




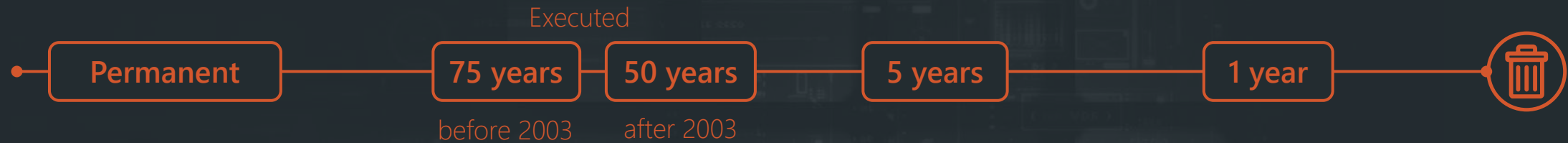
KS Business. Archive

Organization of long-term storage of legally significant electronic documents



Document retention periods

Кадровые документы



- staff schedule
- Personal files of managers (applications, copies of orders, copies of personal documents)

- Personnel documents (employment contracts, personal cards, personal accounts)
- Personal files of employees (applications, copies of orders, copies of personal documents)
- timesheets (schedules), working time logs for heavy and hazardous working conditions
- Unclaimed employment records and other personal documents of employees (originals)

- timesheets (schedules), working time logs
- travel documents (assignments, reports, correspondence)

- labor regulations
- vacation schedules

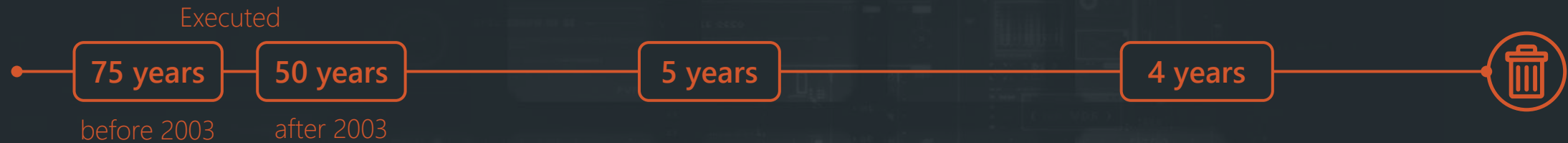
Document retention periods

Accounting documents and reporting



Document retention periods

Tax accounting documents and reporting



- registers of information on the income of individuals

- tax registers
- documents on exemption from payment of taxes and fees, granting privileges
- declarations (calculations) of legal entities for all types of taxes
- information on the income of individuals

- invoices
- purchase ledger and additional sheets
- sales book and additional sheets
- invoice journal

Document retention periods

Other types of documents

6 years

- documents confirming the calculation and payment of contributions

5 years

Financial documents

- for opening, closing, and reissuance of settlement accounts
- bank account agreements
- credit and loan agreements
- disbursement of funds

Insurance contributions

- calculations for mandatory pension insurance contributions
- calculations to the Social Insurance Fund of the Russian Federation sent via POS terminal
- receipts from the Social Insurance Fund of the Russian Federation on receipt of the calculation

Cash register equipment documents

- all documents related to cash register equipment (purchase, sale, operation, etc.)
- used control tapes, fiscal memory storages, software and hardware means
- cashier's journal and other documents related to cash settlements



Legislation

- In 2021, Federal Law No. 377-FZ of November 21, 2021 on amendments to the Labor Code of the Russian Federation was adopted, which made it possible to maintain almost all personnel documents in electronic form
- On January 1, 2022, the State Information System for Electronic Transportation Documents became fully operational, allowing organizations engaged in road freight transportation to choose whether to prepare primary documentation on paper or in electronic format
- The Federal Tax Service has approved the forms of a number of electronic documents
- There have been changes in the rules for signing electronic documents and the concept of a machine-readable power of attorney has been introduced
- Legally, an electronic document signed with an electronic signature has the same force as a document on paper with a «live» signature of the head



Modern solutions



Common digital space



Prompt processing



Quick search



One-button archiving



Access delimitation



Long-term storage



KS Business. Archive

- Convenient acquisition of archives
- Archival record form (document card)
- Nomenclature
- Scanning, including streaming
- Information storage of electronic signatures and certificates
- Compilation and storage in PDF/A format with metadata, as well as other formats
- Card links between different documents
- Use of electronic power of attorney to sign electronic documents or perform actions
- Downloading documents from different information systems



Mobility



KS Documents

- Transfer any file from a mobile device to an archive
- Portable scanner – scan (photograph) and recognize photo documents and convert to PDF file




Effects of use


- ④ **Reduced labor costs** through full automation of document transfer, storage and processing processes
- ④ **Quick document search** – all documents in one environment, you don't need to know where it is to view it
- ④ **Quality accumulation and effective management** all of the organization's information
- ④ **Compliance with all statutory regulations** on archival management, storage of documents




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