, storage and formation of the NSSU library collection in accordance with the needs of NSSU employees and students, in particular:
       1. Ensures rational placement of the NSSU library collection, its restoration and storage.
       2. He maintains the library's reference and bibliographic system using traditional and modern technologies.
       3. It provides library, reference, bibliographic and information services to users.
       4. Determines information needs, provides prompt support for information requests of students and employees of the NSSU, conducts sociological research of readers' interests in order to optimally meet them.
       5. Develops and submits for approval the Library's Rules of Use in accordance with the Standard Rules of Use.
       6. It carries out activities aimed at improving the service of library users, expanding the range of library services, improving their quality through the use of the latest technologies, and computerization of information and library processes.

1. **The rights of the Department**

4.1 The Department is entitled to:

4.1.1. Receive documents and other materials on issues related to the areas of work from the NSSU employees.

4.1.2. To familiarize himself/herself with documents and orders necessary for the performance of the tasks assigned to the Department.

4.1.3. To check the state of record keeping in structural units and require their managers to eliminate identified deficiencies on a separate order of the management.

4.1.4. Require employees of structural subdivisions to comply with the execution of documents in accordance with the Instruction on Record Keeping in the NSDC.

4.1.5. To inform the management of the NSSU about the failure to execute documents within the established time limits.

4.1.6. Notify the Chief of Staff of the assignment of work to the Department that does not fall within its competence or goes beyond it, as well as of cases when employees fail to provide documents and other materials necessary for the Department to resolve the issues raised.

4.1.7. With the consent of the heads of the relevant structural subdivisions of the SSU, engage employees in the development of regulatory legal acts on record keeping, which the Division is responsible for preparing.

4.1.8. Participate in meetings, conferences and other events on issues within the competence of the Department.

4.1.9. Provision of technical (computer and specialized software) and information resources.

**5. Head of the Department**

5.1. The Department is headed by the Head, who is appointed and dismissed by the Rector of the National School of Economics and Business in accordance with the procedure established by law.

5.2. A person with a complete higher legal education and at least 3 years of work experience in the field of law or in another specialty in managerial positions for at least 5 years shall be appointed to the position of the Head of the Department. In some cases, a person who does not have the above-mentioned work experience may be appointed to the position of the Head of the Department.

5.3. Head of the Department:

5.3.1. Carry out general management of the Department, ensure the fulfillment of its tasks, and organize its work.

5.3.2. Make proposals for the distribution of responsibilities among employees and monitor their work.

5.3.3. Ensure the fulfillment of the tasks assigned to the Department.

5.3.4. Take necessary measures to improve the organization of the Department's work.

5.3.5. Ensure timely processing of incoming and outgoing correspondence.

5.3.6. Organize work on registration and transfer to the relevant structural units of documents of current office work, including orders and instructions of management.

5.3.7. Organizes the development of regulations on record keeping in the NSDC.

5.3.8. Organizes control over the preparation and execution of documents, their timely execution, takes measures to reduce the time for the passage and execution of documents, summarizes and analyzes data on the progress and results of this work.

5.3.9. Participate in the work of the commission for examination of the value of documents of the NSSU.

5.3.10. Exercise control over the correct formation and storage of NSSU documents.

5.3.11. Signs and endorses prepared documents and is personally responsible for fulfillment of tasks assigned to the Department.

5.3.12. Ensure that the employees of the Division comply with the Internal Labor Regulations of the National School of Law of Ukraine.

5.3.13. Supervise the implementation by the Department of legislative and other regulatory acts, orders of the NSSU and other instructions of the NSSU management.

5.3.14. Control the record keeping and storage of documents in the Department.

5.3.15. Ensures the organization of work on processing, cataloging, accounting, storage and formation of the library collection in accordance with the information needs of the NSSU employees and students, quality user service based on wide access to all information sources of the library using traditional and modern technologies.

5.3.16. Responsible for the safety of the stamps and seals of the Department and for their proper use.

5.3.17. Responsible for business transactions in the procurement of postal envelopes and stamps: for the correctness and authenticity of primary documents, compliance with the terms of the contracts of the goods received.

5.3.18. Promote professional development and professional growth of the employees of the Department.

5.3.19. Ensure that the employees of the Division comply with the requirements for non-disclosure of information contained in documents marked "For Official Use Only" and technical protection of information, the rules of internal labor regulations, safety rules and occupational safety instructions.

5.3.20. Provide proposals for encouraging the employees of the Department and applying disciplinary measures.

5.3.21. Ensures that the Department fulfills other instructions of the Chief of Staff and the Rector of the NSSU.

5.3.22. The duties of the Head of the Department in his/her absence shall be performed by the Deputy Head of the Department or another employee of the Department on the basis of the order of the Rector of the NSESU.

**6. Responsibility**

6.1. The indicators for evaluating the performance of the Division are the timeliness and quality of performance by the employees of the Division of their official duties, the work plans of the NSDC, the work plans of the Division, orders and instructions of the NSDC management.

6.2. Employees of the Department shall be responsible in accordance with the current legislation of Ukraine for:

6.2.1. Failure to comply with the requirements of applicable laws, organizational and administrative acts in the performance of their functions.

6.2.2. Failure to perform or improper performance of official duties, work plans of the NSSU, work plans of the Division, orders and instructions of the NSSU management.

6.2.3. Disclosure of information contained in documents marked "For Official Use Only" and personal data that they have become aware of in connection with the performance of their official duties.

6.2.4. Exceeding his/her official authority, failure to comply with the provisions established by the Regulations of the NSDCU, violation of the Internal Labor Regulations, labor discipline and requirements for labor protection and fire safety.

6.2.5. Inefficient or inappropriate use of software and improper storage of equipment in their use.

**7. 7.**

7.1. The Department interacts with other structural subdivisions of the SSU, subdivisions of bodies, institutions and establishments within the limits of its powers.

7.2. In accordance with the requirements of the NSSU Regulations and orders of the Rector, employees of the Department participate in the work of permanent and temporary interstructural formations of the NSSU: commissions, committees, working groups, etc., in particular, those formed on a project-targeted basis, to implement interrelated tasks that require the combined efforts of various structural units of the NSSU.

**DONE:**

Head of the department

documentary support

and control

\_\_\_\_\_\_\_\_\_\_ 2025 Tatiana SHALAYEVA

**APPROVED**

Chief of staff

\_\_\_\_\_\_\_\_\_ 2025 Zenoviy Kholodnyuk

Deputy Head of the

of the legal department

\_\_\_\_\_\_\_\_\_\_ 2025 Iryna PANASENKO

Head of the department

on work with personnel

\_\_\_\_\_\_\_\_\_\_ 2025 Oleg Tsymbalyuk