



### Instructions for Document Handling during the Moving of Research Groups

**In compliance with the Act on Archives and Records Keeping, all documents providing evidence of the activities of the Institute must be properly archived, for which the group leader is responsible.**

During the moving, the group leader may consider depositing the documents concerning grants, both awarded and non-awarded, in the IOCB archives through the grant office. The documents are preserved at the Institute for ten years and subsequently transferred to the archives of the AS CR. If you decide to hand the documents over to the grant office during the moving, proceed as follows:

Assemble documents for each grant separately; create the list of the contents while including the provider, the name of the project, reg. number, internal number, project duration and project leader. Until further notice, the complete bundles, preferably in lace folders or binders, shall be handed over against signature to Ing. Jana Pokorná or Dr. Jitka Šílerová in Building D, Door 005 every day between 2 p.m. and 4 p.m. by prior telephone arrangement (ext. 437).

Prague, April 15, 2014

RNDr. PhDr. Zdeněk Hostomský, CSc.

Director