



Hemşirelik Eğitim Programları  
Değerlendirme ve Akreditasyon Derneği  
Association for Evaluation and Accreditation of  
Nursing Education Programs

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# HEPDAK ARCHIVING DIRECTIVE

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### **ARTICLE 1. Basis, Purpose and Scope**

This directive is issued by the "Nursing Education Programmes Evaluation and Accreditation Association (HEPDAK)" It is prepared in accordance with Article 13 of the Working Regulation on the storage of documents. Its purpose is to determine the procedures and duration of the storage of documents and reports related to the work of HEPDAK, including documents and reports on the accreditation process and its results.

### **ARTICLE 2. Definitions and Abbreviations**

In this directive:

- (a) HEPDAK, Association for Evaluation and Accreditation of Nursing Education Programmes,
- (b) General Assembly, HEPDAK General Assembly,
- (c) Board of Directors, HEPDAK Board of Directors,
- (d) HEAK, Nursing Education Programmes Accreditation Board, which carries out the necessary work for the evaluation and accreditation of nursing education programmes on behalf of HEPDAK

### **ARTICLE 3. Responsibility**

- (a) Documents and reports on the work of HEPDAK are archived and stored in an organised manner. The Chairman and Secretary of the Board of Directors shall ensure that official documents and reports of HEPDAK are securely archived and stored.
- (b) HEPDAK keeps a record of the list of programmes accredited, the types of accreditations granted and their validity periods.

### **ARTICLE 4. Documents and Reports on the Accreditation Process and Results**

- (a) Accreditation Application Statements, latest self-assessment reports, institution visit reports, final reports and final notification documents of nursing programmes applying for accreditation and their affiliated institutions are stored in HEPDAK Information Management System and digital archive.
- (b) Self-assessment reports are kept for ten (10) years. Publications (catalogue, etc.) of the institution are archived in electronic environment (Google Drive) and external hard disk.
- (c) Institution visit reports, final reports, development reports and final notification documents older than five (5) years are stored electronically and on an external hard disc.

(d) Evaluator records are kept up to date in printed and electronic media. 360

The degree evaluation system is accessible only to the members of the HEPDAK Board of Directors, the HEAK President.

- (e) Self-assessment reports, institution visit reports, final reports, progress reports, final notification documents, evidence, correspondence, notes, etc. are defined as "SERVICE SPECIAL". These records are only accessible to the members of the Board of Directors and the HEAK President.
- (f) Application documents of programmes that have not completed the accreditation process are stored electronically.
- (g) One copy of the correspondence with the Accreditation Bodies abroad is kept in the relevant electronic folder and one copy is kept in the Incoming/Outgoing Document Folder.

#### **ARTICLE 5. Personnel Records**

- (a) All files, including 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) Social insurance records of employees are kept permanently.

#### **ARTICLE 6. Training Records**

Organisation records related to trainings are kept in electronic environment.

#### **ARTICLE 7. Association Records**

- (a) Minutes of meetings of the General Assembly, Board of Directors, HEAK and Commissions, statutes, working regulations, licences, agreements and understandings with other institutions, lease agreements, donation records and other corporate documents are kept permanently in printed or electronic media.
- (b) Petitions of professional organisations and similar legal entities applying for membership of HEPDAK are kept permanently.
- (c) Contracts, rent payment records, insurance policies, construction and renovation records are stored in physical and electronic media.
- (d) Documents sent to and from HEPDAK are recorded in the Incoming/Outgoing Document Book. While the original document is placed in the Incoming Document Folder, a copy is placed in the relevant folder according to its subject. A copy of the outgoing document is placed in the Outgoing Document Folder. In addition, incoming and outgoing documents are filed by year and stored electronically and on an external hard disc.
- (e) Member Registration Forms and necessary documents related to members are kept in the relevant Member Registration folder and in electronic environment. Forms and documents related to new members are added to the folder. The list containing member

information is also kept electronically.

## **ARTICLE 8. Financial Records**

- (a) Association books, audit reports, accounting records, annual financial reports, purchasing records and tax documents are kept permanently.
- (b) Bank records, cancelled cheques, 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 authorisation of the Chairman of the Board of Directors. Persons authorised by the Chairman of the Board of Directors can benefit from the archives. It is mandatory to keep a record of the persons authorised to access the archive.

## **ARTICLE 10. Reproduction and Lending**

- (a) Documents and reports on the accreditation process and 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 taken out of the archive for any reason and under any circumstances. However, when it is necessary to perform a service belonging to the State, real and legal persons, or to protect or prove a right, samples may be duly provided or examined on site by experts appointed by the courts or officials appointed by the relevant departments.
- (c) Reproduction and/or lending of archived documents for use in association activities is subject to the permission of the Chairman 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 sorted and destroyed by the Board of Directors or a commission to be formed by the Board of Directors.
- (b) Materials that actually play a role in current transactions, whose storage is determined by law and other legislation for certain periods of time (those deemed necessary according to the provisions of special legislation) and materials that are subject to any lawsuit cannot be subject to sorting and destruction within the specified period and time limit determined by the legislation and / or until the conclusion of the lawsuit.

## **ARTICLE 12. Archive Material Recorded in Electronic Environment**

- (a) Backup is made in order to prevent the loss of information and documents in electronic media, which have the characteristics of archive material, and to ensure their continuity.
- (b) The provisions applied for all other materials shall apply to the storage, classification, transfer and similar archive procedures of such materials.

## **ARTICLE 13. Storage of Documents of HEPDAK Economic Enterprise**

The procedures defined in this Regulation regarding the storage of HEPDAK documents shall also apply to the storage of the documents of the HEPDAK Economic Enterprise.

#### **ARTICLE 14. Amendments to the Directive**

This directive shall be reviewed by a committee to be appointed by the Board of Directors when necessary and proposals for amendments shall be submitted to the Board of Directors. The prepared proposals are included in the agenda of the first meeting of the Board of Directors and resolved.

#### **ARTICLE 15. Enforcement and Execution**

- (a) This Directive enters into force on the date of approval.
- (b) The documents in the archive when this Directive enters into force are also in accordance with this provision  
The archive is evaluated, the non-archive items are sorted out and the archive order is created accordingly.
- (c) The provisions of this Directive shall be executed by the Chairman of the Board of Directors.
- (d) All correspondence, files and documents archived in HEPDAK are transferred to the new chairman to be determined at the end of the term of office of the Chairman of the HEPDAK Board of Directors.