

PP  
Nr...../.....

P1  
Nr...../.....

Name PP: **Vaslui County School Inspectorate**  
Name P1: **Galati County School Inspectorate**  
Project code: **PN2018**  
Number and date of financing contract: **1/30.10.2020/N**  
Implementation period: **30.10.2020-30.04.2023**

### Archiving procedure

## 1.PROMOTER-VASLUI COUNTY SCHOOL INSPECTORATE

Crt. no.	Operation	Name and surname	Position in the project team/PP	Signature
1.	Elaboration	Flueraş Gheorghe	Project manager assistant	
2.	Verification	Nicoară Mihaela	Project financial responsible	
3.	Approval	Mihnevici Landiana	Project manager	

## 2.PARTNER-GALATI COUNTY SCHOOL INSPECTORATE

Crt. no.	Operation	Name and surname	Position in the project team/P1	Signature
1.	Verification	Ghetau Florin	Project county coordinator assistant	
2.	Notification	Chirac Maria Alis	Project county coordinator	

## LIST OF ABBREVIATIONS USED:

- D Dossier
- DAP Public Procurement Dossier
- DMF Financial Management Dossier
- DMP Project Management Dossier
- DA Activity Dossiers
- PAD Documents Archiving Procedure
- SD Subdosar

## LEGAL FRAME

Through the financing contract no. 01 / 30.10.2020, Section I-Obligations of the Project Promoter, para. (34) and (35) PP and P1 have the following document retention obligations:

(34) The Project Promoter and the Partners have the obligation to file and keep, in good condition, for the entire period of validity of the contract, as well as for a period of 3 years from the date of approval of the final report of the program, all documents related to the project, in the original, including the accounting documents for the activities and expenditure carried out, in accordance with European regulations and national law, under penalty of the refund of all amounts received under the project, relating to the missing documents.

(35) The Project Promoter has the obligation to ensure the electronic archiving of the documentation related to the Project, on magnetic media, in the final version, accepted by the PO.

The preservation of all these documents will be done respecting the minimum storage terms provided by law, in accordance with the legislation in force regarding the National Archives and in authorized formats, including: a) original documents; b) documents certified as conforming to the original; c) electronic versions of the original documents, on data support.

-Law no. 135/15 May 2007 regarding the archiving of documents in electronic form;

-Law no. 16/1996 with subsequent amendments and completions including Law no. 474/2006, regarding the development of archival activities,

-Law no. 135 of May 15, 2007 on the archiving of documents in electronic form.

The law is also applicable to partner P1, who will keep the original documents at its headquarters and will provide the PP documents in copies conforming to the original (letter format) and in electronic format.

## 1.PURPOSE :

This procedure describes how to keep / archive documents at the level of the Project Promoter (PP), within the implementation of the project "A school for everyone and for everyone!".

The purpose of the procedure is to ensure the record, inventory, selection, storage and use of documents held by the beneficiary, as well as maintaining the integrity of documents and ensuring secure, limited and controlled access to documents in its own archive.

## 2.APPLICATION DOMAIN:

The procedure will be used by all persons in the project team of PP and P1 who have duties of keeping / archiving project documents.

## 3.GENERAL PROVISIONS

a)The objective of archiving documents is to ensure the security and confidentiality of the information contained in:

- Documents received by PP
- Documents issued by the PP
- Documents received by P1
- Documents issued by P1

b)Form of archiving:

The documents are kept either in original form or in certified versions conforming to the originals, usually the accepted data including:

- photocopies of the original documents;
- documents certified as conforming to the original;

- documents certified as conforming to the original;
- microfiches of the original documents;
- electronic versions of original documents on optical media (such as DVD, CD, USB, hard disk or magnetic disks);
- documents only in electronic format.

Physical security of documents from storage spaces in the beneficiary's archive:

- access to the area where the documents are kept is allowed only to authorized persons;
- the documents related to the project are kept during the processing period in a safe space, until they are archived, in order to be stored in the beneficiary's archive;
- access to documents is allowed only to the persons who actually work with them, according to the processing stage in which the respective documents are.

Access to documents stored in the PP archive:

- after archiving, the documents can be taken (borrowed) from the archive for a limited period of time, for the purpose of consultation, based on an approval signed by the project coordinator;
- in case of a control mission from the national or European authorities, the period of borrowing the documents will be extended during the whole control mission;
- each request for borrowing documents is registered in a register, according to PAD;
- documents are handed over to the person responsible for the archive based on a report and an inventory.

#### 4.ARCHIVING RULES

a)All project documents will be kept / archived at the PP and P1 headquarters, on 3 major categories / domains, named by this Procedure Files. The name of the Files is presented in Table 1.

**Table 1.**

Crt. no.	Name of the Dossier	Dossier's Acronym
1.	Public Procurement Dossier	DAP
2.	Financial Management Dossier	DMF
3.	Project Management Dossier	DMP
4.	Activity Dossiers	DA
5.	Subdossiers	SD

b)During the project implementation, some of the project-specific documents will be kept by the specific managers (exp .: financial supporting documents can be temporarily kept by the project financial manager), and at the end of the implementation, all documents will be handed over and archived under the coordination of the assistant coordinator of the project.

c) Each File will contain several Subfolders that will have relevant names, depending on the type of documents contained. Each subfolder / bookcase will be labeled accordingly, in compliance with the visibility rules of the project.

d) In the Project Management File / DMP will be archived all the documents of organization and planning of the project, all the documents / deliverables reported in RI / RF as results, respectively the supporting documents that support these results. Each activity will have its own Subfolder (s). Inside the SD, the documents will be delimited, in lengths, on reporting periods related to RI / RF.



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e) At each IR, each activity manager will bring in original or certified copy cf. with the original, all relevant technical documents that support the activities carried out during the reporting period.

f) All documents submitted for archiving must be signed and dated by those who drafted them and approved by the Project Manager, by signature.

g) The documents are handed over for archiving on the basis of a report.

## 5.FINAL PROVISIONS

• This Procedure does not include an exhaustive list of project-specific documents to be archived. The PAD can be modified / improved as a result of possible updates / completions / recommendations and depending on the needs arising from the project implementation.

• PP and P1 have the obligation to archive their own documents, according to PAD and according to the provisions of the Financing Agreement.

• The persons designated as having archiving attributions are:

a) Financial documents-project financial manager (PP) and project accountant (P1)

b) Procurement documents - public procurement manager (PP) and project accountant (P1)

c) Documents of project activities-assistant project manager, local coordinators (PP); assistant county project coordinator and local coordinators (P1)

• All members of the project team with responsibilities in the area of document archiving are responsible for the implementation, maintenance and improvement of this Procedure.

• Data providers and beneficiaries

In the process of management and control activity carried out by PP during the implementation of the project, the entities are found as providers and beneficiaries of data, as follows:

• supplier and beneficiary: (PP and P1) - Vaslui County School Inspectorate (PP) and Galați County School Inspectorate (P1)

• beneficiary: Program Operator (PO), other control bodies (UCAAPI, etc.).

- Necessary resources

• material resources and spaces: communication and IT equipment (telephones, faxes, computers, copiers, scanners, printers, internet, etc.); soft; furniture; office supplies and consumables; office space, archive space;

- HR:

-Management and control

1.Mihnevici Landiana-project manager

2.Nicoară Mihaela-financial manager

3. Botan Dumitru-responsible for public procurement

-Preventive financial control (for public institutions)

1. Ignat Smărăndița Elena

• financial resources: PP and P1 budget (approved grant).



INSPECTORATUL  
ȘCOLAR JUDEȚEAN VASLUI