

Mohamed Boudiaf University of M'sila- Algeria
Faculty of Economics, Business, and Management
Department of management

Dr. Mohamed Diab – Lecturer Professor

mohamed.diab@univ-msila.dz

Communication and administrative writing
Courses for master's degree in management
The academic year 2023/2024

The Minutes (Record)

When the administration exercises its authority, it uses a number of documents, including the “minutes”. It is a document in which the administrative official records what he did, saw, or heard. The minutes, therefore, have three main objectives:

1. Recording observed facts.
2. Presenting these facts to administrative superiors.
3. Providing evidence of these facts during evaluations or disputes.

Although the minutes practically serve the same purpose as a report or account, they differ in two points:

1. The minutes are considered an official and authenticated document. Its affirmations cannot be challenged except by falsification of courts. It can only be prepared by individuals specifically designated for this purpose.
2. On the other hand, the minutes should only contain facts witnessed by the minutes editor personally or those directly conveyed to him by witnesses, which must be stated in the minutes. Minutes are usually prepared at the request of administrative or judicial authorities by certain individuals such as police commissioners, gendarmes, tax inspectors, etc.

Since the minutes are considered an official and reliable contract, certain formal aspects are imposed on it. The minutes are always drafted in the first-person plural, starting with the date literally (not in numerals). For example:

"On the seventeenth of December in the year two thousand and twenty-three at nine in the morning..."

Following that, the minutes include the name and position of the official responsible for drafting the minutes. For instance, after the date:

"We, Mr. ..., President of the Scientific Council of the Faculty of Economics, Commerce, and Management at Mohamed Boudiaf University in M'sila, after discussions and reviewing the files of candidates for scientific internships for the academic year 2023/2024, affirm that the distribution of internships for professors and students complied with ministerial criteria, and the ranking was as follows:..."

It should be noted that the minutes editor does not have the right to manipulate the events; he must record them as they are without additions or omissions.

The minutes usually conclude with a statement like: "In confirmation of this, we have prepared and signed this minutes and presented it to those present (or the witnesses in the case of witnesses), after reading it to them, on the above-mentioned day, month, and year."

The minutes typically include the following elements:

1. A brief title indicating the content (inauguration minutes, inspection minutes, meeting minutes, etc.).
2. The date in words, not numerals.
3. The name and position of the minutes editor.
4. Instructions and basic laws relied upon by the minutes editor to prepare the minutes.
5. Observed facts and actions taken.
6. Closing formula ("In confirmation of this...").
7. Signature of the minutes editor.

Example of an Installation Minutes:

The People's Democratic Republic of Algeria

National School of Administration - Algeria

Training and Personnel Directorate

Number: 06

Year: 2023

Installation Minutes

On Sunday, the seventeenth of December, in the year two thousand and twenty-three, the undersigned, the Director of the National School of Administration: Mr./Ms. ..., born in ..., province of ..., appeared before us. We have appointed him/her to his/her position at the school starting from today, based on the results of the competition held on the date..... This minutes was prepared and signed by us after the concerned person signed it.

Signature of the concerned person

Signature of the Director of the

National School of Administration

Example of an Inspection Minutes:

The People's Democratic Republic of Algeria

Ministry of Higher Education and Scientific Research

University of Mohammed Boudiaf in M'sila

Faculty of Economics, Commerce, and Management

Number.....

Inspection Minutes

On the seventeenth of December, in the year two thousand and twenty-three, at nine-thirty in the morning, We, Mr. ..., the Secretary-General of the Faculty of Economics, Commerce , and Management at Mohamed Boudiaf University in M'sila, in accordance with Order No. ... dated ..., concerning the management of the facilities of the faculty, and in implementation of the instructions of the Dean of the faculty included in his memorandum (note) No. ... dated ..., We went to the inventory of the equipment and consumables for the purpose of checking and inspecting the inventory. We witnessed the following:

(03) New desks

(02) Cupboards, one of them used

(250) A4 paper packs

In confirmation of what we mentioned, we have prepared this minute and signed it with the storekeeper after reading it to him on the mentioned day and time.

Storekeeper's signature

Signature of the Secretary-General of the Faculty