

Electronic records to be registered

Outgoing and incoming electronic records on the following subjects – not belonging to the groups specified in point 20.6.5 – must be registered:

- a) electronically signed documents (except for records received from the tax authority that fall within the Director of Finance's remit);
- b) official documents received from, or sent to, state or municipal authorities (except for documents received from the tax authority that fall within the Director of Finance's remit);
- c) records received from, or sent to, courts and bailiffs; d) records received and sent via the Office Gate;
- e) labour-related applications and legal declarations, and the responses thereto,
- f) student applications (except for academic administration requests handled in the NEPTUN electronic study system that do not require a written decision by a College body) and the responses thereto,
- g) appeals and the responses thereto,
- h) contracts, agreements, and related legal declarations; i) declarations involving financial commitments;
- j) proposals and applications addressed to a College officer or body, and the responses thereto; k) data processing-related requests, objections, complaints, and the responses thereto.