

天津茱莉亚学院教育发展基金会档案管理制度

(第一届理事会第五次会议通过)

Tianjin Juilliard School Education Development Foundation Archival Management Policy

(Approved on the 5th meeting of the 1st Board of the TJS Foundation)

第一章 总 则

Section I General Provisions

第一条 为加强天津茱莉亚学院教育发展基金会（以下简称：“**本基金会**”）档案管理，促进档案管理规范化、标准化，根据《中华人民共和国档案法》、《中华人民共和国档案法实施办法》（国家档案局第1号令），参照《民政部、国家档案局关于印发<社会组织登记档案管理办法>的通知》（民发〔2010〕101号）等规定和本基金会章程，结合实际，制定《天津茱莉亚学院教育发展基金会档案管理制度》（以下简称“**本制度**”）。

Article 1 In accordance with *Archival Law of People's Republic of China* (“**PRC**”), *Measures for the Implementation of the Archival Law of the PRC* (Order No. 1 of the State Archives Bureau), with reference to *the Notice issued by the Ministry of Civil Affairs and the National Archives Bureau on Printing and Distribution of Provisions on the Management of Social Organizations Registration Archives* (Minfa [2010] No. 101) and Articles of Association of the TJS Foundation of Tianjin Juilliard School Education Development Foundation (hereinafter referred to as the “**TJS Foundation**”), in light of actual conditions, Tianjin Juilliard School Education Development Foundation Archival Management Policy (hereinafter referred to as the “**Policy**”) is formulated in order to strengthen the TJS Foundation's archives management and enhance its normalization and standardization.

第二条 档案工作坚持统一管理、分工负责的原则，本基金会秘书处负责基金会档案的统一管理，各相关部门负责各自业务工作中形成的文件材料的收集、整理、归档，并支持、配合做好档案管理工作。

Article 2 The archives work adheres to the principle of unified management and division of responsibilities. The Secretariat of the TJS Foundation is responsible for the unified management of the TJS Foundation's archives. The relevant departments are

responsible for the collection, sorting and archiving of documents and materials formed in their respective business work, while support and cooperate to work on the archives management.

第三条 档案管理部门应指定档案管理人员负责接收档案资料，并做好档案资料的立卷、归档、保管、查阅和销毁等具体管理工作，确保档案资料妥善保管、有序存放、方便查阅。

Article 3 The archives management department shall designate personnel responsible for receiving archived documents, including the specific management work such as filing, archiving, preservation, accessing and destruction of the documents, and ensure that archived documents are properly kept, orderly stored and convenient for accessing.

第二章 档案范围

Section II Scope of the Archives

第四条 归档范围按照有关规定执行。凡是反映本基金会工作活动、具有参考利用和保存价值的各种门类和载体的文件资料，均应及时归档。

Article 4 The scope of the archives shall be implemented in accordance with relevant regulations. All of the documents and files, relating to various subjects in different forms, that reflect the Foundation's work and activities or have reference and preserve value shall be archived timely.

第三章 归档要求

Section III Requirement of the Archives

第五条 凡属归档范围的文件材料，应按规定收集齐全，认真整理，按时向档案管理人员移交。各项业务工作中形成的文件材料的归档率、完整率应达到100%，任何个人不得据为己有或拒绝归档。

Article 5 Any document falls in the scope of archives shall be collected, sorted and timely handed over to the personnel responsible for archives. The archiving rate and integrity rate of documents formed during the operations shall be 100%. It's not allowed to individually appropriates or refuse to archive.

第六条 归档的文件材料必须是办理完毕的正式文件材料。有关人员要严格把关，不得将不合规范的文件材料归档。

Article 6 The archived document(s) and file(s) shall be the formal ones after processing. The responsible personnel shall pay attention and not archiving any non-standard document.

第七条 归档的文件材料应当齐全完整，以“件”为单位进行整理。一般以一份文件为一件，

正文与附件为一件，传真件应当复印并与原件为一件，请示与批复各为一件，一次上报的多份表格，每份表格可为一件。

Article 7 The archived document(s) and file(s) shall be completed and sorted as “item”. Generally, a main body document with appendix(s), a fax copy with original copy, a request with corresponding approvals, and multiple forms submitted at one time will be respectively regarded as one item.

第八条 归档文件应按照自然形成、保持历史联系的原则依序排列，印件在前、定稿在后，正件在前、附件在后，批复在前、请示在后，并符合长期保管的质量要求。

Article 8 Archived document(s) shall be placed in order based on the principle of natural formation and historical ties. Finalized manuscript should follow the chopped documents; appendixes should follow main content; and application should follow approval. The quality of the documents shall also satisfy the long-term storage requirements.

第九条 建立电子档案，有电子版的归档文件，一律与纸质文件同步存档，并做好电子档案的备份存储工作。

Article 9 Establish digital archives. All archived documents with digital versions shall be archived synchronously along with hard copy documents. The digital archives storing shall be well performed.

第十条 归档文件资料必须按规定时间归档，严格归档手续。归档时应拟制移交清单一式二份，交接双方据此查验清点档案，签名交接。

Article 10 The archived document(s) and file(s) must be archived within the prescribed time following the strict filing procedures. When filing, a handover list shall be prepared in duplicate, and both parties shall check and count the files accordingly and sign for the handover.

第十一条 应当建立档案名录等检索工具。

Article 11 Search tool(s) such as archives directories shall be established.

第四章 档案的保管、移交、销毁

Section IV Storage, Handover and Destruction of the Archives

第十二条 档案保管应配置安全防范设施，加强防火、防盗、防潮、防尘、防虫等工作，保证档案的完好与安全。定期检查档案保管情况，发现问题及时处理。

Article 12 Archives storage shall be equipped with security and prevention facilities, and measures should be taken to prevent fire, theft, moisture, dust, insects, and to maintain accurate record-keeping. The storage of archives shall be checked regularly, and any exposed problems shall be timely handled.

第十三条 档案不得借出，如有特殊需要，经秘书长和理事长批准，由本会档案管理人员陪同并办理登记手续，可以提供查阅、摘抄、复印。查阅档案时，严禁在档案上作涂改、圈划、抽换、批注、污损。发现上述情况应追究当事人责任。

Article 13 Archives shall not be lent out. For any particular request, with the approval of the Secretary-general and the Chairperson, the archives management personnel will accompany and make the registration to provide access, excerpts and copy. When the archives are accessed, it is strictly forbidden to alter, circle, replace, annotate or deface the archives. The person involved in the above circumstances shall be held accountable.

第十四条 档案移交、销毁按有关法律规定执行。

Article 14 The handover and destruction of archives shall be carried out in accordance with relevant laws and regulations.

第五章 附 则

Section V Supplementary Provisions

第十五条 本制度以中英文两种语言书写。如中英文版本产生歧义，以中文版为准。

Article 15 This Policy is made in Chinese and English. In the event of a conflict between the two versions, the Chinese version prevails.

第十六条 本制度未尽事宜或与有关规定不一致的，按有关规定执行。

Article 16 If any matters are not prescribed in this Policy or there are contradictions of this Policy to relevant provisions in the laws, regulations, and policies, the relevant provisions of the laws, regulations, and policies shall prevail.

第十七条 本制度由天津茱莉亚学院教育发展基金会理事会负责解释。

Article 17 The TJS Foundation's Board of Director reserves the right of the final interpretation of this Policy.

第十八条 本制度自天津茱莉亚学院教育发展基金会理事会审议通过后生效。

Article 18 This Policy comes into effect upon approval by the TJS Foundation's Board of Directors.