



Rules and regulations for  
the consulting and loaning of records



Access to the records generated by the activity of the UdL is regulated by chapter I of the title II of the Operating regulation of the Archives and Records Management Service of the University of Lleida.

The Archives and Records Management Commission is the organ in charge of fixing the access criteria for each of the documental typologies which constitute the cultural heritage of the University, based upon the resolutions of the Committee of Records Access, Appraisal and Disposition of Catalonia. They must guarantee at all times the compliance with the organic Law 15/1999, from the 13th of December, of personal data protection, and with the other applicable legislation.

Both the procedure for consulting and loaning documents has to be managed by the Archives and Records Management Service, through the applicable forms. The Archives and Records Management Service can only deny the access to public documents, in compliance with the established legal limitations or when it poses a risk for the conservation of its patrimony.

## Consulting of records

The consulting of records generated by the activity of the UdL can take the form of an internal consultation or external consultation.

An *internal consultation* is any petition to access records which originates from a unit or service of the University. In the case that the unit requesting the consultation does not coincide with the one who produced the records, the Archives and Records Management Service sends an access request to the producing unit. In the case of an affirmative response, the set out procedure must be followed. To consult records with a historic value, the Archives and Records Management Service follows the guidelines fixed by the Archives and Records Management Commission. This Commission is in charge of fixing the criteria for the free accessibility or the restriction to each one of the series that constitute the cultural heritage of the University, in accordance with the applicable law.

An *external consultation* refers to any petition to access records which proceed from a physical or juridical person who does not

belong to the University. To consult the documentation, the Archives and Records Management Service must follow the guidelines fixed by the Archives and Records Management Commission, observing the criteria for free accessibility or the restriction for each one of the series that constitute the documental patrimony of the University, in accordance with the applicable law, as has been indicated beforehand.

In both cases, the consultation of records must be done in the facilities of the Archives and Records Management Service.

The users, be they internal or external, are responsible for the integrity of the resources while they are consulting them.

## The consultation form

The fields of the consultation form are the following:

### A. Records information

1. Records series or type  
Documental series to which the requested record belongs
2. Classification code  
Code from the classification table of the UdL to which the requested record belongs
3. Year  
Year of the requested record
4. File number  
If applicable, file number of the requested record
5. Other information of interest  
Any other information related to the requested record

### B. Information of whom is making the request

1. Unit  
Unit of the UdL unit which is requesting the record

## 2. Section

Section of the UdL which is requesting the record

## 3. Applicant

Name of the person who is requesting the record

## 4. National Identification Document

National Identification Document number of the person who is requesting the record. This information is only necessary when the applicant does not belong to the UdL.

## 5. Telephone number

Telephone number of the person who is requesting the record

## 6. E-mail

E-mail of the person who is requesting the record

### C. Application date

Date the record was applied for.

### D. Consultation date

Date the record was consulted. This date has to be filled in by the Archives and Records Management Service.

### E. Observations

Any type of observation related with the requested record. This paragraph has to be filled in by the Archives and Records Management Service.

## Procedure for consulting records

### 1. Consultation form

If the application comes from a unit or service of the UdL, the corresponding form can be found on the web page <http://www.udl.cat/serveis/arxiu.html> or it can be requested from the following e-mail address [consulta@arxiu.udl.cat](mailto:consulta@arxiu.udl.cat).

If the application comes from someone who does not belong to the UdL, the form can be obtained by sending a message to the following e-mail address [consulta@arxiu.udl.cat](mailto:consulta@arxiu.udl.cat).

### 2. Checking of accessibility

The Archives and Records Management Service has to check that the file is accessible, in accordance with the applicable laws and rules.

### 3. Search for the file's reference number

The Archives and Records Management Service has to use its computer applications to search for the reference number of the requested file.

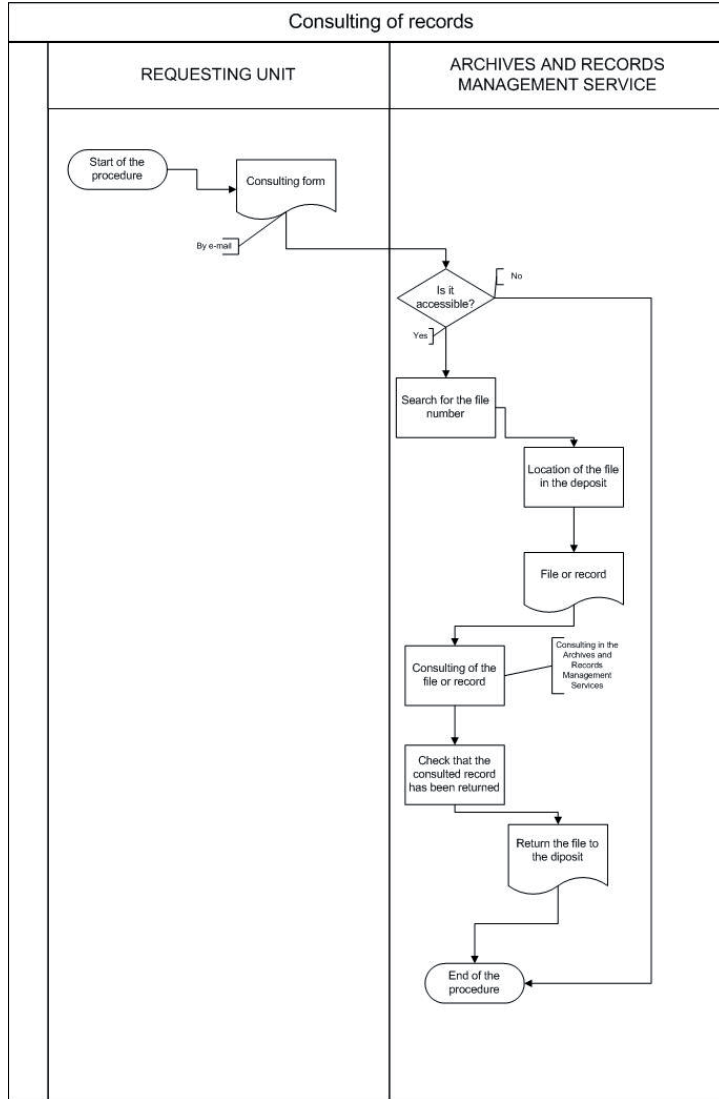
### 4. Localization of the file in the deposit

The Archives and Records Management Service has to localise and recuperate the file from the deposit. If the consultation application is internal, once the file has been located, the Archives and Records Management Service has to communicate to the requesting unit that it has the file.

### 5. Consulting of the file

The consulting of the file has to be carried out in the Archives and Records Management Service, which have to guarantee the consultation of the records on supports other than paper, and the possibility to make copies of the requested documentation.

Once the file has returned to the deposit, the procedure is considered to have concluded.



## Form for consulting records

A. Record information	
Record series or type: Classification code: Year: File number: Other information of interest:	
B. Information of the person making the request	
Unit (service, area, departament, etc.): Section: Name of the person making the request: National Identification Document or Passport number (only in the case of external requests): Telephone number: E-mail:	
C. Date of request	
This part must be filled in by the Archives and Records Management Service	
Date of consultation:	
Observations:	
By the unit	By the Archives and Records Management Service
(Signature and stamp of the unit)	(Signature and stamp of the Archives and Records Management Service)

## Records loaning

To complete or give continuity to an administrative procedure, the administrative units or services of the UdL have the possibility to request the loan of records with an administrative value which have been transferred to the Archives and Records Management Service.

The loan of records is of a temporal nature – 15 days, with the possibility to extend the loan another 15 days. Once the records are no longer needed, they have to be returned to the Archives and Records Management Service. The units can only request the loan of the records they have produced. If the request is accepted the loan will be carried out following the established procedure.

The users who request files are responsible for their integrity during the whole time the loan lasts.

## The loan form

The fields of the loan form are the following:

### A. Information referring to the record

1. Documental series or type  
Documental series to which the requested record belongs
2. Classification code  
Code of the classification table of the UdL which corresponds to the requested record
3. Year  
Year of the requested record
4. File number  
If applicable, file number of the requested record
5. Other information of interest  
Any other information related to the requested record

### B. Information of the applicant

1. Unit  
Unit of the UdL which is requesting the document.
2. Section  
Section of the UdL which is requesting the record.
3. Applicant  
Name of the person who is requesting the record.
4. Telephone number  
Telephone number of the person who is requesting the record.
5. E-mail  
E-mail address of the person who is requesting the record.

### C. Application date

Date of application of the record.

### D. Loan date

Loan date of the record. This date has to be filled in by the Archives and Records Management Service.

### E. Date of return

Date of return of the file. Fifteen days after the loan date. This date has to be filled in by the Archives and Records Management Service.

### F. Observations

Any type of observation related to the requested record. This paragraph has to be filled in by the Archives and Records Management Service.

## Procedure for the loaning of records

### 1. Loan form

The request from the unit or service of the UdL must be done using the accepted form, which can be obtained from the web page <http://www.udl.cat/serveis/arxiu.html>

### 2. Checking of its loan status

Once the Archives and Records Management Service receives the request, it has to check that the requesting unit can request the loan of the file.

### 3. Search for the file's reference number

The Archives and Records Management Service has to look for the reference number of the requested file with its computer application.

### 4. Localization of the file in the deposit

The Archives and Records Management Service has to localise and recuperate the file from the deposit. Once found, the Archives and Records Management Service has to substitute, in the file box, the requested file with a copy of the loan form, which serves as a testimony of the loan.

### 5. Sending of the file

The Archives and Records Management Service has to send via internal mail the file, together with a copy of the loan form of the file. The original form has to remain in the Archives and Records Management Service.

### 6. Return of the loan

Once the 15 day loan period has concluded, the requesting unit has to send, via internal mail, the file and the adjoined form to the Archives and Records Management Service.

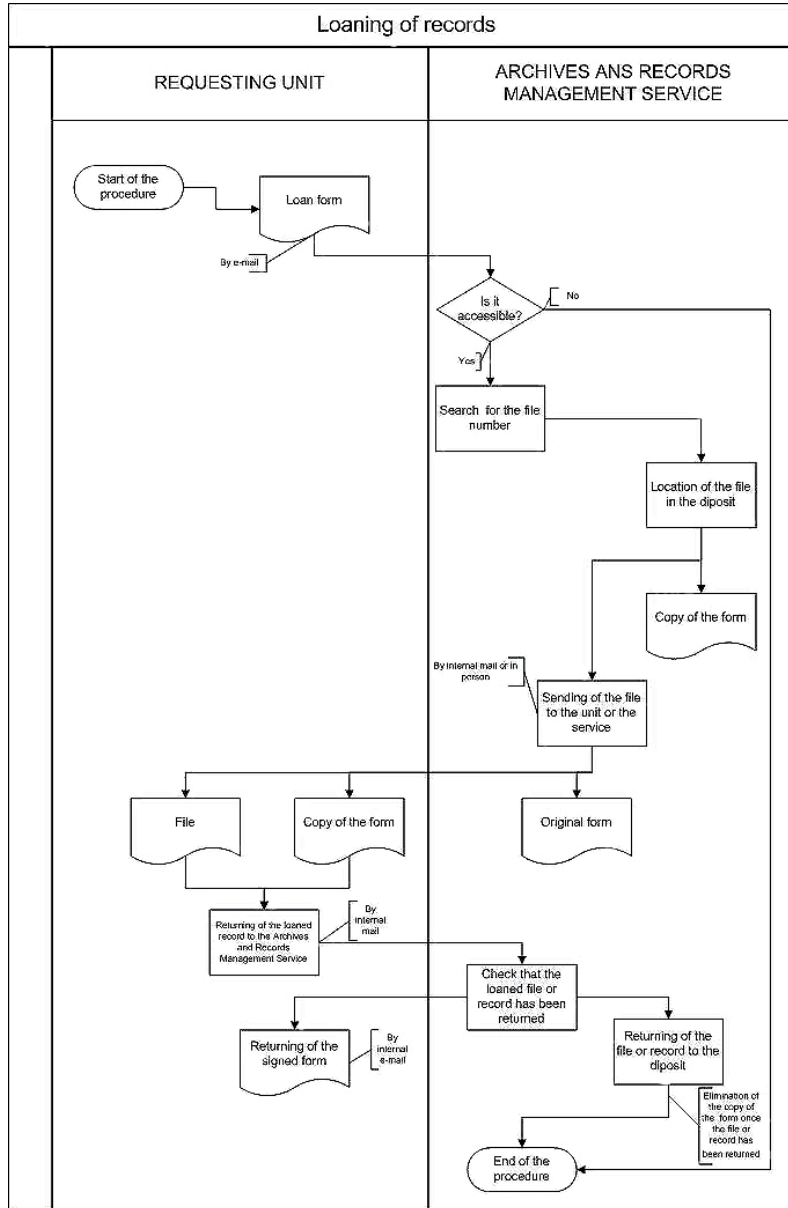
The Archives and Records Management Service can extend the loan period when the requesting units justifies it.

### 7. Checking that the loan has been returned

The Archives and Records Management Service has to check that the returned file is complete. If it is complete it has to send via internal mail a copy of the loan form signed to the requesting unit and it has to return the file to the deposit and substitute the copy of the form deposited in the file box. This copy has to be destroyed once the change has taken place. If it is not complete, the Archives and Records Management Service must demand it from the requesting unit.

Once the loan form has been returned to the requesting unit and the file has been placed back in the deposit, the procedure is understood to be completed.





## Form for loaning records

A. Record information	
Record series or type: Classification code: Year: File number: Other information of interest:	
B. Information of the person making the request	
Unit (service, area, departament, etc.): Section: Name of the person making the request: National Identification Document or Passport number (only for external requests): Telephone: E-mail:	
C. Date of request	
This part must be filled in by the Archives and Records Management Service	
Date of loan: Return date:	
Observations:	
By the unit	By the Archives and Records Management Service
(Signature and stamp of the unit)	(Signature and stamp of the Archives and Records Management Service)