Annex 3 to the Document Management Regulation

Unified Retention Schedule of the University of Pannonia
2026.

Unit number	MANAGEMENT AND ORGANISATIONAL MATTERS	Retention period	Transfer to the Archives (years)
V01	Organisational changes (creation, reorganisation, dissolution of units), reorganisation of duties, integration, deeds of foundation, operating licences	NC	15
V02	Appointment and dismissal of the heads of the institution, faculties, teaching and other organisational units	NC	15
V03	Senate/university centre/faculty council elections	NC	15
V04	Establishment and operation of committees	NC	15
V05	Minutes and resolutions of meetings of the University's governing bodies (Senate, Rector's Council, University Centre Council, Faculty Council, other governing bodies of the institution)	NC	15
V06	Circulars, instructions, rules of procedure	NC	15
V07	Work plans, schedules, reports, accounts	NC	15
V08	Regulations, Collective agreement	NC	15
V09	Data reporting, statistical data reporting	NC	15
V10	Documents relating to the operation of trade unions and the Works Council	NC	15
V11	Foundation affairs (foundation, operation, dissolution)	NC	15
V12	Awarding of honours and titles	NC	15
V13	Public activities of the University's leaders and the related general correspondence	NC	15
V14	General issues of higher education and university development, institutional development plans and strategies	NC	15
V15	Matters relating to audits by supervisory authorities	NC	15
V16	Internal audit	NC	15
V17	Higher education registration decisions, data/change notifications to the Educational Authority	NC	15
V18	Correspondence with the Operator and supervisory bodies	NC	15
V19	Opinion on laws, regulations, decrees, preparatory material	15	Not transferred to the Archives, to be culled
V20	Report on Handover by the Offices	NC	15
V21	Legal, judicial, police and complaint matters	NC	30
V22	Quality assurance, quality control, audits	NC	10
V23	Matter related to inheritance, gifts and deposits	NC	15

V24	Funeral affairs, funeral honours provided by the University, honorary burials	NC	15
V25	Donations, contributions	NC	15
V26	Documents pertaining to the history of the University	NC	15
V27	Cooperation agreements, contracts	NC	15
V28	Matters related to regulatory and administrative authorisations, decisions and data provision	NC	15
V29	Internal controlling system	NC	15
V30	Litigation (Civil litigation, Criminal litigation and misdemeanour cases, Employment litigation)	NC	30
V31	Out of court legal matters, non-contentious proceedings	NC	30
V32	Employee disciplinary and compensation cases	NC	30
V33	Contracts, in particular contracts under civil law, grant contracts, grant documents, cooperation agreements	NC	30
V34	Complaints, requests for data of public interest	NC	15
V35	Legal position papers	5	Not transferred to the Archives, to be culled
V36	Decisions of administrative authorities	NC	15
V37	Recordings of meetings of the University's governing bodies (Senate, Rector's Council, University Centre Council, Faculty Council, other governing bodies of the institution)	NC	15

Unit number	STRATEGIC AND INNOVATION MATTERS	Retention period	Transfer to the Archives (years)
S01	Matters related to industrial property rights protection, inventions, patents, innovations, varieties, trademarks, know-how	NC	15
S02	Strategic issues, innovation, knowledge centres	NC	15
S03	Tenders of operational programmes	NC	15

Unit number	SCIENTIFIC AND TENDERING MATTERS	Retention period	Transfer to the Archives (years)
T01	National academic scholarships	NC	15
T02	Doctoral programmes, doctoral schools	NC	15
T03	Documentation by the University Doctoral and Habilitation Council (UDHC)	NC	15
T04	PhD degree award procedure, inauguration	NC	15
T05	Habilitation matters	NC	15
T06	Honoris Causa titles	NC	15
T07	National academic and research tenders	NC	15

T08	Competition notices, calls for proposals, other notices	15	Not transferred to the Archives, to be culled
T09	Domestic cooperation	NC	15
T10	Matters relating to vocational educational grants	NC	15
T11	Matters relating to agency contracts with external parties	NC	15
T12	Organisational memberships, membership fees	NC	15
T13	General academic matters	NC	15
T14	Research cooperation agreements, contracts	NC	15
T15	Matters of intellectual property management and exploitation	NC	15

Unit number	INTERNATIONAL MATTERS	Retention period	Transfer to the Archives (years)
N01	International cooperation	NC	15
N02	International mobility grants and other international scholarships	NC	15
N03	Reception of foreign visitors, guests	NC	15
N04	Study trips abroad, work assignments abroad, reports, travel decisions	NC	15
N05			
N06	General international affairs/foreign language correspondence	NC	15
N07	International academic and research tenders	NC	15
N08	Education in foreign language	NC	15

Unit number	STUDENT AFFAIRS	Retention period	Transfer to the Archives (years)
H01	Student admission procedure	NC	15
H02	Student records and indexes, document transfer lists	NC	15
H03	Enrolment and registration	NC	15
H04	Student transfers	10	Not transferred to the Archives, to be culled
H05	Dismissal, bans, cancellation	NC	15
H06	*Postponement, interruption of studies	NC	15
H08	Student disciplinary matters	NC	15
H09	*Parallel education	10	Not transferred to the Archives, to be culled
H10	*Recognition of completed courses	10	Not transferred to the Archives, to be culled
H11	*Subject deletion, subject inclusion	10	Not transferred to the Archives, to be culled

H12	Internships, fieldwork, teaching practice	10	Not transferred to the Archives, to be culled
H13	*Preferential study arrangements	NC	15
H14	Student personal files	NC	15
H15	Requests for discretion	10	Not transferred to the Archives, to be culled
H16	Organisation of final examinations	5	Not transferred to the Archives, to be culled
H17	Records of course unit examinations and exam sheets	10	Not transferred to the Archives, to be culled
H18			
H19	Records of professional examinations, registry sheets	NC	15
H20			
H21	Duplicates and copies of certificates	NC	15
H22	Matters concerning students' allowances	10	Not transferred to the Archives, to be culled
H23	Matters related to tenders for teaching assistant positions	5	Not transferred to the Archives, to be culled
H24	Taxation matters	15	Not transferred to the Archives, to be culled
H25			
H26			
H27	Matters concerning students with special needs	NC	15
H28	Student card related matters	10	Not transferred to the Archives, to be culled
H29	Matters relating to legal remedies available to students	NC	15
H30	The written assessment documents used as a basis for student assessment (classroom tests, lab notebooks, assignments, etc.);	5	Not transferred to the Archives, to be culled
H31	Matters relating to student loans	NC	15
H32	Students' Union, self-organised groups	NC	15
H33	*Class schedules	NC	15
H34	*Certificates of student status	5	Not transferred to the Archives, to be culled
H35	* Electronically certified student documents	NC	Not transferred to the Archives, not to be culled

H36	**Bachelor's thesis, Master's thesis	5	Not transferred to the Archives, not to be culled

*The document is only registered in electronic form in the Neptun system.
** the bachelor's thesis and master's thesis of students who commenced their studies in the 2022/2023 academic year and thereafter, must be stored electronically in the Neptun Education System, in accordance with Section 50 (6) of Act CCIV of 2011 on National Higher Education.

Unit number	EDUCATIONAL MATTERS	Retention period	Transfer to the Archives (years)
O01	Nostrifications	NC	15
O02	Preparatory document for setting up, starting a degree course	5	Not transferred to the Archives, to be culled
O03	Final documentation for setting up, starting a degree course, curriculum	NC	15
O04	*Course files (according to the Quality Management Manual)	NC	15
O05	Adult education programme accreditation matters	NC	15
O06	Advanced trainings	NC	15
O07			
O08	Teacher excellence assessment	NC	15
O09	Matters related to Scientific Students' Associations	NC	15
O10	Foreign language education, language courses	NC	15
O11	Matters relating to language examinations	3	Not transferred to the Archives, to be culled
O12	Talent management	NC	15
O13	Correspondence concerning the organisation of education	10	Not transferred to the Archives, to be culled
O14	Adult learning attendance sheets, audit certificates, electronic training materials and documents	8	Not transferred to the Archives, to be culled

O15	Processed personal data of participants in adult education and training, documents certifying the fulfilment of conditions for access to and participation in training, documents certifying the entrance competency assessment and the preliminary knowledge assessment	8	Not transferred to the Archives, to be culled
O16	Adult learning contracts, training programmes, documents proving the delivery of the training in accordance with the training programme, and progress logs documenting participants' absences	8	Not transferred to the Archives, to be culled
O17	Copies of documents proving that the adult education participants have passed the examination or completed the training or, if the adult education institution organises the examination, copies of the examination forms, grading sheets, original copies of the receipts of the certificate	NC	15
O18	Original copies of contracts for the provision of the necessary staff and equipment for adult education	8	Not transferred to the Archives, to be culled
O19	Original copies of data sheets certifying compliance with the statistical reporting requirements for adult education	10	Not transferred to the Archives, to be culled
O20	Documents relating to the employment of lecturers in adult education	8	Not transferred to the Archives, to be culled
O21	Matters relating to dual training	NC	15

*The document is only registered in electronic form in the Neptun system.

Unit number	MATTERS RELATED TO COMMUNICATION, CULTURE, SPORTS	Retention period	Transfer to the Archives (years)
KOMM01	Documents of principal interest relating to university communication and public relations	NC	15
KOMM02	Documents concerning practical arrangements for the organisation of communication and public relations work	10	Not transferred to the Archives, to be culled
KOMM03	Documents relating to university branded products	10	Not transferred to the

			Archives, to be culled
KOMM04	Documents relating to the preparation and production of central publications	10	Not transferred to the Archives, to be culled
KOMM05	Documents relating to the university newspaper(s) and website	NC	15
KOMM06	Documents relating to media	NC	15
KOMM07	Documents related to the preparation and organisation of central university events	NC	15
KOMM08	Documents relating to the cultural and artistic groups of the university	NC	15
KOMM09	Documents relating to cultural and other events of the university/faculty	NC	15
KOMM10	Documents relating to the unveiling of monuments, plaques and memorials	NC	15
KOMM11	University, faculty sports-related files	NC	15

Unit number	DORMITORY AND ACCOMMODATION MATTERS	Retention period	Transfer to the Archives (years)
KOLL01	Dormitory leadership	NC	15
KOLL02	Dormitory and scholastic honour society admission materials	10	Not transferred to the Archives, to be culled
KOLL03	Exploitation of available accommodation spaces	10	Not transferred to the Archives, to be culled
KOLL04	Dormitory Committee	NC	15
KOLL05	Disciplinary matters concerning dormitory students	10	Not transferred to the Archives, to be culled
KOLL06	Dormitory compensation cases	10	Not transferred to the Archives, to be culled
KOLL07	Housing allowance, fees	10	Not transferred to the Archives, to be culled
KOLL08	Student hotel contracts, regulations, related correspondence	NC	15
KOLL09	Dormitory regulations	NC	15

Unit number	INFORMATION TECHNOLOGY MATTERS	Retention period	Transfer to the Archives

			(years)
I01	Telephone exchange upgrade, maintenance, troubleshooting	5	Not transferred to the Archives, to be culled
I02	Operation of computer rooms	5	Not transferred to the Archives, to be culled
I03	IT service requests	5	Not transferred to the Archives, to be culled
I04	Management and registration of software	NC	15
I05	Web server hosting, website development of the University portal	15	Not transferred to the Archives, to be culled
I06	Operation of the electronic mail system and mailing lists	5	Not transferred to the Archives, to be culled
I07	Operation of database server	15	Not transferred to the Archives, to be culled
I08	Operation of the university video conferencing system provided by the Governmental Agency for IT development (KIFÜ) (previously National Institute for Information Infrastructure Development – NIIFI)	5	Not transferred to the Archives, to be culled
I09	Central user identification, authentication	15	Not transferred to the Archives, to be culled
I10	Central data storage, backup, archiving	15	Not transferred to the Archives, to be culled
I11	KIFÜ (NIIFI) regional server services (GRID)	15	Not transferred to the Archives, to be culled
I12	System development, system operation, support (NEPTUN, Aleph, AVIR, SAP, Poseidon, etc.)	15	Not transferred to the Archives, to be culled
I13	Telephone use (landline, university mobile), mobile phones	15	Not transferred to the Archives, to be culled
I14	Use of VoIP, telephone devices	15	Not transferred to the Archives, to be culled
I15	Regional VoIP operations provided by KIFÜ (NIIFI)	15	Not transferred to the Archives, to be culled
I16	Central network services (university IT network, backbone network, Eduroam WiFi network)	15	Not transferred to the Archives, to be culled
I17	Regional network operations provided by KIFÜ (NIIFI)	15	Not transferred to the Archives, to be culled

I18	Electronic content provision (University web, data storage)	15	Not transferred to the Archives, to be culled
I19	Information Security	15	Not transferred to the Archives, to be culled
I20	IT incident management	15	Not transferred to the Archives, to be culled
I21	Electrotechnical servicing	15	Not transferred to the Archives, to be culled
I22	IT consultancy service	15	Not transferred to the Archives, to be culled
I23	Other matters related to information technology	15	Not transferred to the Archives, to be culled

Unit number	MATTERS RELATING TO THE ACTIVITIES OF THE UNIVERSITY LIBRARY AND KNOWLEDGE CENTRE	Retention period	Transfer to the Archives
KL01	Documents relating to the University Library	NC	15
KL02	Book and journal orders	10	Not transferred to the Archives, to be culled
KL03	National and international publication exchange	15	Not transferred to the Archives, to be culled
KL04	Documents relating to the registry system	15	Not transferred to the Archives, to be culled
KL05	Professional relations, cooperation agreements	NC	15
KL06	Documents of the Library Committees	NC	15
KL07	Matters of the Archives	NC	15
KL08			
KL09	Matters concerning the publisher	NC	15
KL10			
KL12	Matters relating to the special museum collection	NC	15

Unit number	MATTERS CONCERNING HUMAN RESOURCES, PAYROLL AND EMPLOYMENT	Retention period	Transfer to the Archives (years)
HP01	Personnel files which contain the documents related to employment (employment contracts, prospectuses, job descriptions, study contracts, decisions, amendments to employment contracts, declarations, copies of diplomas, power of attorney for a one-time assignment)	NC	Not transferred to the Archives
HP02	Tenders won, job applications	6	Not transferred to the Archives, to be culled
HP03	Leave records	5	Not transferred to the Archives, to be culled
HP04	Certificates of Completion (for service contracts)	10	Not transferred to the Archives, to be culled
HP05			
HP06			
HP07	Working time schedules, attendance sheets	5	Not transferred to the Archives, to be culled
HP08	Correspondence with supervisory bodies, authorities	5	Not transferred to the Archives, to be culled
HP09			
HP10			
HP11	Documentation related to layoffs	10	Not transferred to the Archives, to be culled
HP12	Contracts of employment, user contracts, student employment contracts, teaching assignments of external lecturers, ordering additional work	NC	Not transferred to the Archives
HP13	Records of work assignments abroad and in Hungary	11	Not transferred to the Archives, to be culled
HP14			
HP15			
HP16	Individual payroll register	NC	Not transferred to the Archives
HP17	Housing allowance, employer's loan	10	Not transferred to the Archives, to be culled
HP18	Salary advances, earnings statements, commuting expenses	11	Not transferred to the Archives, to be culled

HP19	Income certificates, data reporting to NAV	6	Not transferred to the Archives, to be culled
HP20	Private pension fund declarations, balance statements	retirement age + 5 years	Not transferred to the Archives, to be culled
HP21	Social security benefits (sickness benefit pouches, child care fee (GYED) register)	retirement age + 5 years	Not transferred to the Archives, to be culled
HP23	Matters relating to retirement	retirement age + 5 years	Not transferred to the Archives, to be culled
HP24	Military conscription order, disaster management, civil protection, flood protection	20	Not transferred to the Archives, to be culled
HP25	Audit reports	NC	15
HP26	Performance evaluation documents (appraisal, self-evaluation sheet), assessment of lecturers, managers	NC	5
HP27	Questionnaires for the satisfaction survey	3	Not transferred to the Archives, to be culled
HP28	Records and documents relating to food vouchers, school starting allowance, social and funeral allowances, work clothing allowance, holiday allowance, health care allowance	5	Not transferred to the Archives, to be culled
HP29	Documents of unsuccessful tenders	1	Not transferred to the Archives, to be culled

Unit number	FINANCIAL MANAGEMENT MATTERS	Retention period	Transfer to the Archives (years)
P01	Annual and long-term budget, budgets of cost centres	NC	15
P02	Financial management of higher education, R&D and other research tenders	NC	15
P03	Report, audit-related documents	NC	15
P04	Documents relating to financial activity	10	Not transferred to the Archives, to be culled
P05	Payment reminders, invoice complaints, invoice settlement, invoice reconciliation, debt collection, etc.	10	Not transferred to the Archives, to be culled

P06	Financial management of foreign-funded (EU) tenders	NC	15
P07	Inventory control regulations, schedules, supporting documents, minutes and annexes, inventory logs, case files	15	Not transferred to the Archives, to be culled
P08	Documents of principle interest relating to loans and supplementary loans, documents relating to borrowing	NC	15
P09	Controlling of economic processes	NC	15
P10	General ledger accounts, extracts, accounting documents	8	Not transferred to the Archives, to be culled
P11	Services (contracts, orders, invoices, confirmation of performance, etc.)	10	Not transferred to the Archives, to be culled
P12	Correspondence with the Operator of the University, data reporting	10	Not transferred to the Archives, to be culled
P13	Taxation and customs (not students related)	10	Not transferred to the Archives, to be culled
P14	Asset registration, scrapping	NC	15
P15	Material accounting logbooks and invoice sheets, supporting documents	10	Not transferred to the Archives, to be culled
P16	Foreign trade purchases, related foreign exchange and customs matters	20	Not transferred to the Archives, to be culled
P17	Bank correspondence	10	Not transferred to the Archives, to be culled
P18	Financial documents relating to membership of associations and federations	10	Not transferred to the Archives, to be culled

P19	Development agreements, cooperation agreements, grant agreements, framework agreements with external partners	NC	15
P20	Matters relating to audits by external authorities	NC	15

Unit number	OPERATIONAL MATTERS	Retention period	Transfer to the Archives (years)
Ü01	Permits of car use, parking, matters concerning parking garages	5	Not transferred to the Archives, to be culled
Ü02	Occupational safety, fire protection, property protection, accident prevention	20	Not transferred to the Archives, to be culled
Ü03	Civil protection	20	Not transferred to the Archives, to be culled
Ü04	Doctors' offices, health care	10	Not transferred to the Archives, to be culled
Ü05	Requesting and renting classrooms, rooms	2	Not transferred to the Archives, to be culled
Ü06	Energy management (electricity, water, heating, gas, etc.)	5	Not transferred to the Archives, to be culled
Ü07	Accounting for postage, telephone charges, PO box leases, powers of attorney, newspaper subscriptions	5	Not transferred to the Archives, to be culled
Ü08	Janitorial matters	10	Not transferred to the Archives, to be culled
Ü09	Access cards	5	Not transferred to the Archives, to be culled

Ü10	Insurance	20	Not transferred to the Archives, to be culled
Ü11	Services provided by the University (contract, invoice, expert engagement, etc.)	10	Not transferred to the Archives, to be culled
Ü12	Other contracts	10	Not transferred to the Archives, to be culled
Ü13	Letting of real estates	10	Not transferred to the Archives, to be culled
Ü14	Maintenance and repair issues	10	Not transferred to the Archives, to be culled
Ü15	Matters relating to radiation protection	10	Not transferred to the Archives, to be culled
Ü16	Documents related to employees	10	Not transferred to the Archives, to be culled

Unit number	MATTERS RELATED TO TECHNICAL AND PROPERTY MANAGEMENT, PROCUREMENT	Retention period	Transfer to the Archives (years)
M01	Investment and development plans, new facilities	NC	15
M02	Documents relating to centralised public procurement of works, services and supplies	NC	15
M03	Documents relating to public procurement procedures carried out by the University	NC	20
M04	Matters concerning real estate	NC	15
M05	Purchase of machinery, instruments, furniture and office machines, register of instruments, matters related to instrument hire and large instruments	20	Not transferred to the Archives, to be culled

M06	Purchase and registration of high-value tangible fixed assets	NC	15
M07	Ordering, purchasing and accounting for office supplies, print material and consumables	10	Not transferred to the Archives, to be culled
M08	Alienation, occasional and permanent use of property	NC	20
M09	Documents relating to the technical/professional preparation of works, reconstruction (technical plans, permits, technical handover reports, technical documentation)	NC	20
M10	Property renovation matters	NC	15

Unit number	ADMINISTRATIVE AND OTHER MATTERS	Retention period	Transfer to the Archives (years)
E01			
E02	Matters relating to the operation of companies owned or operated by the University	NC	15
E03	Document registry, document registers, culling reports	NC	15
E04	Matters concerning university stamps	10	Not transferred to the Archives, to be culled
E05	Documents with no unit number	NC	15
E06	Undeliverable letters and postal mailing	2	Not transferred to the Archives, to be culled
E07	Matters related to the Electronic Document Management System	NC	15

NC: no culling