

Value - added information

Manual for decommissioning corporate agenda in sheet form

1. Discard only agenda that the retention period has expired.

Expired retention period of the agenda - agenda is no longer needed for company activities.

Retention periods are regulated by accounting law for example, also banking law, the law on personal data protection, etc. /.,

There is also a register of the retention period / RP / registry records.

Example:

RP - invoices 10 years

RP - Cash register 10 years

RP - routine correspondence 3 to 5 years

RP - human resources 50 years.

The ideal solution lies, if you own a valid archiving policy and plan as an internal standard for the administration of the registry of your company. Samples can be found on the Internet. It is preferable to entrust into the hands of expert / specialist COMPANIES- Archiving, Records management, archiving policy and plan on the net. / can professionally tailor make and put in the practise your original Records management, archiving policy and planning within aprox. 30 days. Joint stock companies and public authorities have their own characteristics - State archives taking and approving of archiving policy and plan.

2. Upon expiry of the retention period, we can not destroy / shred / agenda without disposal procedure.

Regulated by the Act 216/2007 of Collection of Laws, amending and supplementing Law no. 395/2002 Coll. on archives and registries and on amendments to certain laws as amended by Act no. 515/2003 Coll.

In short, the registry creator / body / is required to phase out the corporate agenda at least once every five years and in cooperation with State Archives or through a third / authorized / person.

3. Agenda removed at the state archives cooperation on the basis of lists of decommissioning.

The actual decommissioning: verify by phone the scope of which Archive you fall under. Selected binders, archive boxes or other storage units we have prepared for decommissioning. Eg. financial agenda can exclude up to 2004 / including /.

Complete a proposal and lists of proposals for disposal of registry / see Annexes / . We create itemized lists by subject groups with the "A" - archives and without character "A" value - defined informative value. / Eg. accounting documents, contracts, correspondence

4. Based on the decision of the competent state archives, following the destruction of the agenda / Shredding / and subsequent recycling of raw materials.

It was served with the decision of the competent state archives about the possibility of the destruction of the proposed agenda. We recommend routinely shred classification level DIN32757-1 and then recycled.

Definitely not recommended to export agenda into container without legal shredding...leakage of sensitive and personal data.

Consistently save a protocol on legal shredding.

Do not forget the obligation to phase out corporate agenda every five years

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