

**Ordinance No. 3
of the Rector of Poznan University of Technology
of 9 January 2026
(RO/II/3/2026)**

on the introduction of the Records Management Instructions, the Uniform File Classification Scheme, and the Archives Instructions

Pursuant to the Act of 14 July 1983 on the National Archival Resource and Archives (Journal of Laws of 2020, item 164, as amended), and Article 23(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), **it is ordered** as follows:

§ 1

The Records Management Instructions, the Uniform File Classification Scheme, and the Archives Instructions are hereby introduced at Poznan University of Technology.

§ 2

1. The Records Management Instructions establish the rules and procedures for records management activities – Attachment No. 1.
2. The Uniform File Classification Scheme establishes a standard classification of records for the whole of Poznan University of Technology – Attachment No. 2.
3. The Archives Instructions specify the rules governing the organisation of the University Archives and the procedures for handling and transferring archival records to the University Archives – Attachment No. 3.

§ 3

Ordinance No. 26 of the Rector of Poznan University of Technology of 22 December 2017 (RO/XII/26/2017) on the introduction of the Records Management Instructions, the Uniform File Classification Scheme, and the Archives Instructions is hereby repealed.

§ 4

1. This Ordinance shall enter into force on 1 January 2026.
2. The provisions of this Ordinance shall apply to documentation created by, or received by, the University on or after 1 January 2026.

Rector
of Poznan University of Technology

Prof. Teofil Jesionowski, Ph.D., D.Sc.