

MiAK ARCHIVING DIRECTIVE (2021)

(Approved by 15.06.2021 MiAK Board of Directors.)

1. BASIS, PURPOSE, AND SCOPE

This directive has been prepared in accordance with Article 27 of the "Association for Accreditation of Architectural Education (MiAK)" Charter, which regulates the storage of documents and reports related to the work of MiAK and MiAK boards, committees, and commissions. Its purpose is to determine the retention procedures and periods of documents and reports related to the work of MiAK, including documents and reports on the accreditation process and results.

2. DEFINITIONS AND ABBREVIATIONS

In this directive:

- a) MiAK** defines the Association for Accreditation of Architectural Education,
- b) General Assembly** defines MiAK General Assembly,
- c) Board of Directors** defines the MiAK Board of Directors,
- d) MiAK-MAK** defines the Architectural Accreditation Board, which carries out the necessary studies for the evaluation and accreditation of architectural education programs on behalf of MiAK.

3. RESPONSIBILITY

- a)** Documents and reports related to MiAK studies are regularly archived and stored. The Chairman of the Board of Directors shall ensure that the official documents and reports of MiAK are securely archived and stored.
- b)** MiAK shall keep a regular record of the list of programs it accredits, the types of accreditations granted, and their validity periods.

4. REPORTS AND DOCUMENTS ON THE ACCREDITATION PROCESS AND RESULTS

- a)** The letters of intent of the departments applying for accreditation and the institutions they are affiliated with, the latest self-assessment reports, the preliminary reports and final reports of the visiting team, the annual report evaluations, and the accreditation documents are kept in the MiAK Office.
- b)** Preliminary reports and final reports of the visiting team, annual report evaluations, and accreditation documents for the last five (5) years shall be kept in the office of the Association.
- c)** Self-assessment reports shall be kept for ten (10) years. Publications (catalogs, articles, etc.) belonging to institutions can be archived in the MiAK Association Archive or Library.
- d)** Visiting team preliminary reports and result reports, annual report evaluations, and accreditation documents older than five (5) years are kept in a storage area in digital media, and the retention period is indefinite.
- e)** Accreditation requirements and the retention period of the annual MiAK-MAK Working Reports are (5) years.
- f)** Evidence, transcripts, correspondence, and evaluation reports of the programs are kept for five (5) years.

g) Evaluator records are kept up to date in printed and electronic environments.

h) Self-assessment reports, visiting team preliminary reports and final reports, annual report evaluations and accreditation documents, evidence, correspondence, notes, etc. It is defined as "SERVICE SPECIFIC". These records are accessible only to the members of the MiAK Board of Directors, the members of MiAK-MAK, and the Secretary General.

i) Applications that have not completed the accreditation process shall be disposed of after one (1) year.

5. PERSONNEL RECORDS

a) All files of the employees who leave the Association, including their salary and tax records, shall be kept for ten (10) years from the date of their departure.

b) Job applications are kept for three (3) years.

c) The social insurance records of the employees shall be kept within the framework of the relevant law.

6. EDUCATION RECORDS

Workshop organization e-mail correspondence (hotels, educators, and the like) is stored electronically, Workshop Final Registration Forms, receipts, and participation lists (participation certificate serial number) are stored in the Education Folder.

7. ASSOCIATION RECORDS

a) The minutes of the meetings of the General Assembly, the Board of Directors, MiAK-MAK, and the Committees serving in the Association, the charters, the working regulations, the contracts, the business agreements, the licenses, the agreements, and reconciliations made with other institutions, the lease agreements, the donation records and the retention periods of the trademarks are uncertain.

b) The retention period of the petitions of professional organizations and similar legal entities for the membership of MiAK is (5) years.

c) Contracts are kept until four (4) years after the end of the contract period.

d) Insurance policies are kept until three (3) years after the end of the policy period.

e) The retention period of construction and modification records is (3) years.

f) Records of rent payment shall be kept until four (4) years after the expiry of the term of the lease agreement.

g) The "Member Registration and Information Forms" and the necessary documents related to the members are stored in the relevant "Member File" and the forms and documents related to the new members are added to their files by the coordinator. Member information is also stored electronically.

8. FINANCIAL RECORDS

a) The retention period of the Association's books, audit reports, accounting records, annual financial reports, and tax documents is (3) years.

b) Accounting, expense, and inventory records, debt payment orders, and sales records shall be kept for ten (10) years.

c) Bank records, canceled checks, debit records, and electronic payment records shall be kept for ten (10) years

9. ARCHIVE SECURITY AND ACCESS

Access to the "Accreditation Records Archive" is subject to the permission of the Chairman of the Board of Directors of MiAK. Persons authorized by the Chairman of the Board of Directors to access the archives may benefit from the archives. A record of the people who are granted access to the archive is kept.

10. REPRODUCTION AND LENDING

a) Documents and reports on the accreditation process and its results are not shared with third parties and institutions in any way.

b) The original documents and reports in the archive cannot be exported from the archive for any reason and under any circumstances. However, when it is necessary to see a service belonging to the State, real and legal persons, to protect and prove a right, examples may be duly given and may be examined on the spot by experts appointed by the committees and/or by the authorities appointed by the relevant departments.

c) Reproduction and/or lending of archived documents for use in the activities of the Association is subject to the permission of the Chairman of the Board of Directors of MiAK.

11. SORTING AND DISPOSAL

a) Documents, reports, and similar materials whose retention periods have expired specified in this Directive shall be sorted and disposed of by a committee to be formed by the Board of Directors of the Association.

b) Materials that have an actual role in current transactions, whose storage is determined by law and other legislation for certain periods of time (those deemed necessary according to the provisions of special legislation) and materials that are the subject of any lawsuit shall not be subjected to sorting and destruction within the specified period and time limit determined by the legislation and/or until the conclusion of the case.

12. ARCHIVE MATERIAL RECORDED ELECTRONICALLY

a) Backup is made to prevent the loss of information and documents in electronic media, which have the characteristics of archival material, and to ensure their continuity.

b) In the storage, classification, transfer, and similar archival procedures of such materials, the provisions applicable to all other materials shall be applied.

13. RETENTION OF MiAK ECONOMIC ENTERPRISE DOCUMENTS

The procedures defined in this Directive regarding the storage of MiAK documents shall also apply to the storage of the documents of the MiAK Economic Enterprise.

14. AMENDMENT TO DIRECTIVE

The Board of Directors of the Association appoints a committee to amend this Directive when necessary. The amendment proposals prepared by this committee are submitted to the Board of Directors. Proposals are put on the agenda and decided at the first meeting of the Board of Directors to be held after the date they are received.

15. ENFORCEMENT

a) This Directive shall enter into force as of the date of its approval by the Board of Directors of the Association.

b) When this Directive comes into force, the documents in the archive are evaluated according to this provision, the ones that are not in the archive are sorted out and the archive order is duly created.

16. EXECUTION

a) The provisions of this Directive shall be executed by the Chairman of the Board of Directors of MiAK.

b) All correspondence, files, and documents archived in the MiAK shall be transferred by the minutes to the new chairman to be determined at the end of the term of office of the Chairman of the Board of Directors of the MiAK.