



ARCHIVE DIRECTIVE

Purpose and Scope

ARTICLE 1- The purpose of this Directive is to determine the procedures and retention periods for storing documents and reports related to İLAD İLEDAK activities, including accreditation processes and results.

Basis

ARTICLE 2- This directive has been prepared in accordance with Article 14 of the İLAD Bylaw and Article 31 of the Working Regulation, which regulates the retention of İLEDAK documents.

Definitions and Abbreviations

ARTICLE 3- (1) The terms used in this Directive refer to:

- a) İLAD: The Communication Research Association,
- b) General Assembly: The General Assembly of İLAD,
- c) Board of Directors: The Board of Directors of İLAD,
- d) İLEDAK: The "Communication Education Evaluation and Accreditation Board," which carries out the necessary work for the evaluation and accreditation of communication education programs on behalf of İLAD.

Responsibilities

ARTICLE 4- (1) Documents and reports related to İLEDAK activities are archived and stored in an organized manner. The Chairperson of the Board of Directors ensures the secure archiving and retention of İLEDAK's official documents and reports.

(2) İLEDAK keeps records of the programs it accredits, the types of accreditations granted, and their validity periods.

Documents and Reports Related to the Accreditation Process and Results

ARTICLE 5- (1) Self-assessment reports and their annexes, site visit reports, final reports, and final notification documents of programs applying for accreditation are stored electronically at the ILAD Headquarters.

(2) The general principle is that all information, documents, and correspondence related to accreditation are retained for five (5) years.

(3) Evaluator records are stored electronically. These records are accessible only to ILEDAK members, the ILAD President, and the General Secretary.

(4) Self-assessment reports, site visit reports, final reports, final notification documents, evidence, correspondence, notes, etc., are classified as "CONFIDENTIAL." These records are accessible only to ILEDAK members, the ILAD President, and the General Secretary.

(5) Copies of correspondence with accreditation organizations are kept in the relevant folder, with an additional copy stored in the Incoming/Outgoing Correspondence Folder.

Personnel Records

ARTICLE 6- (1) Files of former employees, including salary and tax records, are retained for fifteen (15) years from the date of departure.

(2) Employees' social security records are retained for ten (10) years.

Training Records

ARTICLE 7- (1) Email correspondence related to training program organizations (hotels, trainers, etc.) is stored electronically, while Workshop Final Registration Forms, receipts, and attendance lists (with participation certificate serial numbers) are stored in the electronic Training Folder.

Association Records

ARTICLE 8- (1) The retention period for General Assembly, Board of Directors, ILEDAK, and Commission meeting minutes, bylaws, working regulations, contracts, business agreements, licenses, agreements and memorandums with other institutions, lease agreements, donation records, and trademarks is five (5) years.

(2) The retention period for membership application petitions of professional organizations and similar legal entities applying for İLEDİK membership is five (5) years.

(3) Contracts are retained for five (5) years after their expiration.

(4) Lease payment records are retained for five (5) years following the expiration of the lease agreement.

(5) Documents received by and sent from İLİD are recorded in the Incoming/Outgoing Correspondence Register by the İLİD Office staff. The original document is placed in the Incoming Correspondence Folder, and a copy is stored in the relevant folder based on its content. A copy of outgoing correspondence is placed in the Outgoing Correspondence Folder.

(6) Member Registration Forms and necessary documents related to members are kept in the relevant Member Folder, and new member forms and documents are added by the Association staff. Member information is also stored electronically.

Financial Records

ARTICLE 9- (1) The retention period for association books, audit reports, accounting records, annual financial reports, procurement records, and tax documents is ten (10) years.

(2) Accounting records, expense records, inventory records, debt payment orders, and sales records are retained for ten (10) years.

(3) Bank records, canceled checks, debt records, and electronic payment records are retained for ten (10) years.

Archive Security and Access

ARTICLE 10- (1) Access to the Accreditation Records Archive is subject to the approval of the Chairperson of the Board of Directors. Only individuals authorized by the Chairperson can access the archives. The records of individuals granted archive access must be maintained.

Duplication and Lending

ARTICLE 11- (1) Documents and reports related to the accreditation process and results shall not be shared with third parties or institutions under any circumstances.

(2) The original copies of archived documents and reports shall not be removed from the archive for any reason. However, if required for the provision of a service to the state, the protection or proof of a right, copies may be provided in accordance with legal procedures, or they may be examined on-site by experts appointed by courts or officials designated by relevant authorities.

(3) The duplication and/or lending of archived documents for use in association activities is subject to the approval of the Chairperson of the Board of Directors.

Sorting and Disposal Procedures

ARTICLE 12- (1) Documents, reports, and similar materials that have reached the end of their retention period as determined by this Directive are sorted and destroyed by the Board of Directors or a commission formed by the Board.

(2) Materials actively used in current operations, those required to be retained for specific periods by law and other regulations, and those involved in ongoing legal cases shall not be subject to sorting and disposal until the specified period or until the case is concluded.

(3) The disposal process is documented with a formal report signed by the chairperson and members of the sorting and disposal commission.

(4) Disposal lists and reports, prepared in duplicate, are stored in the ILAD archive. These lists shall be kept for five (5) years and made available for audit.

Electronic Archive Materials

ARTICLE 13- (1) To prevent loss and ensure continuity, archival materials stored electronically shall be backed up on external hard drives or similar storage media.

(2) The same provisions that apply to other materials in terms of retention, classification, transfer, and similar archival processes shall apply to electronic records.

Retention of ILAD Economic Enterprise Documents

ARTICLE 14- (1) The procedures defined in this Directive for retaining ILAD documents shall also apply to the documents of the ILAD Economic Enterprise.

Amendments to the Directive

ARTICLE 15- (1) This Directive may be reviewed and amended by a committee appointed by the Board of Directors when necessary. Proposed amendments shall be submitted to the Board of Directors for approval and included in the agenda of the first Board meeting for decision-making.

Enforcement

ARTICLE 16- (1) This Directive shall enter into force on the date of its approval.

(2) Upon its entry into force, existing archived documents shall be reviewed according to these provisions, and non-compliant documents shall be removed, reorganizing the archive accordingly.

Execution

ARTICLE 17- (1) The Chairperson of the Board of Directors shall execute the provisions of this Directive.

(2) Upon the end of the term of the ILAD President, all archived correspondence, files, and documents in ILAD shall be transferred to the newly appointed president with an official record.