

## **DIRECTIVES**

### **SABAK ARCHIVING DIRECTIVE**

#### **ARTICLE 1**

##### **Basis, Purpose and Scope**

This directive has been prepared in accordance with the 14th article of the "Health Sciences Education Programs Evaluation and Accreditation Association, (SABAK)" Working Regulation regulating the storage of SABAK documents. Its purpose is to determine the storage procedures and periods of documents and reports related to SABAK's work, including documents and reports on the accreditation process and its results.

#### **ARTICLE 2**

##### **Definitions and Abbreviations**

Definitions and abbreviations in this directive are as follows and define;

- (a) SABAK, Health Sciences Education Programs Evaluation and Accreditation Association
- (b) General Assembly, SABAK General Assembly
- (c) Board of Directors, SABAK Board of Directors
- (d) SAK, Health Sciences Education Programs Accreditation Board, which carries out the studies required for evaluation and accreditation of health sciences education programs on behalf of SABAK

#### **ARTICLE 3**

##### **Liability**

- (a) Documents and reports pertaining to SABAK's activities are regularly archived and kept. The President of the Board of Directors ensures that SABAK's official documents and reports are safely archived and stored.
- (b) SABAK keeps the list of the programs it has accredited, the types of accreditations awarded and their validity period.

#### **ARTICLE 4**

##### **Documents and Reports Regarding the Accreditation Process and Its Results**

- (a) Accreditation Declarations of Intent, the latest self-assessment reports, institution visit reports, final reports and final declaration documents of the programs applying for accreditation and the institutions they are affiliated with are kept at SABAK Headquarters.
- (b) Institution visit reports, final reports and final declaration documents for the last five (5) years are kept at the headquarters, and self-assessment reports and their attachments are kept off-site.

- (c) Self-assessment reports are kept for ten (10) years. Publications (catalog, etc.) belonging to the institution can be archived in the SABAK Library.
- (d) The retention period of institution visit reports, final reports and final notification documents older than five (5) years is uncertain.
- (e) Accreditation Criteria and the retention period of the annual accreditation activity reports is uncertain.
- (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 form and electronically. The 360 degree evaluation systematic is only accessible to the members of the SABAK Board of Directors, SAK President and the Secretary General.
- (h) Self-assessment reports, institution visit reports, final reports, final declaration documents, evidences, correspondence, notes, etc. are defined as "SERVICE SPECIFIC". These records are accessible only to the members of the Board of Directors, SAK members and the Secretary General.
- (i) Applications that have not completed the accreditation process are destroyed after one (1) year.
- (j) A copy of the correspondence made with Overseas Accreditation Bodies is in the relevant folder, and a copy is in the Incoming / Outgoing Documents Folder.

## **ARTICLE 5**

### **Personnel Records**

- (a) All files, including the salary and tax records of employees who leave the association, are kept for ten (10) years from the date of their departure.
- (b) Job applications are kept for three (3) years.
- (c) The period of retention of employees' social security records is uncertain.

## **ARTICLE 6**

### **Training Records**

Workshop organization e-mail correspondence (hotels, trainers etc.) are kept in electronic environment, Workshop Final Registration Forms, receipts, participation lists (participation certificate serial number) are kept in Training Folder.

## **ARTICLE 7**

### **Association Records**

- (a) The meeting minutes of the General Assembly, Board of Directors, SAK and Committees, by-laws, operating regulations, contracts, business agreements, licenses, agreements and reconciliations with other institutions, lease agreements, donation records and trademarks are uncertain.

- (b) The storage period of applications for membership of SABAK by professional organizations and similar legal entities is uncertain.
- (c) Contracts are retained for four (4) years after the end of the contract term.
- (d) Insurance policies are kept until three (3) years after the policy expires.
- (e) The retention periods of construction and renovation records are uncertain.
- (f) Lease payment records are kept until four (4) years after the end of the lease contract.
- (g) Documents sent to SABAK and sent from SABAK are recorded in the Incoming / Outgoing Document Book by the office assistant. The original document is placed in the Incoming Documents Folder, and a copy is removed to the relevant folder according to its subject. A copy of the outgoing document is placed in the Outgoing Documents Folder.
- (h) Member Registration Forms and required documents regarding the members are kept in the relevant Member Folder and the forms and documents for new members are added to the folder by the office assistant. Member information is also kept electronically.

## **ARTICLE 8**

### **Financial Records**

- (a) The period of retention of association books, audit reports, accounting records, annual financial reports, purchasing records and tax documents is uncertain.
- (b) Accounting records, expense records, inventory records, debt payment orders, sales records are kept for ten (10) years.
- (c) Bank records, canceled checks, debt records and electronic payment records are kept for ten (10) years.

## **ARTICLE 9**

### **Archive Security and Access**

Access to the Accreditation Records Archive is subject to the permission of the President of the Board of Directors. Persons authorized by the President of the Board of Directors to access can use the archives. It is mandatory to keep a record of those who are given access to the archive.

## **ARTICLE 10**

### **Reproduction and Lending**

- (a) Documents and reports regarding the accreditation process and its results are not shared with third parties and institutions in any way.
- (b) The originals of the documents and reports in the archive cannot be exported from the archive for any reason. However, when a service of the State, real and legal persons is required to be provided, to protect and prove a right, examples can be given according to the procedure, or they can be examined on-site by experts appointed by the courts or the authorities assigned by the relevant departments.

(c) The reproduction and / or lending of archived documents to be used in the activities of the association is subject to the permission of the President of the Board of Directors.

## **ARTICLE 11**

### **Sorting and Destruction**

(a) Documents, reports and similar materials whose retention periods specified in this directive have expired are extracted and destroyed by the Board of Directors or a commission formed by the Board of Directors.

(b) Those that have a de facto role in current transactions, whose storage is determined by law and other legislation for certain periods (those required by the provisions of special legislation) and the materials subject to a lawsuit, within the specified period and the time limit determined by the legislation and / or until the conclusion of the case, and they cannot be destroyed.

## **ARTICLE 12**

### **Archive Material Recorded in Electronic Media**

(a) Backups are made in order to prevent the loss and ensure the continuity of the information and documents in electronic media that have the characteristics of archival material.

(b) The provisions applicable to all other materials shall be applied in archiving operations such as preservation, classification, transfer and similar archiving of such materials.

## **ARTICLE 13**

### **Keeping Documents of SABAK Economic Enterprise**

The procedures defined in this regulation regarding the storage of SABAK documents are also applied for the preservation of the documents of the SABAK Economic Enterprise.

## **ARTICLE 14**

### **Amendment to the Directive**

This directive is reviewed by a committee to be appointed by the Board of Directors when necessary, and amendment proposals are submitted to the Board of Directors. The proposals prepared are put on the agenda of the first meeting of the Board of Directors and are resolved.

## **ARTICLE 15**

### **Enforcement**

(a) This Directive takes effect on the date of its approval.

(b) When this Directive comes into force, the documents in the archive are also evaluated according to this provision, those that remain out of archive are extracted and the archive order is created accordingly.

## **ARTICLE 16**

### **Execution**

(a) The provisions of this Directive are executed by the President of the Board of Directors.

(b) All correspondence, files and documents archived at SABAK are transferred to the new chairman to be determined at the end of the term of office of the SABAK President.