



POLITECHNIKA POZNAŃSKA

Attachment No. 3 to Ordinance No. 3
of the Rector of Poznan University of Technology
of 9 January 2026
(RO/1/3/2026)

INSTRUCTIONS

ON THE ORGANISATION AND SCOPE OF ACTIVITIES OF THE UNIVERSITY
ARCHIVES AT POZNAN UNIVERSITY OF TECHNOLOGY

TABLE OF CONTENTS:

CHAPTER 1	3
GENERAL PROVISIONS	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
CHAPTER 2	4
ORGANISATION AND RESPONSIBILITIES OF THE UNIVERSITY ARCHIVES	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
CHAPTER 3	5
STAFFING OF THE UNIVERSITY ARCHIVES.....	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
CHAPTER 4	6
PREMISES OF THE UNIVERSITY ARCHIVES	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
CHAPTER 5	7
TRANSFER OF RECORDS TO THE UNIVERSITY ARCHIVES.	7
CHAPTER 6	8
STORAGE, PROTECTION AND RECORD-KEEPING OF DOCUMENTATION HELD IN THE UNIVERSITY ARCHIVES	8
CHAPTER 7	10
CONDUCTING STOCKTAKING OF RECORDS IN THE UNIVERSITY ARCHIVES AND ARRANGEMENT OF RECORDS.....	10
CHAPTER 8	10
ACCESS TO RECORDS HELD IN THE UNIVERSITY ARCHIVES.....	10
CHAPTER 9	12
WITHDRAWAL OF RECORDS FROM THE HOLDINGS OF THE UNIVERSITY ARCHIVES	12
CHAPTER 10	13
DISPOSAL OF NON-ARCHIVAL RECORDS.....	13
CHAPTER 11	14
TRANSFER OF ARCHIVAL MATERIALS TO THE STATE ARCHIVES.....	14
CHAPTER 12	14
REPORTING BY THE UNIVERSITY ARCHIVES	14
ATTACHMENTS	15

CHAPTER 1

General provisions

§ 1.

These Instructions on the Organisation and Scope of Activities of the University Archives (hereinafter referred to as the "Archival Instructions") set out the organisation, responsibilities and scope of activities of the University Archives at Poznan University of Technology (hereinafter referred to as the "University") and govern the management within the University Archives of all documentation relating to completed matters, irrespective of the method of its creation, its physical format, or the nature of the information it contains.

§ 2.

For the purposes of these Archival Instructions, the following terms shall have the meanings assigned to them below:

- | | |
|--|---|
| 1) archivist | – an employee or employees responsible for carrying out the duties of the University Archives; |
| 2) University Archives | – the University Archives of Poznan University of Technology; |
| 3) electronic data storage medium | – any electronic data carrier on which documentation in electronic form has been recorded; |
| 4) head of an organisational unit | – the person managing an organisational unit or another person authorised to perform its duties; |
| 5) organisational unit | – an organisationally distinct part of the University, such as a department, faculty or other unit |
| 6) electronic data storage repository | – an organised collection of electronic data storage media containing documentation in electronic form; |
| 7) personal papers (archival legacy) | – an archival fonds created by one or more natural persons; |
| 8) records file | – a file folder or similar office stationery used for storing documentation in non-electronic form; |
| 9) Uniform Records Classification Scheme (JRWA) | – a permanent subject-based classification scheme for archival documentation, arranged in tabular form using a decimal classification system divided into levels and classes, specifying the archival categories and retention periods applicable to records. |

§ 3.

1. Documentation transferred to and stored in the University Archives shall be properly arranged and assigned to the appropriate archival categories.
2. Archival classification shall be based on the records classification schemes in force at the time the documentation was created and accumulated, unless otherwise provided by specific legislation.

3. The Director of the competent State Archives may change the archival category assigned to documentation.

§ 4.

1. Information technology tools may be used, in particular for the purpose of:
 - 1) preparing finding aids and transfer documentation for records to be transferred to the University Archives, transmitting such documentation, and preparing finding aids for records held in the University Archives;
 - 2) maintaining records management and archival registers within the University Archives;
 - 3) maintaining registers of access to documentation;
 - 4) preparing records management documentation in connection with the disposal of non-archival records or the transfer of archival materials to the competent State Archives;
 - 5) maintaining records of temperature and relative humidity measurements in archival storage areas;
 - 6) providing information on documentation held in the University Archives.
2. The information technology tools referred to in point 1 may be used in place of paper documentation, provided that the electronic data:
 - 1) are protected against unauthorised alteration; and
 - 2) are protected against loss by creating backup copies on separate electronic data storage media no later than 24 hours after any modification to the data, and in any event at least once every six months.
3. Backup copies shall be created sequentially on at least two different electronic data storage media, ensuring that at least two media capable of restoring the data are always available.
4. The requirements set out in point 2 shall be deemed to have been met where the University has established and implemented an Information Security Management System (ISMS) specifying security requirements in accordance with PN-ISO/IEC 27001 (Polish adoption of ISO/IEC 27001).

CHAPTER 2

Organisation and responsibilities of the University Archives

§ 5.

1. Poznan University of Technology shall maintain a single University Archives.
2. The University Archives shall collect and preserve archival records (Category A records) and non-archival records (Category B records) from all organisational units of Poznan University of Technology, as well as inherited or transferred documentation, including personal archival collections (estates).

§ 6.

The responsibilities of the University Archives shall include:

- 1) receiving records from organisational units;
- 2) storing and safeguarding the records received and maintaining records management registers;
- 3) carrying out stocktaking (inventory verification) of records;
- 4) arranging and organising records transferred in previous years in an unarranged state;
- 5) providing access to records held in the University Archives;
- 6) withdrawing records from the University Archives where a case is reopened by an organisational unit;
- 7) conducting archival searches, i.e. locating information in records concerning individuals, events or specific issues;
- 8) initiating the appraisal and disposal of non-archival records and participating in the disposal process carried out by the relevant committee;
- 9) preparing archival materials for transfer to the competent State Archives;
- 10) preparing annual reports on the activities of the University Archives and the condition of the records held;
- 11) advising organisational units on the correct preparation of records prior to their transfer to the University Archives.

CHAPTER 3

Staffing of the University Archives

§ 7.

1. The Archivist shall be responsible for carrying out the duties of the University Archives referred to in § 6.
2. The staffing level of the University Archives shall be sufficient to ensure the efficient performance of its responsibilities.
3. The University Archives shall operate under the direct supervision of the Deputy Chancellor.

§ 8.

1. The Archivist shall possess at least secondary education and formal archival training (at a minimum, completion of a Level I Archival Training Course).
2. The Archivist shall be entitled to appropriate protective clothing, including, in particular, protective coats, latex gloves, filter face masks and other personal protective equipment.
3. The Archivist should continuously develop and enhance their professional qualifications.

§ 9.

Where the Head of the University Archives is replaced, responsibility for the University Archives shall be formally transferred to the newly appointed Archivist or the designated coordinating officer by means of a handover report.

CHAPTER 4

University Archives premises

§ 10.

1. The University Archives shall comprise storage areas used for the preservation of records and office accommodation enabling the Archivist to perform their duties and allowing users to consult records on the premises.

§ 11.

The storage areas of the University Archives shall protect the records held therein against damage, destruction or loss and, in particular, shall:

- 1) be located in premises with structural elements of adequate load-bearing capacity;
- 2) be dry and maintain appropriate temperature conditions throughout the year;
- 3) be equipped with effective ventilation and a properly functioning electrical installation;
- 4) be protected against unauthorised access by, at a minimum, reinforced doors fitted with at least two locks, one of which shall be of a high-security type, and be sealed at the end of each working day;
- 5) be protected against fire by, at a minimum, a fire and smoke detection system and fire extinguishers appropriate to the potential fire hazards;
- 6) be protected against direct sunlight by means of curtains, blinds, glazing or UV-protective window film;
- 7) provide permanent access to all stored records without the need to move other records in order to retrieve them;
- 8) be equipped with lighting providing adequate visibility without the need to use portable lighting equipment.

§ 12.

1. The storage areas of the University Archives shall be equipped with:
 - 1) numbered fixed or mobile (roller) metal shelving protected against corrosion; fixed shelving shall be positioned perpendicular to the windows and at least 5 cm from the walls, with aisles of at least 80 cm between shelving units, and shelves of a height and width appropriate to the size of the records, with adequate clearance from the floor and the ceiling;
 - 2) ladders or steps to facilitate access to higher shelves;
 - 3) equipment for monitoring temperature and relative humidity;
 - 4) portable fire-fighting equipment;
 - 5) a topographical plan showing the location of records, displayed in a prominent position.
2. The numbering of shelving referred to in point 1(1) shall consist of assigning a unique Arabic numeral to each shelving unit.
3. The storage areas of the University Archives shall comply with the following requirements:
 - 1) no items or equipment other than those directly related to the storage and protection of records shall be kept therein;

- 2) paints and varnishes containing organic solvents, in particular formaldehyde, xylene or toluene, shall not be used;
- 3) water supply, drainage or gas pipes and conduits shall not be installed unless they are adequately protected so as not to endanger the records;
- 4) artificial lighting shall consist of fluorescent lamps with reduced ultraviolet (UV) emission, and the maximum illuminance shall not exceed 200 lux;
- 5) flooring shall be dust-free and easy to clean, such as ceramic tiles or washable floor coverings;
- 6) temperature and relative humidity shall be maintained in accordance with Attachment 1 to these Archival Instructions;
- 7) temperature and relative humidity shall be recorded daily, and the results shall be reviewed at least once a week;
- 8) the storage areas shall be cleaned regularly to protect the records against dust, mould infestation, and damage caused by insects and rodents.

§ 13.

Access to the University Archives shall be permitted only in the presence of the Archivist.

CHAPTER 5

Transfer of records to the University Archives

§ 14.

1. Records shall be transferred to the University Archives in accordance with the procedures and conditions laid down in the Records Management Instructions.
2. Organisational units shall transfer records to the University Archives according to a schedule agreed with the Archivist.
3. Records shall be transferred on the basis of a Records Transfer List. Prior to transfer, the records shall be reviewed and arranged by the person responsible for the case within the organisational unit transferring the records.

§ 15.

1. The Archivist may refuse to accept records where:
 - 1) the records have not been arranged in accordance with the Records Management Instructions;
 - 2) the Records Transfer Lists contain omissions or errors;
 - 3) the records do not correspond to the Records Transfer Lists.
2. Where acceptance of records is refused, the Archivist may notify the head of the organisational unit of Poznan University of Technology that prepared the records, stating the reasons for the refusal.

CHAPTER 6

Storage, protection and record-keeping of documentation held in the University Archives

§ 16.

Following the receipt of non-electronic records or data storage media, where the University Archives does not use the electronic tools referred to in § 4(1)(2), the Archivist shall:

- 1) register the Records Transfer List in the Register of Records Transfer Lists, which shall contain at least the following information:
 - a) the sequential registration number assigned to the Records Transfer List,
 - b) the date on which the records were received by the University Archives,
 - c) the full name of Poznan University of Technology and the organisational unit transferring the records,
 - d) the name of the organisational unit that created or accumulated the records, where different from the organisational unit transferring them,
 - e) the number of entries contained in the Records Transfer List,
 - f) the number of files or file volumes included in the Records Transfer List;
- 2) enter, in the upper right-hand corner of the Records Transfer List, the registration number assigned in the Register of Records Transfer Lists;
- 3) leave the first copy of the Records Transfer List, signed by the Archivist, with the transferring organisational unit;
- 4) assign, for each entry on the Records Transfer List, information identifying the current storage location of the transferred records within the University Archives;
- 5) enter, in the lower left-hand corner of each file, the archival reference number, consisting of the Records Transfer List number followed by the sequential item number of the file on that list; where a file consists of several volumes, the same archival reference number shall be entered on each volume; where files are stored in an archival box, the box shall be marked with the first and last archival reference numbers of the files contained therein;
- 6) file the copies of the Records Transfer List in the appropriate collections referred to in § 17(1).

§ 17.

1. The Archivist shall maintain two collections of Records Transfer Lists:
 - 1) the first collection shall contain the second copies of the Records Transfer Lists, arranged in the order of their registration in the Register of Records Transfer Lists;
 - 2) the second collection shall contain the third copies of the Records Transfer Lists, arranged according to the organisational units transferring the records.
2. The handling of the fourth copy of the list relating to archival materials shall be determined in consultation with the Director of the competent State Archives.

3. Point 1(2) and point 2 shall not apply where the University Archives uses the electronic tools referred to in § 4(1)(2).

§ 18.

1. The data storage media held in the data storage collection shall be inspected at least once every five years, and backup copies shall be created.
2. Backup copies shall be stored in a manner that enables their prompt retrieval where the original data storage medium containing the electronic records can no longer be read.
3. Backup copies may be stored on a single storage medium, provided that the data recorded on that medium is protected against loss resulting from the failure of that storage medium.
4. Where it is not possible to create a backup copy because the storage medium has been damaged, a note shall be placed on the relevant case file stating:
 - 1) the date on which the damage to the storage medium was identified;
 - 2) the name of the person making the annotation;
 - 3) information enabling the damaged storage medium to be identified unequivocally.

§ 19.

1. Records held in the University Archives shall be arranged in a manner that ensures their protection against damage, destruction or loss, while allowing efficient use of storage space. The following categories shall be stored separately:
 - 1) archival materials;
 - 2) personnel files;
 - 3) payroll records,
 - 4) technical documentation;
 - 5) data storage media held in the data storage collection.
2. File folders containing the records referred to in point 1 shall additionally be placed in archival boxes made of solid acid-free cardboard.

§ 20.

1. Records held in the University Archives shall be inspected periodically to remove dust and to replace worn or damaged file folders and archival boxes.
2. Damaged or partially deteriorated archival materials shall undergo conservation treatment at the expense of Poznan University of Technology, in consultation with the Director of the competent State Archives.

§ 21.

Where records held in the University Archives are found to have been lost, or where the storage areas have been broken into, flooded or otherwise damaged, the Rector of Poznan University of Technology shall also notify the competent State Archives.

CHAPTER 7

Conducting stocktaking of records in the University Archives and arrangement of record

§ 22.

Stocktaking of records shall consist of:

- 1) comparing the entries contained in the archival registers with the records actually held in the University Archives;
- 2) identifying and explaining any discrepancies between the archival registers and the actual records held, and determining any missing records.

§ 23.

1. Stocktaking shall be carried out, on the instructions of the Rector of Poznan University of Technology or at the request of the Director of the State Archives, by a stocktaking committee consisting of at least two members.
2. The number of members and the composition of the stocktaking committee shall be determined by the Rector of Poznan University of Technology.
3. Following completion of the stocktaking, the committee shall prepare a report containing at least:
 - 1) a list of records that could not be located together with recommendations concerning those records;
 - 2) lists of records held in the University Archives that were not recorded in the archival registers;
 - 3) the signatures of the members of the stocktaking committee.

§ 24.

The arrangement of records held in the University Archives that were transferred in previous years in an unarranged state shall be carried out in accordance with the relevant provisions of the Records Management Instructions. Where the records were not created or maintained under a non-register records management system, the method of arrangement shall be agreed with the Director of the competent State Archives.

CHAPTER 8

Access to records held in the University Archives

§ 25.

1. Records shall be made available:

- 1) for consultation on the premises of the University Archives; or
 - 2) by loan; or
 - 3) in the form of copies.
2. Before records are loaned, a substitute copy may be made and retained in the University Archives until the original records are returned.
3. Original records may be loaned only with the written approval of the Head of the relevant organisational unit.

§ 26.

Damaged records, records designated as restricted by the organizational unit that transferred them, and the finding aids of the University Archives may not be loaned outside the University Archives.

§ 27.

1. Access to records held in the University Archives shall be granted upon submission of a request containing:
 - 1) the date of the request;
 - 2) the name of the applicant;
 - 3) identification of the records requested, including at least:
 - a) the name of the organisational unit that created, accumulated or transferred the records,
 - b) the classification code from the Records Classification Scheme,
 - c) the covering dates of the records;
 - 4) the requested method of access;
 - 5) the name, surname and signature of the applicant;
 - 6) where the applicant is not an employee or representative of Poznan University of Technology:
 - a) the purpose of the request,
 - b) the justification for access.
2. Access to records by employees of Poznan University of Technology shall require the approval of the Head of the organisational unit that created, accumulated or transferred the records to the University Archives. Where such approval cannot be obtained, authorisation shall be granted by the Rector of Poznan University of Technology.
3. Access to records by persons outside Poznan University of Technology shall require the authorisation of the Rector of Poznan University of Technology.

§ 28.

1. Any person using records shall bear full responsibility for the condition of the records made available.
2. The following actions are prohibited:
 - 1) removing individual documents or correspondence from the records made available;
 - 2) transferring records to other persons or organizational units without the knowledge of the archivist;
 - 3) making annotations or notes on the records.

§ 29.

1. The archivist shall inspect the condition of the records before they are made available and after they are returned.
2. If missing items or damage to the returned records are identified, or if records made available are found to have been lost, the archivist shall prepare a report containing at least the following information:
 - 1) the date of preparation,
 - 2) the full name of the person who damaged or lost the records,
 - 3) a description of the damage or loss.
3. The report referred to in point 2 shall be prepared in three copies. One copy shall be placed in the location of the missing or damaged records, the second shall be retained in the University Archives in a file designated for that purpose, and the third shall be forwarded to the head of the organizational unit that borrowed the records for the purpose of clarifying the circumstances of the case.

§ 30.

The archivist shall record each instance of access to records in accordance with the procedures adopted at Poznan University of Technology, indicating the date of access and, where records are loaned outside the University Archives, the date of their return to the University Archives.

CHAPTER 9

Withdrawal of records from the holdings of the University Archives

§ 31.

If a case is reopened in an organizational unit after its records have already been transferred to the University Archives, the archivist shall, upon the request of the head of the organizational unit, withdraw the records from the University Archives and return them to that unit.

§ 32.

1. Withdrawal of records from the University Archives shall consist of:
 - 1) recording, against the relevant transfer list entry, the date and number of the withdrawal report relating to the withdrawn records;
 - 2) preparing a withdrawal report from the records of the University Archives, containing:
 - a) the date of withdrawal,
 - b) the report number,
 - c) the name of the organizational unit to which the records were returned,
 - d) the title of the file and the title of the case,
 - e) the archival reference number of the file.

2. During the transfer of the withdrawn records from the University Archives to the organizational unit, the withdrawal report shall be signed by both the archivist and the head of the organizational unit.

CHAPTER 10

Disposal of non-archival records

§ 33.

1. The archivist shall initiate the disposal of non-archival records by regularly identifying records eligible for disposal.
2. As a result of the selection referred to in point 1, the archivist shall prepare a list of the records proposed for disposal (Attachment No. 5).
3. The list shall be submitted for review by the heads of the organizational units whose records have been selected for disposal. Where this is not possible, approval shall be granted by the Rector of Poznan University of Technology.
4. As a result of the review referred to in point 3, the heads of the organizational units may extend the retention period of the non-archival records, subject to the approval of the Rector of Poznan University of Technology.

§ 34.

The procedure for the disposal of non-archival records shall be carried out in accordance with the provisions issued pursuant to Article 5(2) and 5(2b) of the Act of 14 July 1983 on the National Archival Resource and Archives, as well as §§ 9–12 of the Regulation of the Minister of Culture and National Heritage of 20 October 2015 on the classification and appraisal of records, the transfer of archival materials to state archives, and the disposal of non-archival records.

§ 35.

Before records are transferred for disposal, the following shall be removed:

- 1) all items suitable for reuse (in particular folders, paper clips, etc.);
- 2) all items that impede the recycling of waste paper into paper pulp (in particular metal or plastic components).

§ 36.

1. If, during the disposal procedure for non-archival records, the competent State Archives determine that all or part of those records constitute archival materials, the archivist shall be required to:
 - 1) arrange the records properly;
 - 2) prepare a new transfer list in accordance with the records management instructions.
2. The transfer list referred to in point 1(2) shall be registered in the register of transfer lists referred to in § 16(1).

§ 37.

1. Following the disposal of non-archival records, the archivist shall record in the archival finding aids the date of disposal and the number of the approval authorizing the disposal.
2. Documentation relating to the disposal procedure for non-archival records shall be retained by the University Archives.

CHAPTER 11

Transfer of archival materials to the State Archives

§ 38.

The transfer of archival materials to the State Archives shall be carried out in accordance with Article 5 of the Act of 14 July 1983 on the National Archival Resource and Archives and the regulations issued pursuant thereto.

CHAPTER 12

Reporting by the University Archives

§ 39.

1. The archivist shall prepare an annual report on the activities of the University Archives and the condition of the records held therein no later than 31 March of the year following the reporting year.
2. The report shall be submitted to the Rector of Poznan University of Technology and to the Director of the competent State Archives.
3. The report shall include at least the following information:
 - 1) the archivist's full name and position;
 - 2) the quantity of records received from each organizational unit, broken down into archival materials and non-archival records;
 - 3) the number of data storage media received into the electronic data storage repository;
 - 4) the quantity of records made available or loaned, and the number of users;
 - 5) the quantity of archival materials transferred to the State Archives;
 - 6) the quantity of non-archival records disposed of.
4. The quantities referred to in point 3(2)–(6) shall be expressed as the number of files (boxes or packages) and, except for the records referred to in point 3(4), also in linear metres.

Attachments:

Att. No. 1 – Humidity and Temperature Conditions in the University Archives Storage Rooms

Att. No. 2 – Records Transfer List

Att. No. 3 – Request for Access to Records

Att. No. 4 – Report on the Appraisal of Non-Archival Records

Att. No. 5 – Inventory of Non-Archival Records (Files) Proposed for Recycling or Destruction

Attachment No. 1
to the Records Management Instructions

**Humidity and Temperature Conditions
in the University Archives Storage Rooms**

Type of Records	Recommended Air Temperature (°C)		Permissible Daily Temperature Fluctuation (°C)	Recommended Relative Humidity (% RH)		Permissible Daily Relative Humidity Fluctuation (% RH)
	Min.	Max.		Min.	Max.	
1. Paper records	14	18	1	30	50	3
2. Audiovisual records:						
2.a. Black-and-white photographs (negatives and positives)	3	18	2	20	50	5
2.b. Colour photographs (negatives and positives), motion picture film	3	18	2	20	50	5
2.c. Magnetic tapes for analogue image or sound recording	8	18	2	20	50	5
3. Electronic data storage media	12	18	2	30	40	5



Attachment No. 2
to the Records Management Instructions

..... **Records Transfer List No.....**

Name of the institution and organizational unit

No.	File Reference	File or Volume Title	Date Range (From–To)	Records Category	Number of Files	Storage Location in the University Archives	Date of Disposal or Transfer to the State Archives
1	2	3	4	5	6	7	8

Records Transferred by

Head of the Organizational Unit

Records Received by

Name and Surname
Signature

Name and Surname
Signature

Name and Surname
Signature



Attachment No. 3
to the Records Management Instructions

Records Access Request Form No.)**

.....
Stamp of the organizational unit

..**)

..**)

Date.....20.....

Return due date of the records

Please provide access to*) / loan*) the records created by the organizational unit

..... covering the years

with file reference(s)

.....
and I authorize Mr./Ms..... to
use*) / collect*) the above records.

Name and Surname

.....

Signature

Access to*) / Loan of*) the records listed above is hereby authorized.

.....
Date and signature

*) Delete as appropriate. **) To be completed by the University Archives.

Reverse side

I acknowledge receipt of the records/files listed on the reverse side:
volumes..... pages.....

Date:...../.....20..... Signature.....

Notes on the return of the records:

.....
.....
.....
.....

Records returned to the
University Archives

.....
Signature of the person
returning the records

Date...../.....20.....

.....
Signature of the receiving
archivist



Attachment No. 4
to the Records Management Instructions

....., dated.....
(name and address of the organizational unit)

Report on the Appraisal of Non-Archival Records

The Committee composed of the following members (full names and positions)

.....
.....
.....
.....

has appraised and selected for recycling as waste paper or destruction non-archival records amounting to linear metres, and has determined that these records constitute non-archival records of no further practical value to the organizational unit and that the retention periods specified in the Uniform Records Classification Scheme have expired.

Chair of the Committee

Members of the Committee
(signatures)

.....
.....

Attachments:

..... pages of the inventory

..... inventory entries



Attachment No. 5
to the Records Management Instructions

.....
(name and address of the organizational unit)

**Inventory of Non-Archival Records (Files) Proposed for Recycling or
Destruction**

No.	Transfer list no. and item no.	Classificati on symbol (from the Records Classifica- tion Scheme)	File title	Date range	Number of volumes	Notes
1	2	3	4	5	6	7