

Ho Chi Minh City,

2016

PROCEDURE
for editing, signing, and archiving documents

1. Editing document procedure

- The units carry out the drafting of documents based on the University's Regulations on clerical work according to Decision 10/QD-SIU, dated February 28, 2016, issued by the Principal of Saigon International University.
- The leader of the document drafting unit is responsible for the order, format, content, and legality of the document.
- The leader of the document drafting unit sends the draft to units of the University for feedback, and then base on the feedback to adjust the draft.

2. Signing and archiving documents procedure

- The document drafting units submitting documents to the School Board for signature must check in advance the content and format of the documents and must have the initials of the leader of the document drafting units.
- The units submit all kinds of documents, diplomas, degrees, certificates... to the School Board for signature. In case the School Board does not approve, it will return documents to the units with directives.
- Clerical staff check documents, enter document books, stamp, and keep originals.
- The Administration Department issues documents via direct submissions, emails of leaders and posting on the school's website.
- Clerical staff update document information into the document management book/software.

- At the end of the month, clerical staff arrange monthly archived documents. The outer of the storage box must be labeled with a label indicating the type of document and the month of storage. The storage boxes are transferred to the storage repository.
- On weekends, clerical staff copy data from management software to store them separately so that at the end of the year, they can be copied to CDs or official dispatch books.
- Units that request to provide copies of documents must send a request directly to the head of the Administrative Department to direct clerical staff to provide it.
- Clerical staff are responsible for storing and preserving documents in accordance with current regulations./.

Editors

Reviewers

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