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Ref. No.01/1168
Date : 28.10.2016

REGULATION ON THE STANDARDS OF PROTECTION
AND STORAGE OF THE ARCHIVE MATERIAL

Gjakova, 2016

Based on the article 17 of Law no.04/L-088 for State Archives , and article 23 of Provisional Statute of University of Gjakova "Fehmi Agani", Steering Council of University of Gjakova, in the meeting held on 28.10.2016, approved:

REGULATION ON THE STANDARDS OF PROTECTION AND STORAGE OF THE ARCHIVE MATERIAL

I. GENERAL PROVISIONS

Article 1

This Regulation regulates the conditions of storage and protection of archival material and registration material in the special archive of the University of Gjakova.

Article 2

In the framework of this Regulation, some terms have the following meanings:

The documentary material consists of requisition, photographs, data, documents, books and other evidences for that document, accepted or created with the work of the University, as long as they are important for the next activity or until from that material the selection of archival material is not done.

Archive material - is all source and reproduced material (written, drawn, typed, photographed, filmed, phonographed, mechanized, microphones, machine-readable notes, digital notes, files, including programs and tools for their use, and all other documents created on any another form) from the University with permanent value for science, culture and general public needs.

Requisition- is a written compilation through which an official action is initiated, completed, amended, terminated or terminated..

Appendix - is written content (table, graph, drawing, map, etc.) or physical means attached to the document as evidence of its content.

Subject - is the totality of requisitions and documents, which have to do with the same issue or task and constitute a separate whole, The subject consists of documents that are linked together during the performance of work in a task or in a field of activity.

Registration unit - is a folder, box, registrar, where documentary material and archival material is archived (placed)

The wrapper - is the protective shirt of the subjects,

File - is the totality of several subjects, which have to do with the same subject or the same physical or legal person.

File folder- is the totality of all subjects or files, which after performing the procedure together are stored arranged in the same wrapper, box, etc.

Secretary - is an organizational unit or workplace within which official management is performed .

Secretariat Archive - is the place where the materials performed are stored until the end of the following year in the context of the year when the subject has been completed.

Archive warehouse - is a separate premises or cabinet in which archival material and documentary material is stored after the expiration of the storage period in the archive of the secretariat.

Document - represents any note, respectively evidence, of any type, form and technique of

work (manuscript, printed document, drawing, electronic document, etc.), which with the content, context and structure provides evidence for the activities that the legal or physical person undertakes, performs or completes in the procedure of its activity, which is signed and certified,

Electronic document - is the totality of data consisting of letters, symbols, numbers, graphic notes and video notes included in the shipment, in writing, decision or any other act, which is drafted by legal and physical persons or the body with purpose of use for legal circulation or in legal, judicial or other proceedings before the authorities, if it has been compiled in electronic form, digitized, sent, accepted, stored or archived in electronic, magnetic, optical or other media.

II. PROTECTION OF ARCHIVE MATERIAL

Article 3

Regarding the protection of the archival material it possesses University of Gjakova should provide:

- ❖ Microclimatic, chemical-biological and physical storage conditions;
- ❖ Premises and equipment;
- ❖ Professional staff.

Article 4

The University of Gjakova is obliged to keep the archival material in a regular and safe condition.

By regular and safe condition we mean the professional ranking of archival material and documentary material provided by legal provisions or general acts for the official management system of the University.

By safe condition we mean the preservation of the archival material and the record material from damage, destruction and loss.

Storage conditions, premises and equipment

Article 5

The University of Gjakova, as the possessor of archival material and documentary material, is obliged to provide microclimatic, chemical-biological and physical conditions for the protection of the archival material and the record material from the damaging actions from temperatures, humidity, lights, rays, dust, microorganisms, insects, rodents and physical damage.

Article 6

Microclimatic conditions for premises where archival material and documentary material are stored are: air temperature from 10 to 15 ° C and relative air humidity of 50 to 60%.

Microclimatic conditions for storage of archival material and documentary material in unconventional data carriers (magnetic records, film tapes, microphones, CD-DVD, etc.) are stored at air temperatures from 10 to 15 ° C and relative air humidity of 55 %.

In case of storage of documentation from the second paragraph of this article, the University is obliged to adhere to the measures and instructions set by the manufacturer.

Article 7

The University of Gjakova is obliged to protect the archival material and documentary material from the direct action of sunlight, respectively that in the archival premises to use the so-called "cold" light sources.

Article 8

The University is obliged to disinfect, disinsect and deratize the premises for the placement of archival material and documentary material.

Article 9

The University of Gjakova, as the possessor of archival material and documentary material, is obliged to provide the relevant premises for the placement of archival material and documentary material.

By relevant premises we mean premises:

- ❖ Which are without moisture and with light;
- ❖ Which are far from open fire sources and far from the premises where the materials that are easily burned are stored;
- ❖ In which there is no water sewerage, gas and electrical installations, central heating without proper protection, including protection of groundwater penetration.

By archival premises they mean the secretariat and the archive warehouse.

Article 10

In case of construction , craftsmen and other works in the archive premises, as well as in case of their cleaning, it is not allowed to use tools or actions which can damage the archival material and documentary material (use of open fire, the use of aggressive chemicals and flammable materials, excessive moisture, etc.).

Article 11

Premises where archival material and documentary material are stored must have a sufficient number of fire extinguishers for dry fire extinguishing.

Article 12

Access to archival premises is possible only for certain and authorized persons.

Article 13

The University of Gjakova, as the possessor of archival material and documentary material, provides archival equipment which means: files, registers and boxes (hereinafter the registry units), shelves, cabinets, cans and containers, hydrometers, thermometer, cameras, fire extinguishers and other apparatus for control and maintenance of conditions for placement and storage of archival material and documentary material.

Shelves, cabinets, cash registers and containers must be made of metal and other materials fire and water resistant.

Archive material and documentary material are placed in the respective registry units and arranged on shelves, cabinets, cassettes or containers.

The last shelf should be at least 15 cm, above the floor of the premises

Professional officials

Article 15

Professional officials are persons for the provision of physical and technical protection, regulation and description of archival material and documentary material, for selection of archival material and destruction of documentary material, which has expired, and delivery of archival material to the State Agency of Kosovo Archives .

Article 16

The professional officer must have completed at least high school and professional examination in the State Agency of Kosovo Archives.

Article 17

The archive material is stored on paper and in electronic optical and / or magnetic form (DAT-tapes, magnetic-optical format, CD-R (B), DVD + R (B)). In case of placement or change of application, the base of data or document format in written form is described:

- ❖ the purpose, size and mode of use of the application;
- ❖ minimum hardware and software requirements;
- ❖ measures to protect documents from unauthorized access and alteration as well as data loss;
- ❖ the way (technology) that provides access to data if storage is provided
- ❖ outside the software and hardware source circle;
- ❖ manner of handing over the archive material (document format and media, application / technology for accessing data, which should enable the use of data after delivery, documentation for application and document structure, documentation for the preparation procedure for delivery)

Archiving and storing digital documents

Article 18

The University creates a unique system of digital documents, which corresponds to the physical archive and thus finding the document becomes easier and faster,

The digitization document must have its completed form, be recorded, containing the stamp, reference, date, etc. In other words, any document recorded in the protocol book is digitized.

Article 19

Digitized documents are stored in separate databases, which can only be accessed by certain persons, such as a digital archive official or any other authorized person.

In this way, after a certain period of time, the physical documents can be transferred to other archives, and if necessary, the electronic form can be printed.

The digital archive officer is responsible for the process of digitization, storage and systematization of digitized University documents.

Article 20

Long-term storage is ensured by regular recordings in each case of program or program application change. The recording is done in harmony with the new applications installed, in accordance with the rules of the carrier.

Article 21

For long-term storage, all databases are provided for their further processing, use, etc.

General act for the official management system

Article 22

The University of Gjakova compiles and approves the general act for its official management system, which regulates the following issues:

- ❖ The way of managing official management and archiving selected papers and acts;
- ❖ Method and deadlines for submission of documents and cases in the archive;
- ❖ Deadlines for the distribution of documentary material that has expired;
- ❖ Delivery of the archive material to the State Agency of Kosovo Archives .

An integral and obligatory part of the general act of official management is the List of categories of registration documents with a shelf life to which the State Agency of Kosovo Archives gives its consent.

III. PROTECTION AND STORAGE OF ARCHIVE MATERIAL IN THE CENTRAL ARCHIVE OF UNIVERSITY

Article 23

Documents on paper, film, magnetic tapes, photographs, etc., in the archive under the action of atmospheric factors such as temperature, humidity, dust and other air impurities as well as other physico-chemical, biological, social, etc. factors, suffer. changes in structure until their destruction.

Article 24

To avoid the damaging action of the above factors; for the provision and maintenance of conditions that guarantee longevity and their physical preservation, the officials in charge of preserving the University documents apply the following rules:

- ❖ Rooms for storing documents of all kinds are located in the premises optimal storage, hygienic-sanitary facilities and away from environments where combustible, self-igniting and explosive substances are stored,
- ❖ Audio-visual documents are stored away from magnetic fields
- ❖ Doors must be in two layers of steel insulated technically from each other and protect from fire for 2 hours, while the windows are equipped with the same wire, with lids that are closed inside and with thick curtains.

Article 25

For the storage of documents, the archive warehouse must be stored in optimal conditions, according to the standards for protection of archival material; windows should be closed, not in direct contact with light; electrical installations should be made according to professional norms; lighting lamps to be hermetically sealed and in the direction between the shelves; electrical switches are placed on the wall equipped with safety caps.

Article 26

Open windows during business hours at the end of the hour are closed. The main doors are locked and keys handed over to the authorized person, and the keys are taken the next day to start working hours. The spare keys are enclosed in an envelope which is sealed and stored in the designated place. If necessary, the guardian opens it and checks the warehouses and makes an official note about the reason for the opening and then closes it again in the envelope.

Article 27

Shelves should be metal and placed vertically with the windows. Shelves must be placed 80 cm away from the wall and just as far from each other. The main circulation routes should be 100-120 cm. The shelves should be at 7 levels with a height of 30 cm with a depth of 80 cm., to be used on both sides, and with a length of 100 cm. The first and last level of the shelves should be 15 cm above the floor and under the ceiling.

Article 28

The rooms for storing documents should be equipped with air conditioners and ventilation devices for creating and maintaining optimal conditions for their preservation. Also in these rooms to be placed devices for measuring temperature and humidity.

In rooms for storing documents, the temperature should be 14 ° C-18 ° C for administrative documents, technical-scientific documents and 18 ° C for magnetic tapes, TC for color films, Temperature fluctuations should not be higher than 2 ° C in 24 hours.

In the rooms for storage of documentary-administrative and technical-scientific materials, the relative humidity of the air should be 40% - 55%, while for film-photographic and audio-visual documents 35% - 40%.

Article 29

For lowering and raising the relative temperatures and humidity in the archive warehouses adequate measures are used by putting into operation the air conditioning apparatus and other measures of ventilation, heating, cooling, etc.

Article 30

In each premise of the warehouse where the documents are stored, a device for measuring temperature and relative air humidity is placed. Such a device is also placed for measuring the temperature and relative humidity of the external environment. It is not uncommon for measuring devices to be checked more than once a month.

Measurement of temperature and relative humidity of the air is done not less than twice a day by making the relevant notes in the register of each room.

Article 31

Not less than once in 3 months, the boxes, cases and shelves are dusted, and not less than once every two years, the storage units are dusted.

Dust cleaning of boxes, boxes, shelves and floors is done with aspirator or cloth well moistened and squeezed. Dusting is done starting from the top shelves to the bottom ones. When using a damp cloth, dusting is not allowed inside the room where the documents are stored.

Not less than once a year, boxes, cases and shelves are cleaned with formalin with 3% solution and disinfection of the rooms where the documents are stored. The most suitable time for disinfection is April-June.

Article 32

It is not allowed to put inside documents in the storage rooms without removing dust. Newly entered documents in these rooms for the completion of archival funds are subject to disinfection

Article33

In suitable places (in the corners of the walls, under the shelves, etc.) tools against rodents are placed and not less than once a year the rooms where the documentary materials are stored are deratized.

Article 34

After technical-scientific processing, all metal clamps and needles are removed from the documents..

Article 35

Officials in charge of storing documents make periodic checks to find them and identify documents that may have been damaged and the extent of the damage.

Damaged documents are not issued for use without restoration.

Not less than once in three years, the physical condition and existence of the documentary material storage units are verified.

Article 36

For archival funds and collections in archive warehouses, warehouse guides are drafted.

Article 37

In the rooms where the documents are stored, smoking is not allowed, the introduction of food and flammable substances, nor the use of electric ovens, stoves, etc.

In the rooms where the documents are stored, the entry of unauthorized employees who are not work related is not allowed.

Article 38

Officials in charge of storing documents apply all the requirements of Regulation for fire protection.

Article 39

These standards are mandatory for all officials in charge of administering and storing documents of all kinds.

Transitional and final provisions

Article 40

With the enforcement of this regulation , previous rules that regulated this issue are terminated.

Article 41

This regulation is enforced after approval by the Steering Council of the University of Gjakova,