



POLITECHNIKA POZNAŃSKA

Attachment No. 2 to Ordinance No. 3
of the Rector of Poznan University of Technology,
of 9 January 2026
(RO/1/3/2026)

Uniform File Classification Scheme

Poznan University of Technology

Part A**Structure of first- and second-level classification classes****0 MANAGEMENT**

- 00 Collegial bodies, advisory and consultative bodies, and other committees**
- 01 Organisation**
- 02 Collections of normative acts, legislation and legal services**
- 03 Strategies, programmes, planning, reporting and analyses**
- 04 Digitalisation and information systems**
- 05 Complaints, requests, petitions, proposals, initiatives and interpellations**
- 06 Representation, promotion and University ceremonial events**
- 07 Cooperation with other entities**
- 08 Programmes and projects co-financed from external sources, including European Union funds**
- 09 Inspections and audit**

1 HUMAN RESOURCES

- 10 Organisational matters relating to human resources**
- 11 Establishment, duration and termination of employment and other forms of engagement**
- 12 Personnel records**
- 13 Occupational health and safety**
- 14 Staff training and professional development**
- 15 Labour discipline**
- 16 Social welfare activities**
- 17 Employee insurance and healthcare**
- 18 Ensuring accessibility for persons with special needs**

2 MANAGEMENT OF TANGIBLE ASSETS

- 20 Capital investments and renovation works**
- 21 Management and operation of buildings and facilities**
- 22 Materials management**
- 23 Transport, communications, information technology infrastructure and telecommunications**
- 24 Protection of facilities and property, and defence matters**
- 25 Public procurement**

3 FINANCE AND ACCOUNTING

- 30 Financing and borrowing**

- 31 Accounting, bookkeeping and cash services
- 32 Financial administration of funds and special-purpose funds
- 33 Fees and price setting
- 34 Inventory
- 35 Financial discipline

4 EDUCATION

- 40 Organisational and curricular framework for education
- 41 Quality assurance in education
- 42 Admission to degree programmes and other forms of education
- 43 Learners
- 44 Organisation and conduct of studies and other forms of education
- 45 Student benefits and other forms of support
- 46 Competitions, awards and disciplinary responsibility of learners
- 47 Student activities
- 48 Career guidance, employment services and graduate career tracking

5 DEVELOPMENT OF ACADEMIC STAFF

- 50 Degree-awarding powers
- 51 Awarding of academic degrees
- 52 Recognition (nostrification) of academic degrees

6 RESEARCH, DEVELOPMENT AND KNOWLEDGE DISSEMINATION

- 60 Scientific research, development work and artistic activity
- 61 Management of research infrastructure
- 62 Evaluation of the quality of research activity
- 63 Framework for cooperation in research
- 64 Commercialisation of research results and know-how, and contract research and services for external partners
- 65 Scientific conferences and dissemination of knowledge
- 66 Intellectual property
- 67 Publishing and printing activities

7 ARCHIVAL HOLDINGS, LIBRARY COLLECTIONS AND MUSEUM COLLECTIONS

- 70 Registration of archival holdings and collections
- 71 Acquisition of archival holdings and collections
- 72 Processing of archival holdings and collections
- 73 Access to archival holdings and collections
- 74 Preservation, protection and conservation of archival holdings and collections
- 75 Library records

Part B

Classification Symbol				Classification Heading	Archival Category	Notes
I	II	III	IV			
1	2	3	4	5	6	7
0				MANAGEMENT		
	00			Collegial bodies, advisory and consultative bodies, and other committees		Includes, among others, minutes of meetings and resolutions; ballot papers are retained until the end of the term of office; a separate file shall be maintained for each body or committee.
		000		University Council	A	Includes, among others, minutes of meetings and resolutions.
		001		Senate	A	Including elections.
		002		Scientific Councils	A	Including, among others, Scientific Discipline Councils, the Council for Academic Degrees, and others.
		003		Faculty Board		
			0030	Elections	A	
			0031	Deans' Boards	A	
			0032	Faculty Committees	A	
		004		Advisory and consultative bodies	A	Including, among others, the Rector's Board, Archives Council, Library Council, Faculty Board, Dean's Council, and others.
		005		Internal permanent committees and working groups	A	Minutes of ad hoc committees and working groups shall be classified in the relevant substantive classes; for example, documentation of recruitment committees under class 110, procurement committees under class 25, disciplinary committees for employees under class 1153, and for learners under class 462.
		006		Staff meetings and assemblies	A	
		007		Elections to collegial and single-person bodies and appointments to other functions	A	Including persons appointed to managerial positions, elections of the Rector, appointment of disciplinary officers, etc.
		008		Participation in external collegial bodies	B5	Records of the University's own statements, reports and accounts of participation are classified as Category A.
	01			Organisation		
		010		Organisation of the University's own organisational unit	A	Includes founding acts, statutes, organisational regulations, establishment, reorganisation and liquidation of units,

						registration, extracts from registers, assignment of tax (NIP) and statistical (REGON) identification numbers, and all related correspondence.
		011		Organisation of units subordinate to the University	BE5	
		012		Powers of attorney, authorisations, specimen signatures and electronic signatures	B10	Including their registers and bank signature cards. The retention period is calculated from the expiry of the power of attorney or authorisation.
		013		Quality management system	A	Including certificates, rules, procedures, etc.
		014		Protection and disclosure of legally protected information and public information		
			0140	Protection of classified information	BE10	
			0141	Personal data protection	B10	Including authorisations.
			0142	Disclosure of information	BE10	Including requests for the re-use of public sector information.
		015		Office administration		Preparation and approval of records management regulations are classified under class 021.
			0150	Means for recording and monitoring the circulation of records	B5	Including auxiliary correspondence registers, postal dispatch books, incoming and outgoing correspondence registers, etc.
			0151	Development and implementation of standard forms and registers thereof	A	
			0152	Register of accountable forms	B10	Orders and procurement of such forms are classified under class 220.
			0153	Register of seals and stamps and their impressions	A	Orders for producing seals and stamps are classified under class 220.
			0154	Transfer of records resulting from organisational or competence changes	A	Transfer reports.
	02			Collections of normative acts, legislation and legal services		
		020		Collection of normative acts issued by external authorities and other entities	B10	The retention period is calculated from the date on which the act ceases to have legal effect.
		021		Collection of the University's own normative acts	A	Master set of signed orders, instructions, notices, circular letters and their registers.
		022		Collection of contracts	BE10	Master set of signed contracts together with the register. Supporting documentation and one copy of each contract shall be filed and registered under the appropriate substantive

						class in accordance with the Uniform File Classification Scheme.
		023		Participation in the preparation and review of draft external normative legal acts	BE10	
		024		Preparation and coordination of draft internal normative acts	A	Includes source materials used in preparing a given legal or normative act, regardless of the subject matter, including opinions, comments, required consultations, draft legal and normative acts, and the final adopted version.
		025		Legal opinions, explanations and interpretations concerning cases handled or the application of the University's legal and normative acts	BE10	Includes explanations and interpretations concerning cases handled or the application of legal and normative acts, as well as advice on records management. Duplicate copies shall be filed with the records of the relevant case.
		026		Court proceedings and administrative proceedings		The retention period is calculated from the date on which the final judgment is executed or the proceedings are discontinued.
			0260	Proceedings before common courts and the Supreme Court	BE10	
			0261	Proceedings before administrative courts	BE10	
	03			Strategies, programmes, planning, reporting and analyses		
		030		Strategies, programmes, plans and reports of other entities	B5	Received for information or use.
		031		Strategies, programmes, plans and reports of the organisational unit	A	Including implementation reports.
		032		Partial strategies, programmes, plans and reports of the organisational unit	B5	Where the records are of a partial nature and fall within the scope and type of data contained in records covering a longer reporting period.
		033		Statistical reporting	A	
		034		Partial statistical reporting	B5	Where the records are of a partial nature and fall within the scope and type of data contained in reports covering a longer reporting period.
		035		Thematic or cross-sectional analyses and surveys	A	Includes internally prepared analyses and responses to questionnaires.
		036		Analytical and reporting information prepared for other entities	A	Other than records classified under class 033, e.g. reports prepared for a supervisory authority.

		037	Financial and operational plan, report on its implementation, and multiannual financial forecast	A	
		038	Budget reporting	A	Where partial reports prepared during a given year correspond in scope and type of data to reports covering a longer reporting period, records relating to partial reporting may be classified as Category B5.
		039	Situation reports	B5	For example, internal memoranda.
	04		Digitalisation and information systems		Purchase and operation of computers and IT infrastructure are classified under class 220.
		040	Internal instructions relating to the design and implementation of ICT systems within the organisational unit	A	
		041	Design and implementation of ICT systems	BE10	Including the register of ICT systems.
		042	Software and ICT system licences	B5	The retention period is calculated from the date of licence expiry.
		043	Operation of ICT systems and software	B5	
		044	Granting access rights to data and systems	B5	The retention period is calculated from the date access rights expire.
		045	Design and operation of websites	BE10	Including substantive administration of the Public Information Bulletin (BIP).
		046	ICT system security	BE10	Including the information security policy.
	05		Complaints, requests, petitions, proposals, initiatives and interpellations		
		050	Handling complaints and applications	A	Including the register of complaints and applications.
		051	Matters referred to other entities for handling	B2	Relates to complaints and applications that do not fall within the University's responsibilities but were submitted to it by mistake or due to the applicant's lack of knowledge.
		052	Petitions, proposals, citizens' initiatives and interpellations	A	
		053	Reports of legal violations and whistleblower protection	B3	Including follow-up actions. Reports are classified as Category A.
	06		Representation, promotion and University ceremonial events		
		060	Patronage	A	
		061	Relations with the media		

		0610	University information provided to the media, responses to media enquiries, press conferences and interviews	A	
		0611	Media monitoring	A	
	062		Promotion of the organisational unit's activities	A	Promotion of the University's activities and those of its organisational units through various forms and communication tools; includes promotional records, promotional and advertising materials, and descriptive and audiovisual documentation.
	063		University ceremonies and events		
		0630	University ceremonies	A	Including, among others, the inauguration of the academic year, University Day, jubilees, etc.
		0631	University events and meetings	BE5	Other than those classified under class 0630, including fairs, demonstration classes, meetings, etc.
		0632	Participation in ceremonies organised by other entities	BE5	
		0633	Conferral of honorary titles and distinctions	A	Records relating to the renewal of doctoral degrees, the award of the honorary doctorate (doctor honoris causa), and honorary professor distinctions, including applications, opinions, reviews, award decisions, and the register thereof.
	064		Medals, statuettes and other distinctions	A	Records relating to the awarding of medals, statuettes and other distinctions.
	065		University symbols and insignia	A	Including commemoration of distinguished persons, events and facilities.
	066		Invitations, greetings, expressions of thanks and condolences	BE5	Other than those forming part of case records.
	067		Surveys of stakeholder satisfaction	BE10	
07			Cooperation with other entities		Applies to cooperation within Poland and abroad that cannot be classified under any substantive class. Cooperation relating to research activities is classified under class 63.
	070		Cooperation with domestic entities	A	Records establishing the principles of cooperation, including agreements and memoranda of understanding.
	071		Cooperation with foreign entities		

		0710	Cooperation and scope of collaboration with foreign entities	A	As for class 070.
		0711	Official foreign travel by University representatives	BE10	
		0712	Scientific and training placements abroad	BE10	
		0713	Visits by foreign representatives and guests	BE10	
		0714	International students	BE5	
	072		Cooperation with University organisational units	B	
08			Programmes and projects co-financed from external sources, including European Union funds		Includes formal and legal records created throughout the entire lifecycle of programmes and projects, from application to final settlement. This includes applications, decisions, agreements, reports, progress reports, etc. A separate file shall be established for each project, and the file title shall correspond to the project title. Also includes the register of projects and unsuccessful applications. Other records created in connection with project implementation but substantively relating to another matter shall be classified according to the Uniform File Classification Scheme, unless otherwise provided by law; for example: employment records under class 1, public procurement under class 2, financial and accounting records under class 3, educational activities under class 4, research activities under class 6, etc. The method of handling and the retention period for such records shall be governed by the relevant funding guidelines, instructions or grant agreements.
	080		Projects and programmes co-financed by companies, national institutions, the Ministry and its agencies	BE10	Including military projects and programmes.
	081		Projects financed from the		

			Structural Funds		
		0810	Funding applications and grant agreements	A	
		0811	Financial reporting	A	
		0812	Analyses, reports and publications	BE10	
		0813	Project management	BE10	
		0814	Project promotion	BE10	
		0815	Miscellaneous project matters	BE10	
	082		Projects and programmes co-financed by the European Union	BE10	
	083		Mobility projects		
		0830	Domestic mobility projects	BE10	
		0831	International mobility projects	BE10	
	084		Erasmus Programme		
		0840	Teaching visits by EU staff	B5	
		0841	Training visits by EU staff	B5	
		0842	Teaching mobility of University staff to EU countries	B5	
		0843	Training mobility of University staff to EU countries	B5	
		0844	Teaching visits by non-EU staff	B5	
		0845	Training visits by non-EU staff	B5	
		0846	Teaching mobility of University staff to non-EU countries	B5	
		0847	Training mobility of University staff to non-EU countries	B5	
	085		Student mobility		
		0850	Incoming students from EU countries	B5	
		0851	Outgoing students to EU countries	B5	
		0852	Incoming students from non-EU countries	B5	
		0853	Outgoing students to non-EU countries	B5	
09			Inspections and audit		
	090		Internal regulations and guidelines concerning inspections	A	Internal regulations. External regulations are classified as Category B10.
	091		Inspections		
		0910	External inspections of the	A	Records relating to inspections, e.g. inspection

				organisational unit		reports, post-inspection recommendations and evidence of their implementation. Each inspection constitutes a separate case.
			0911	Internal inspections of the organisational unit	BE10	
			0912	Inspection register	B5	
			0913	Inspections of supervised units	BE10	Inspection reports, inspection reports, recommendations and post-inspection communications.
			0914	Participation of University representatives in inspections conducted by other entities	B5	
		092		Audit		
			0920	Internal audit	BE10	Permanent and current audit records.
			0921	External audit	A	Permanent and current audit records.
		093		Management control	A	
1				HUMAN RESOURCES		Personnel files shall contain the records specified in regulations issued pursuant to the Labour Code. Legal regulations, explanations and interpretations concerning human resources matters shall be classified under classes 024 and 025, respectively.
	10			Organisational matters relating to human resources		
		100		Job descriptions and job evaluation	A	
		101		Workforce restructuring	A	
		102		Relations and exchange of information with trade unions concerning human resources matters	A	
	11			Establishment, duration and termination of employment and other forms of engagement		
		110		Recruitment requests and recruitment procedures	B2	Includes requests and approvals to conduct recruitment procedures, vacancy announcements, applications, declarations and documents containing personal data collected during recruitment. The handling of applicants' submissions is governed by separate regulations. Also includes meetings of recruitment committees and minutes of recruitment proceedings.
		111		Recruitment and termination of employment	B10	Including applications and approvals for employment; matters relating to the

						termination of employment; including the register.
		112		Administration of employment		
			1120	Staff deployment and remuneration	B10	Including secondments, transfers, acting appointments, promotions, salary increases, salary allowances and work assignments; records relating to individual employees shall be placed on the employee's personal file.
			1121	Staff appraisal and performance evaluation	B10	Including periodic staff appraisals, including those of academic staff.
		113		Professional placements, volunteering and work placements	B10	Including research placements; records relating to individual employees shall be placed on the employee's personal file; records relating to student work placements forming part of study programmes – class 442.
		114		Contracted work (civil law contracts)		
			1140	Contracted work subject to social insurance contributions	B10	Records relating to contracts concluded before 1 January 1999, and to contracts concluded between 31 December 1998 and 1 January 2019 for which the employer did not submit an information report, shall be assigned to archival category B50.
			1141	Contracted work not subject to social insurance contributions	B5	
		115		Awards, distinctions and disciplinary responsibility of employees		
			1150	Awards	B10	
			1151	State, local government and other honours	B10	
			1152	Distinctions	B10	For example, letters of thanks, letters of congratulations, diplomas and commendations.
			1153	Disciplinary and order-related responsibility	B*)	*) Records relating to an employee's order-related responsibility, including formal warnings issued by a supervisor; records relating to disciplinary proceedings and disciplinary sanctions, including meetings of disciplinary committees; a separate records file may be maintained for each case; the disciplinary decision shall be placed on the

						employee's personal file (class 120); the handling and retention period of records relating to disciplinary proceedings and decisions are governed by separate legislation.
		116		Military service matters relating to employees	B10	
		117		Access to information protected by law	BE20	
		118		Personal matters unrelated to employment	B5	Including obituaries and letters of congratulations.
	12			Personnel records		
		120		Employees' personal files	BE10	A separate personal file shall be maintained for each employee; its structure and contents are governed by separate legislation. Personal files of employees whose employment commenced before 1 January 1999, and of those whose employment commenced between 31 December 1998 and 1 January 2019 where the employer did not submit an information report, shall be assigned to archival category BE50. The personal files of independent academic staff are assigned to archival category A.
		121		Records relating to the employment relationship	B10	Separate records relating to the employment relationship, as required under separate legislation, shall be maintained for each employee. Records relating to employment relationships established before 1 January 1999, and those established between 31 December 1998 and 1 January 2019 where the employer did not submit an information report, shall be assigned to archival category BE50.
		122		Finding aids for employee records	BE10	
		123		Certificates of employment and remuneration	B2	
	13			Occupational health and safety		Matters relating to staff training – class 141.
		130		Reviews of working conditions and occupational safety	A	
		131		Measures relating to the prevention of accidents at work, occupational diseases and occupational risk	A	Including occupational risk assessment and matters relating to the prevention of accidents at work and occupational diseases.

		132		Accidents at work and accidents occurring on the way to and from work	B10	
		133		Multiple-fatality, fatal and serious accidents at work, and accidents occurring on the way to and from work	A	
		134		Harmful factors and occupational diseases		
			1340	Testing and measurement of harmful factors	B3	
			1341	Harmful factors	B40	Including the register of harmful factors and records of testing and measurement of harmful factors.
			1342	Occupational diseases	BE10	
		135		Personal protective equipment for employees	B10	Including protective equipment, protective clothing, uniforms, etc. Records of the issue of work clothing, footwear and personal protective equipment, together with records relating to the payment of cash allowances for the use, laundering and maintenance of employees' own clothing and footwear, shall be maintained separately for each employee and placed in the records relating to the employment relationship under class 121.
		136		Prevention of workplace bullying and discrimination	BE10	Policies and procedures shall be classified under class 024; this class covers surveys, studies, declarations and reports.
		137		Protection of persons reporting breaches of European Union law (whistleblowers)	B5	
	14			Staff training and professional development		
		140		Establishment of professional development pathways	BE10	
		141		Training organised internally	B10	Participation of employees in training organised by the University, including training delivered with the assistance of external providers, e.g. health and safety training.
		142		Further professional training of employees	B10	Participation of employees in external training and other forms of continuing professional development, such as degree programmes and postgraduate studies.
	15			Labour discipline		

		150		Working time	B10	Including attendance records, absences from work, working time records, business travel, arrangements and changes to working hours and place of work, and overtime. Records relating to individual employees shall be placed in the records relating to that employee's employment relationship under class 121. The retention period shall be in accordance with the applicable legislation.
		151		Employee leave	B10	
		152		Teaching workload	B10	
		153		Additional employment of employees	B10	Individual decisions shall be placed on the employee's personal file under class 120.
16				Social welfare activities		Including the provision of goods to employees, welfare for pensioners, retirees and persons with disabilities, social welfare activities, and cultural events.
		160		General principles		
			1600	Social Benefits Fund Regulations	A	
			1601	Financial plans and reports	A	
			1602	Price lists for holiday centres	A	
			1603	Other rules	A	
		161		Management of Poznan University of Technology holiday centres		
			1610	Kołobrzeg	B5	
			1611	Borowy Młyn	B5	
			1612	Tuczno	B5	
		162		Holidays for employees, pensioners, retirees and their children		
			1620	Subsidies for employees' holidays	B5	Applications and payment schedules.
			1621	Other forms of employees' holidays	B5	Applications and payment schedules.
			1622	Reimbursement of organised holidays for the children (up to 18 years of age) of employees and retirees	B5	Applications and payment schedules.
			1623	Subsidies for holidays for pensioners and retirees	B5	Applications and payment schedules.
			1624	Other forms of holidays for pensioners and retirees	B5	Applications and payment schedules.
		163		Healthcare and other welfare services for employees,		

			pensioners and retirees		
		1630	Rehabilitation stays for employees and their children	B5	
		1631	Other welfare services for employees and their children	B5	
		1632	Rehabilitation stays for pensioners, retirees and their children	B5	
		1633	Other welfare services for pensioners, retirees and their children	B5	
	164		Loans from the Social Benefits Fund		
		1640	Home improvement loans	B5	For the renovation of flats and houses.
		1641	Housing loans	B5	For the purchase, acquisition or construction of housing.
	165		Non-repayable grants		
		1650	Non-repayable grants for employees	B5	
		1651	Non-repayable grants for pensioners and retirees	B5	
	166		Sporting and cultural events	B5	
		1660	Sporting and recreational events	B5	Including sports passes, family picnics, excursions, etc.
		1661	Educational and cultural events	B5	Including visits to the philharmonic, theatre, concerts, etc.
	167		Other employee welfare matters		
		1670	Registers of pensioners and retirees	BE50	Registers of persons entitled to receive social welfare benefits.
		1671	Other	B5	
17			Employee insurance and healthcare		
	170		Registration for social insurance	B5	
	171		Administration of social insurance	B5	Including settlement declarations submitted to the Social Insurance Institution (ZUS).
	172		Evidence of entitlement to benefits	B10	
	173		Pensions and disability pensions	B10	
	174		Group insurance, employee insurance and similar schemes	B10	
	175		Healthcare		
		1750	Organisation and administration of healthcare	B10	

			1751	Occupational health medical examinations	B10	
		176		Employee Capital Plans (PPK)	B10	
	18			Ensuring accessibility for persons with special needs	B10	Including reports.
2				MANAGEMENT OF TANGIBLE ASSETS		Legal regulations, as well as explanations and interpretations concerning the administration of physical assets, are classified under classes 024 and 025, respectively.
	20			Capital investments and renovation works		Documentation relating to the preparation, implementation and acceptance of works. Investments connected with research activities and education, and the management of research infrastructure, are classified under class 61. The retention period is calculated from the date of settlement of the investment. Technical documentation relating to a facility shall be retained by the user throughout the period of its use and for a further five years after it is taken out of use. (Where historic or non-standard buildings are concerned, a separate class shall be created for the building and assigned archival category A.)
		200		Construction projects	BE5	Technical and legal documentation. A separate file shall be maintained for each construction project. The retention period is calculated from the date on which the building or structure is taken out of service.
		201		ICT infrastructure projects	BE5	A separate file shall be established for each project, containing the legal and technical documentation. The retention period is calculated from the date on which the adopted solutions become obsolete.
		202		Routine and emergency repairs	B5	A separate file shall be maintained for each repair project. The retention period is calculated from the date of final settlement of the works.
		203		Building logbooks	BE5	
	21			Management and operation of buildings and facilities		
		210		Legal status of real property	A	Including acquisition, disposal and property records.
		211		Making university buildings and premises available for	B5	The retention period is calculated from the date on which ownership of the property

			lease or tenancy, and leasing premises for the University's own purposes		ceases or the lease/tenancy agreement expires.
	212		Maintenance and day-to-day operation	B5	Correspondence relating to maintenance, the supply of electricity, water and gas, lighting and heating arrangements (including contracts), cleaning, decoration, flag displays, technical inspections, etc.
	213		Taxes and public charges	B10	
	214		Management of land surrounding buildings	B5	Including green areas and landscaped grounds.
22			Materials management		Covers both fixed and non-fixed assets.
	220		Procurement of equipment, materials and office supplies	B5	Including purchase orders, complaints, and commercial correspondence with suppliers.
	221		Storage and use of fixed and non-fixed assets	B5	Goods receipt and issue records, quantity and value statements, equipment inventories.
	222		Register of fixed and non-fixed assets	B10	
	223		Use and disposal of fixed assets and non-durable items	B10	Including commissioning records, records of changes in the place of use, technical inspections, disposal reports, etc. The retention period is calculated from the date on which the asset is disposed of.
	224		Technical and operational documentation for fixed assets	BE5	Technical specifications, operating manuals. The retention period is calculated from the date on which the machine or equipment is decommissioned.
	225		Environmental protection, waste management and recycling	B5	
23			Transport, communications, information technology infrastructure and telecommunications		
	230		Procurement of transport, communications, postal and courier services	B5	
	231		Operation of the University's own vehicles	B5	Including vehicle logbooks and vehicle operating records.
	232		Use of third-party transport	B5	Including work orders and agreements concerning the use of private vehicles.
	233		Operation of communications equipment	B5	Including documentation relating to the maintenance and repair of communications equipment.
	234		Organisation and operation of ICT and telecommunications	B10	

			infrastructure		
	24		Protection of facilities and property, and defence matters		
		240	Protection of the University's property	B10	Including building security plans, security service documentation, passes, magnetic access cards, etc.
		241	Property insurance	B10	Including insurance against fire, theft of real and movable property, vehicles, etc., and compensation claims. The retention period is calculated from the expiry date of the insurance policy.
		242	Fire protection	BE10	Including inspections and maintenance of fire-fighting equipment, fire safety opinions, and fire service interventions.
		243	Defence matters	BE10	
		244	Civil defence	BE10	
		245	Crisis management	BE10	
	25		Public procurement	B5	Covers all areas of the University's activities.
3			FINANCE AND ACCOUNTING		Regulations, as well as explanations and interpretations relating to finance and accounting, are classified under classes 024 and 025, respectively. Budget planning and implementation are classified under class 03.
	30		Financing and borrowing		
		300	Operational funding	B5	
		301	Investment funding	B5	
		302	Funding of repairs	B5	
		303	Cooperation with financing and lending banks	B5	
		304	Off-budget financial management	B5	
		305	Debt recovery and enforcement	B10	
		306	Securities and deposits	BE5	
	31		Accounting, bookkeeping and cash services		
		310	Cash and cashless transactions		
		3100	Cash transactions	B5	Including cash reports and records of cash receipts and payments.
		3101	Cashless transactions	B5	
		3102	Cash deposits and bid security administration	B5	
		311	Bookkeeping		

			3110	Accounting records	B5	Retained for five years from the beginning of the year following the financial year in which the relevant operations, transactions or proceedings were finally completed, settled, discharged or became statute-barred.
			3111	Accounting documentation	B5	Including accounting ledgers, financial and inventory records, journals and registers.
			3112	Financial settlements	B5	
			3113	General and subsidiary ledgers	B5	
			3114	Reconciliation of balances	B5	
			3115	Cash audits and inspections	B5	
			3116	Liabilities and guarantees	B5	
		312		Materials and inventory accounting	B5	
		313		Payroll and salary administration		
			3130	Payroll documentation and salary deductions	B5	Source documentation used to calculate remuneration.
			3131	Payroll records	B10	Documentation relating to employment relationships established before 1 January 1999, and between 31 December 1998 and 1 January 2019 where the employer did not submit an information report, is assigned archival category B50. Includes payrolls for employees, payrolls for contracts for specific work (umowa o dzieło) and contracts of mandate (umowa zlecenia), and payroll summaries.
			3132	Salary records	B10	Retention period as for class 3131.
			3133	Tax returns and income tax settlements	B5	
			3134	Social insurance contribution settlements	B10	Retention period as for class 3131.
			3135	Remuneration documentation relating to the non-personal payroll fund	B10	As above.
	32			Financial administration of funds and special-purpose funds	B10	Except for documentation classified under class 08, for which the retention period is calculated from the date of the final settlement of the project or programme. Includes grants, subsidies, investment funding, funding of research projects, and documentation relating to research commissioned by external entities.
	33			Fees and price setting		

		330		Determination of fees and fee exemptions	B5	
		331		Setting prices for the University's services	B5	
	34			Inventory		
		340		Inventory decisions	A	
		341		Physical inventory count sheets	B5	
		342		Settlement of inventory discrepancies	B5	
		343		Post-inventory reports	B5	
		344		Inventory committee minutes	B5	
		345		Records of changes in asset allocation	B5	
	35			Financial discipline	BE10	
	36			State aid for undertakings	BE5	
4				EDUCATION		Covers all forms of education provided by the University. Regulations, as well as explanations and interpretations concerning education, are classified under classes 024 and 025, respectively.
	40			Organisational and curricular framework for education		
		400		Establishment, modification and discontinuation of degree programmes and other forms of education	A	Documentation relating to the establishment, modification and discontinuation of degree programmes, other forms of education and educational services, as well as authorisations to provide them; including the register of degree programmes and other forms of education offered.
		401		Degree programme curricula and study plans	A	Including module descriptions, course syllabuses, proposals for organisational and curricular changes, and decisions relating thereto.
	41			Quality assurance in education		
		410		Comprehensive documentation relating to the enhancement of education quality	A	Including the University's quality assurance system, documentation monitoring the educational process and support provided to learners, e.g. reports, analyses, meetings and minutes of quality assurance committees, etc.
		411		Evaluation of education quality	A	Including self-evaluation reports, responses to self-evaluation reports, and evaluations and reports prepared for doctoral schools.
		412		Supporting materials relating to the quality of teaching	B5	Including teaching evaluation questionnaires, classroom observations, etc.

42			Admission to degree programmes and other forms of education		
	420		Admissions procedure	A	Including admission limits, Admissions Committee minutes, and lists of admitted applicants.
	421		Organisation of the admissions process	B5	
	422		Appeals procedure	B2	Appeals submitted by admitted applicants shall be placed in their student files.
	423		Records of unsuccessful applicants	BC	
43			Learners		
	430		Register of learners	A	Including the student register.
	431		Learner records	BE50	The contents of a student's personal file are governed by separate legal provisions.
	432		Progression through studies and award of degrees	B2	Including applications and requests relating to: individual study arrangements; changes of tutorial groups; duplicate student ID cards; transfer of credits; short- and long-term leave; changes of personal data (surname, address, correspondence address); conditional enrolment; repeating a year; change of dissertation supervisor; extension of the deadline for submission of the dissertation. For students, only individual decisions concerning the course of study and documentation relating to the procedure for the award of the professional qualification shall be placed in the learner's file (class 431), in accordance with the Regulation on Studies. For other categories of learners, all individual documentation may be placed in the learner's file (class 431).
	433		Register of documents confirming completion of specified forms of education	A	Including the register of diplomas and the register of certificates confirming completion of specific forms of education.
	434		Recognition of foreign higher education diplomas (nostrification) and confirmation of completion of studies at a specified level	A	
	435		Student and doctoral student identity cards	B5	Including the register; individual student and doctoral student applications are classified under class 432.
	436		Certificates relating to the	B2	

			course of study		
44			Organisation and conduct of studies and other forms of education		
	440		Organisation of the academic year	B2	Including timetables, class schedules, Rector's days, etc.
	441		Assessed coursework	B2	Retention period calculated from the completion of the programme of study.
	442		Student record books	B50	
	443		Work placements	B5	Agreements and contracts with employers, correspondence, and documentation confirming completion of compulsory placements. Placement logbooks required for certain professions shall be managed in accordance with separate legal provisions.
	444		Military matters relating to learners	B10	Documentation concerning general military matters affecting learners, e.g. lists of professions relevant to military service. Training programmes and projects are classified under class 080. Individual decisions relating to learners shall be placed in the learner's file (class 431).
45			Student benefits and other forms of support		
	450		Student financial support funded from the scholarship fund	B10	Including Minister's scholarships, Rector's scholarships, maintenance grants, hardship grants and scholarships for students with disabilities. The composition and meetings of scholarship committees, including committee minutes, are classified under class 004.
	451		Scholarships funded by external institutions	B10	Including scholarships financed by local government authorities or sports scholarships funded by natural persons or legal entities other than state or local government legal persons.
	452		Student dormitories	B5	Applications for accommodation and allocation decisions.
	453		Student loans	B5	Including matters relating to loan remission, suspension of repayments, etc. The register of certificates issued by the University is retained for 15 years, in accordance with separate legal provisions.

		454		Insurance for learners	B10	Applications for registration with or deregistration from health insurance. The retention period is calculated from the expiry of insurance cover or the payment of compensation.
		455		Healthcare	B5	Including referrals for periodic medical examinations and psychological support.
		456		Support for persons with disabilities and persons with specific needs	B5	Including documentation relating to the assignment of assistants, provision of necessary adaptive equipment, transport for persons with mobility impairments and visually impaired persons, etc.
		457		Accidents involving participants in education	B10	
		458		Collective, fatal and serious accidents	A	
46				Competitions, awards and disciplinary responsibility of learners		
		460		Competitions	A	Including faculty competitions, competitions for the best diploma thesis, best graduate, and others.
		461		Awards for organisational, research and sporting achievements	B10	
		462		Disciplinary matters	B5	
47				Student activities		
		470		Students' and doctoral students' self-government	A	Including minutes, reports, applications, proposals, resolutions, etc.
		471		University student organisations	A	Associations composed exclusively of students or of students, doctoral students and university staff, including the Academic Sports Association, scientific societies, clubs, etc. Includes statutes, regulations, resolutions, minutes, reports, documentation relating to supervision, and registers of such organisations.
		472		Activities of university student organisations	A	Including documentation relating to the organisation of events and activities, e.g. projects, programmes, scenarios, participant lists, event promotion, as well as photographs, recordings, etc.
48				Career guidance, employment services and graduate career tracking		

		480		Careers advice and employment services	B5	Including registration questionnaires, job offers, internship and extracurricular placement opportunities, etc.
		481		Training activities	B5	Organisation of training courses, workshops and mentoring.
		482		Graduate career monitoring	BE5	Final reports and analyses: Category A.
49				Lifelong learning		
		490		Postgraduate programmes		
			4900	Establishment of a postgraduate programme	A	Establishment, regulations, programmes and curricula, discontinuation.
			4901	Personal files of programme participants	BE50	
			4902	Register of postgraduate programme participants	A	
			4903	Register of certificates issued	A	
		491		Courses and training programmes		
			4910	Establishment of a course/training programme	A	Establishment, regulations, programmes and curricula, discontinuation.
			4911	Personal files of course/training participants	BE50	
			4912	Register of certificates issued	A	
5				DEVELOPMENT OF ACADEMIC STAFF		Legal regulations, explanations and interpretations concerning academic staff development are classified under classes 024 and 025, as appropriate.
	50			Degree-awarding powers	A	Including applications and decisions.
	51			Awarding of academic degrees		
		510		Doctoral degree (Ph.D.)	A	A separate file is maintained for each procedure, including the doctoral thesis, certificate confirming the award of the degree, and the register of doctoral diplomas issued.
		511		Doctorate of Science degree	A	A separate file is maintained for each procedure; also includes the register of Doctorate of Science diplomas issued.
	52			Recognition (nostrification) of academic degrees	A	
	53			Doctoral School		
		530		Educational programmes	A	
		531		Admissions		
			5310	Admissions procedure	A	
			5311	Appeals procedure	B2	
			5312	Documentation of unsuccessful applicants	BC	

		532		Doctoral student register	A	
		533		Register of diplomas	A	
		533		Personal files of doctoral students	BE50	
		534		Doctoral scholarships	B10	
		535		Doctoral placements/teaching practice	B10	
6				RESEARCH, DEVELOPMENT AND KNOWLEDGE DISSEMINATION		Covers research, development work and artistic activities, as well as matters relating to the use of research infrastructure, commercialisation of research results and know-how, dissemination of research outcomes, intellectual property, service activities and industrial property. Legal regulations, explanations and interpretations relating to research and development activities are classified under classes 024 and 025, as appropriate.
	60			Scientific research, development work and artistic activity	A	Formal and legal documentation – Class 08. Substantive documentation relating to the implementation of programmes and projects, research outputs arising from research and development activities, etc.
	61			Management of research infrastructure		Rules governing the use of research infrastructure – Class 021. Documentation concerning the planning, construction, commissioning and technical documentation of infrastructure investments – Class 20.
		610		Strategic research infrastructure	A	Documentation relating to applications for inclusion in the Polish Research Infrastructure Roadmap, including applications, descriptions of the infrastructure's uniqueness at national and international level, and related documentation.
		611		Use of research infrastructure	B5	Including booking schedules, registers of infrastructure users, and related records.
	62			Evaluation of the quality of research activity	BE10	Reports, statements and supporting documentation, including declarations submitted by academic staff for research evaluation purposes.
	63			Framework for cooperation in research	A	Documentation relating to establishing arrangements for research cooperation in Poland and abroad, including participation in consortia and clusters, such as agreements,

						memoranda of understanding and similar documents.
64				Commercialisation of research results and know-how, and contract research and services for external partners		
		640		Commercialisation of research results and know-how	A	Including documentation relating to the establishment of commercial companies.
		641		Contract research and services for external stakeholders	B5	
65				Scientific conferences and dissemination of knowledge		
		650		University-organised conferences, symposia, congresses and seminars	A	Conferences organised independently or jointly with national or international partners. Documentation relating to conference organisation, including invitations, programmes, participant lists, reports, etc. A separate file may be maintained for each conference or symposium.
		651		Participation in external conferences, symposia, congresses and seminars	A	Participation in national and international events, including reports from meetings and papers presented by university representatives. Other related documentation – Category B5.
		652		Dissemination of research achievements	A	Documentation relating to the promotion and dissemination of research activities through exhibitions (including museum exhibitions), festivals, lectures, science festivals, science picnics and similar events, including programmes, informational materials and related documentation.
66				Intellectual property		
		660		Copyright and related rights protection	A	Assignments of copyright, reservations of rights, explanatory correspondence, licensing agreements relating to research and development activities, etc.
		661		Industrial property	A	Patent proceedings and registers of Patent Office certificates, including unsuccessful patent applications; invention competitions, innovation proposals and registers of inventions.
		662		Transfer of rights to research results and associated know-how	A	Documentation relating to the transfer of rights to research results, development work, artistic works and associated know-how, including declarations, agreements and

					related documentation.
67			Publishing and printing activities		
	670		Publishing programme and plan	A	
	671		Publication files	A	A separate file is maintained for each publication title, containing the publication record, agreements, author's and editorial manuscripts, opinions and reviews, inspection records, and one publisher's copy.
	672		Participation in external publishing projects	BE10	
	673		Register of university publications	A	Register of publications, including records relating to the allocation of ISBN numbers.
	674		Production of publications and other printed materials	B5	Including printing and production processes.
	675		Distribution of publications	B5	Including publication distribution and circulation.
7			ARCHIVAL HOLDINGS, LIBRARY AND MUSEUM COLLECTIONS		Legal regulations, explanations and interpretations concerning archival holdings and library and museum collections are classified under Classes 024 and 025, as appropriate.
70			Registration of archival holdings and collections	A	Documentation relating to the transfer of records from organisational units to the University Archives, including registers of transfer lists, transfer lists, and records of library and museum collections, including accession registers, inventories and other registers.
71			Acquisition of archival holdings and collections		
	710		Transfer of records from organisational units	B5	Arrangements and scheduling of records transfers.
	711		Gifts and deposits	A	Documentation relating to the acceptance of gifts, deposits and archival legacies, including agreements.
	712		Acquisition of publications on the domestic market	B5	
	713		Acquisition of publications on the international market	B5	
	714		Subscriptions	B5	
	715		Collection development	B5	
	716		Documentation activities	A	Documentation relating to documentation

						projects, such as oral history sources, interviews and memoirs.
		717		Other methods of acquiring archival holdings and library and museum collections	B5	Documentation relating to acquisitions other than those classified under Classes 710–712, including purchases, legal deposit copies and other acquisitions. Transfer lists are classified under Class 70.
72				Arrangement and control of archival holdings and collections		
		720		Management of duplicate and surplus publications	B5	
		721		Arrangement of archival holdings and collections	B5	Layout plans, storage schemes, etc. The retention period is calculated from the date on which the arrangement of the holdings or collections is changed.
		722		Selection and disposal	A	Relates to the selection of library materials and the disposal procedure for archival records, including schedules, lists of records, disposal reports, approvals for destruction, and registers of disposals.
		723		Stocktaking (collection inventory check)	A	
		724		Withdrawal of records from the University Archives	A	Including withdrawal reports.
		725		Records of the University Archives	A	Registers of transfer lists, transfer lists of records transferred to the University Archives, and lists of archival materials transferred to the State Archives.
73				Processing of archival holdings and collections	A	Preparation of archival finding aids, subject databases and related materials.
74				Access to archival holdings and collections		
		740		On-site access to collections	B5	
		741		Access for official purposes	B5	
		742		External loans	B5	
		743		Research enquiries	BE10	Including archival and library enquiries.
75				Preservation, protection and conservation of archival holdings and collections		
		750		Preventive conservation	B5	Including inspections of the physical condition of holdings and collections.
		751		Conservation	A	Conservation documentation.
		752		Preservation and protection	B5	Documentation relating to digitisation, reprography, bookbinding and similar preservation activities.



	76		Library records	A	
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