



UNIVERSITETI I GJAKOVËS
“FEHMI AGANI”
UNIVERSITY OF GJAKOVA

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Chairman of the Steering Council
Prof. Dr. Luan Ahma

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

**CATEGORY LIST OF DOCUMENTARY MATERIAL
WITH TIME OF STORAGE OF FACULTIES OF
UNIVERSITY OF GJAKOVA “FEHMI AGANI” (DRAFT)**

Article 1.

This list consist of all categories of archival material and documentary material created with the work of the Faculties of the University of Gjakova, as well as the deadlines for their preservation, and as follows::

I. ESTABLISHMENT, WORK AND REGISTRATION OF FACULTY

No.	CONTENT OF MATERIAL	STORAGE PERIOD
1.	Documents of establishment and registration of Faculty	Permanent
2.	Documents on statute change and change of Faculty name	Permanenet
3.	Monograph for Faculty Anniversaries	Permamnet
4.	Cards for opening a current account	5 years after changing the account
5.	Requests for openig of the competent postal service site	5 years after deadline expiry
6.	Requests and cards for deposited signatures and authorizations	5 years after deadline expiry
7.	Other paper work from this field	5 years

II. BASIC ACTIVITY

a). Calls for application

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|-----|---------------------------------------|------------------------------|
| 8. | Tests from admission exams | 1 year |
| 9. | Outline of tests from admission exams | 1 permanent operational copy |
| 10. | Other correspondence | 5 years |

b).Registered students

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|-----|---|------------------|
| 11. | Student registry books | Permanent |
| 12. | Cards of registered students | Permanent |
| 13. | Files of registered students | Permanent |
| | -submissions of calls for application | |
| | -Original certificates of completed high school | Until return |
| | -Birth certificates | Until return |
| | - Nostrified high school diploma (decision) | Permanent |
| | -file submissions and semester papers (registered and listened semesters) | Permanent |
| | -Computer evidence | |
| | - decisions on transfer to another faculty, decision on recognition of exams by other faculties | Permanent |
| | -decision on Pension status | Permanent |
| | - the decision to impose disciplinary measures | Until graduation |
| | - the decision to cancel the exams | Permanent |
| | - the decision to continue studies | Permanent |
| | Student complaints at all three levels of study | |
| | Bachelor, Master, Doctoral | 5 years |
| 14. | - For non-admission in studies | |
| | -For non- granting university scholarship | |
| | -For non-approval of request for exemption from semester payment | |
| | - For non-attendance of professors in lectures | |
| | - For improper behavior of professors or Administrative University staff | |
| | - and other | |
| 15. | Student requests at all three levels of (Bachelor, Master, Doctoral) | 5 years |
| | -Requests for admission to studies | |
| | -Requests for exemption from semester | |
| | -Requests for transfer from one unit to other or to other universities | |

c). Deregistered students

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|-----|---|--|
| 16. | Register book of deregistered students | Permanent |
| 17. | Deregistered students filing | Permanent |
| 18. | Student files:
-file presentation and semestral ones (registered and attended semesters)
- Student photos (on the presentation sheet)
-file presentation of passed exams
-register of passed exams
-request for deregistration decision
-school payment slip and other
-all other decisions | Until registration in register book and return of original documents |

c). Graduated students

- | | | |
|-----|---|--------------|
| 19. | Register books , filing | Permanent |
| 20. | Evidence (registers) of issued diplomas which are signed by rector | Permanent |
| 21. | Student files
- File presentation sheet of call for application and student's photo
-file presentation sheet and semestral ones(registered and attended semesters)
-File presentation sheets for exams and data
- the record for passing the diploma exam,
- decision on Pension status vendirmi
-decision on awards
- original certificates on completed high school
-birth certificate
- decisions for transfer from the other faculty, the decision for passing the exams at other faculties, certificates for exams given at other faculties. | Until return |

Foreign national students

There is no specific evidence. They are evidenced through register books and other records of local students.

Nostrification of foreign diplomas of basic studies

22.	Register books	Permanent
	Candidate's file:	Permanent
	-request	
	- certified translation of the diploma and copy of the original	
	-certificate for passed exams with syllabus (original and translated)	
	-decision of Commission for student affairs on fulfilling conditions for diploma nostrification	
	-decision on diploma nostrification	
	-clause on diploma nostrification on translated and certified diploma.	
	- letter to the Ministry for nostrification .	
23.	-Ratification of international agreement on equalizing and nostrification of foreign documents	Permanent
24.	-Other correspondence from this field	5 years

Students standard

25.	. Regulation of Ministry / University for student placement	1 year after regulation change
26.	Students file presentation sheet in Center /Student dormitory	1 year
27.	Record on room division	2 years
28.	Other correspondence from this field	1 year
29.	Cases related to student food at the Student Center, correspondence, etc.	2 years

Syllabi

30.	Syllabi, change of syllabi by University decision, University approval of syllabi of faculties, decisions, bulletins	Permanent
31.	Syllabi of faculties	Permanent
32.	Planes and syllabi of other faculties from the country and abroad	Based on necessity
33.	Cases related to exception of exams from other faculties determination of equivalence	Permanent operational
34.	Other correspondence on this field	5 years

Other student documentation

35.	Interpretation of Law from Ministry	Permanent
36.	Record of commission of student affairs	Permanent
37.	Decisions related to student registration and conditions for registration	5 years
38.	Records on supervision by inspection of Ministry of Education Science and Technology	10 years

	Paper work related to taken measures	
39.	Regulation on the works of Student Services	Permanent
40.	Records on the passed exams (until the digital system is activated)	Permanent
41.	Registration of paper work: -for certificates of passed exams (with protocol book) -for graduation certificates (by protocol book)	Permanent
42.	Schedules: -of exam terms -guardianship in exams - learning maintenance - decisions regarding the work of the Student Service	1 year
43.	Decision on formation of commission for the defence of Diploma Paper	1 year

Statistics

44.	Evidence and statistic data for students according to categories of Registration book	Permanent
45.	Statistic data: -registrated with budget -self-financing -of foreign students -transfer to other faculties -deregistered -further studies - conducting studies by generations, etc.	5 years
46.	Exemplar of publications for faculties	Permanent
47.	Software documentation data base	Permanent
48.	Other correnspondence from this field	5 years

MASTER'S DEGREE AND SPECIALIZATION STUDIES

a. Syllabi and calls for aplicaion of specialist master and doctoral studies

49.	Study plans and syllabi	Permanent
50.	Register of teachers and collaborators of post-graduate and doctoral studies	Permanent
51.	Records and decisions on approval of syllabi and Council plans	Permanent
52.	Vacancies and decicions on publication of vacancies according to school years	10 years
53.	Evidence of exepted and registered candidates	10 years
54.	Other correnspondence from this field	1 year

b. Master and docotral specialization studies

	Registration books of post-garduates	Permanent
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57.	Files of students of master and , PhD specialization studies	Permanent
58.	Thesis	10 years
59.	Literature for exams	Permanent
60.	Records on holding exams	Permanent
61.	Evidence on students paasing to new syllabus and follow-up documentation	Permanent
62.	Registration book of Issued master diplomas	Permanent
63.	Cases related to exams and submission of diplomas	Permanent
64.	Statistic reports on registered students and defended thesis	5 years
65.	Semestral reports on engagment of teachers and collaborators	5 years
66.	Unevaluated and unexepcted papers	After completing exams.
67.	Evidence on defence of master thesis	Permanent
68.	Register of thesis defence of master and PhD specialization	Permanent
69.	Paper work for sending defended thesis to the Library	5 years
70.	Lecture schedules	1 year
71.	Other correnspondence from this field	5 years

PhD disertations of candidates that have not registered PhD studies

72.	Register books of PhD that have not registered PhD studies	Permanent
73.	PhD files (full content)	Permanent
74.	Master, specialization and Phd papers	Permanent
75.	Evidence of allowed PhD disertations	Permanent operatioanl
76.	Paper work for sending the allowed PhD thesis to the Library	5 years
77.	Disertations which have not been evaluated or allowed	10 years
78.	Other correspondence from this field	5 years

Collegium meetings of post-graduate courses and of Council Of post-graduate and PhD studies

Records and materials of Collegium meetings or Council of post-graduate courses	Permanent
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Teaching titles

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|-----|---|-----------|
| 80. | Register books of candidates for getting a teaching title | Permanent |
| 81. | Files of candidates (in full content) | Permanent |
| 82. | Evidence of gained teaching titles | Permanent |
| 83. | Other cases from this field | 5 years |

Nostrification of diplomas of post-graduates

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|-----|--|-----------|
| 84. | Register book of nostrified diplomas on post-graduate studies conducted abroad | Permanent |
| 85. | Files of candidates for nostrification (in full content) | Permanent |
| 86. | Evidence of nostrified diplomas | Permanent |
| 87. | Other correspondence from this field | 5 years |

Scientific research work at the University

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|-----|---|-----------------------|
| 88. | Evidence of topics presented according to the competition of the Ministry | Permanent |
| 89. | Competition material and documentation for the presented topics | Permanent |
| 90. | Project register within the project | Permanent |
| 91. | Register of leaders and participants in macro and micro projects | Permanent |
| 92. | Raports on scientific reserach projects | Permanent |
| 93. | Contracts with researchers according to projects | Permanent operational |
| 94. | Faculty projects | Perhershme |
| 95. | Other correspondence from this field | 5 years |

STATUTES, AGREEMENTS A N D REGULATIONS

- | | | |
|------|---|---|
| 96. | Status (change and suplemmentation) | Permanent |
| 97. | Agreemnts on buisness cooperation of faculty with municipalities etc; Parties concerned in scientific research work, workers' education, etc. | Perhershme |
| 98. | Regulations on the work of faculty bodies | Permanent |
| 99. | Regulations on the work of University bodies | Permanent |
| 100. | Regulation on distribution personal income | Permanent |
| 101. | Regulation on compensation of travel expenses and other University expenses | Permanent |
| 102. | Regulation on disciplinary procedure | 10 years after termination of legal force |
| 103. | Collective agreements (Separately) | 10 years after termination of legal force |
| 104. | Agreements on buisness professional collaboration | Permanent |
| 105. | Governing agreements where the signatory is also the faculty | Permanent |
| 106. | Other normative acts that regulate special less important cases | 5 years after termination of legal force |

WORK OF ORGANS AND WORKING BODIES

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|------|---|-----------|
| 107. | Records with materials from meetings of Faculty bodies. | Permanent |
| 108. | Records with materials from meetings of organs which send their decisions to higher bodies for their approval | 10 years |
| 109. | Decisions of other bodies and other correspondence (invitations, writings and notifications) | 5 years |

LEGAL AND GENERAL WORKS

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|------|--|---|
| 110. | Jubilee materials, Faculty business days, remuneration, diplomas, plaques, individual and faculty awards and other public recognitions and congratulations | Permanent |
| 111. | Faculty Monography | Permanent |
| 112. | Faculty annual plans and work plans | Permanent |
| 113. | Reports of annual work of the Faculty | Permanent |
| 114. | Contracts of business collaboration with other subjects (learning, science, mutual investments, collaborations with other faculties) | Permanent operational |
| 115. | Contracts on works, performance of occasional works for honorarium authors, etc. | 5 years after termination of legal power |
| 116. | Cases related to registration of real estate (along with follow-up documentation) | Permanent |
| 117. | Contracts on public supply and other contracts | 5 years after termination of legal force |
| 118. | Judicial and administrative-legal cases | According to enforced provisions maximum 5 years after termination of legal power |
| 119. | Evidence on judicial and administrative-legal procedures | 5 years |
| 120. | Paper work, notifications, announcements, correspondence with other legal subjects and other correspondence | 5 years |
| 121. | Election material (ballots, voters registers, records voting results for Faculty bodies, etc.) | 5 years |
| 122. | Inspection findings (of education, of work, of protection at work, etc. etj.). | 5 years |
| 123. | Orders and instructions of the dean and vice deans | 5 years |
| 124. | Internal and other coordinations with Faculty departments | 5 years |

WORK AND EMPLOYMENT

125.	Employees register book	Permanent
126.	Employees personal files: active and passive	70 years
127.	Apart from files of well-known Faculty personalities Decisions on creation, outage, pension, employment termination, job contracts as an integral part of the files of employees	Permanent As personal files 70 years
128.	Cases related to implementation of job vacancies	5 years after the decision of candidate selection
129.	Correspondence with state institutions for employment issues	3 years
130.	Work booklets	Until receipt by the employee
131.	Other personal evidence (absences, latenesses, medical leave, etc.).	2 years
132.	Submissions and complaints on designation of job	2 years
133.	Other correspondence	5 years
134.	Cases related to the use of the annual leave, leave with and without payment, plan on using the annual leave decision for the use of maternity leave, decision on replacement of an absent employee, etc; related to absence from work	2 years
135.	Other correspondence and decisions related to work schedule, holidays, absences and medical leave	2 years
136.	Presentation and employee withholding to the competent social security bodies, pensional bodies etc.	70 years
137.	Documentation related to realization of pension law	Until the realization of pension law
138.	Other correspondence related to realization of the right social disability and pensional insurance	Until the realization of the right
139.	Program of protection measures at work and the program employee training on protection at work, cases on completion of training and data verification	As personal file 70 years
140.	Records on protection at work, records and decisions of Work inspection, records on viewing and securing the building from fire	10 years
141.	Evidence on injury at work	Permanent
142.	Ascertaining employees injuries at work to the competent bodies	5 years
143.	Cases related to material and disciplinary responsibility of employees	5 years
144.	Evidence on passing professional exams and internship	Permanent

- exam
- 145. Cases and correspondence related to employee standards 2 years
- 146. Statistical reports sent to the State statistic Agency of Kosovo (number of employess, profesional personnel structure, ect.) 5 years
- 147. Copies of employment certificates 2 years
- 148. Other correnspondence related to employment 5 years

OFFICIAL AND ARCHIVE MANAGEMENT

- 149. Protocol book with register of documents Permanent
- 150. Protocol records Permanent
- 151. Archive book Perhershme
- 152. List of categories of documentary material with shelf life Permarnet operational
- 153. Decisions of Kosovo State Archive Agency which allows the destracution of invalid registration material. Permanent operational
- 154. Records of Kosovo State Archive Agency for the Control of the archival and documentary materi Permanent operational
- 155. Evidence of stamps Permanent
- 156. Mail contoller, intere books, the book of the country's Expedition, the book of yeatreday mail, other heping books 5 years
- 157. Decision for determination of plan for classifying signs Permanent operational
- 158. Reverse for recieving documents from Faculty archive Until return
- 159. Authorization for withdrawing mail and other documents from mail service, bank etc. 3 years after completion
- 160. Records on acceptance-submission of duty Permanet
- 161. Copies of letters of guarantee 2 years
- 162. Copies of certificates 2 years
- 163. Other correspondence related to official management 5 years

INVESTIVE - TECHNICAL DOCUMENTATION

- 164. Main project of the Faculty building with follow-up documentation Perhershme
- 165. Documents for the completion of work (construction book, logbook, accounts , etc.) 5 years after completion of construction
- 166. Faculty investment program and decisions for building constraction Permanent
- 167. Preliminary technical studies, ekspertise, analyses and elaborations 5 years

168.	Licensing subjects, decisions on the selection of contractor or the assignmnet of work	5 years
169.	Contracted documentation (offers, contracts, specified material, special conditions of contracting, etc. Documents for hiring external contractors and work acceptance –submmision	10 years after completion of work
170.	Building and use permit	Permanent
171.	Atest documentation	Permanent
172.	Other technical documentation related to construction , of new buildings, adaptation and reconstruction of old buildings	Permanent
173.	Other helping evidence related to technical investing documentation	5 years
174.	Account register book for performing services, works by third external parties	5 years
175.	Evidence for issuing work orders to technical service workers	2 years
176.	Other accompanying investment-technical documentation and correspondence	3 years

FINANCIAL AND MATERIAL MANAGEMENT

177.	Long term financial plans and programmes of the Faculty	Permanent operational
178.	Final accaunt with accompanying documentation	50 years or permanent
179.	Personal income cards	70 years
180.	Forms M-4	70 years
181.	Book of Fuonding tools(card-index)	Permanent
182.	Faculty contracts of financial nature with other parties	7 years after termination of legal right
183.	Main book	30 years
184.	Other financial books anf logbooks	10 years
185.	Cases related to Faculty investments	Permanent operational
186.	All registered financial documentation	7 years
187.	Registration records with records and reports of Registration Commission	7 vjet
168.	Annual reports of annual leave	5 years is repeated for mployment
169.	Card of basic funds and common expenses fund	10 years
170.	Synthetic accounting card	10 years
171.	Consumer credit cards	7 years
172.	Evidence for the realization of working hours	2 years
173.	Assisting financial books	7 years
174.	Cash register documentation	7 years
175.	Payment slips, debt repayment notes, decisions For execution, etc.	7 years
176.	Other assisting documentation for evidence of	2 years

	financial management	
177.	Analysis of certain accounts	10 years
178.	Periodical accounts and other temporary accounts with extra payments	10 years
179.	Work orders and other orders	2 years
180.	Administrative charge	5 years after dept payment
181.	Bills. interests	5 years after dept payment
182.	Compliance balance	3 years
183.	Original copies of application forms	2 years
184.	Cheks, loan payments and proofs	3 years
185.	Credit letters, warranty cards	2 years
186.	Other financial documentation and correspondence Banks and other competent institutions	7 years

PROCUREMENT - SUPPLY

187.	Grant files with all procedures	Permanent
188.	Contracts with operators	Permanent
189.	Reports on purchase (small and medium)	Permanent
190.	Request on initiating prokurment activity	Permanent
191.	Documents on establishing commisions of opening and evaluation	Permanent
192.	- Procurment planification	Permanent
	- Procurment request	Permanent
	- Declaration of necessities and availability of funds	Permanent
	- Contract notice (where applicable)	Permanent
	- Register of submitted grants	Permanent
	- Decision on opening commission	Permanent
	- The affidavit of the evaluation committee	Permanent
	- Evaluation report	Permanent
	- Njoftimi per dhenjen e kontrates	Perhershme
-	-Notice of economic operators (successful, unsuccessful and eliminated)	Permanent
	- Contracts between parties	Perhershme
	- All submitted offers according to opening	Permanent
	-Annual report on signed contracts	Permanent

PUBLISHING ACTIVITY OF FACULTY

203.	Regulation on publishing activity of Faculty	Permanent
204.	Records on materials of the meeting of the publishing Commission	Permanent
		7 years
205.	Contracts on the works of the authors	

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|------|--|-----------|
| 206. | Contracts for print and distribution(with the printinghouse) | 7 years |
| 207. | Faculty publishings | Permanent |
| 208. | Other correspondence from this field | 5 years |

Dokumentation

- | | | |
|------|---|-----------|
| 209. | Materials from newspapers related to the work of Faculty | Permanent |
| 210. | Photos related to Faculty | Permanent |
| 211. | Photos prepared for exhibitions | Permanent |
| 212. | Diplomas,praise,medals etc., given to the Faculty | Permanent |
| 213. | Tape recorders and cassettes,photos, films videotapes etc., on activity., management of public legal entities,events and phenomena, personalities, regions, performances, anniversaries, speeches, etc. | Permanent |

LIBRARY

- | | | |
|------|--|--|
| 214. | Inventory book for publications | Permanent operational |
| 215. | Inventory book of magazines and newspapers | Permanent operational |
| 216. | Evidence-catalogs of books and magazines (in classic and elektronik form) | Permanent operational |
| 217. | Cards of Library users | Until the end of internship, schooling |
| 218. | Library correspondence | 5 years |
| 219. | Photo-film documentation | Permanent |

PURPOSE AND USE OF INFORMATION

Access to information

- | | | |
|-------------|--|--------------------------|
| 220. | Policy and actions | Perhershme |
| <u>221.</u> | - Questionnaire sheet, newsletters and comments on access procedures, guidelines for implementation | 10 years |
| 222. | Evidence
Register of persons that have access to classified data,register of accepted certificates with validity period
Codes and passwords | Permanent

5 years |
| 223. | -Codes and passwords that enable access to confidential data,rules for access to codes and slogans,
Their preservation,documentation for access and usage | |
| 224. | Detremening the confidentiality of data
-Decidions and notices of competent bodies and
Other persons on confidential data, etc, determining the confidentiality of personal data
(buisness secret, official secret, etc.),criteria and procedures of detrmining shelf life | Permanent |
| 225. | Access to confidential data
-Authorizations for access to confidential data, requests | Permanent
operational |

Evidence and access documentation.
 -For requests based on provisions for the right to access information

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|------|--|------------|
| 226. | Personal data
- Summary evidence of personal data, Authorizations for access to personal data, correspondence with competent body, implementation of provisions for managing summarized personal data | Permanent |
| 227. | Access to personal data
-Request for access to personal data, data release, etc. | Perhershme |

Accepted claims, submissions and lawsuits

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|------|---|-----------|
| 253. | Policy and actions | Permanent |
| 254. | Evidence | Permanent |
| 255. | Special requests, submissions and lawsuits
-Dokumentation for placement of Requests, submissions and law suits | Permanent |
| 254. | Statistics
-Statistics for placement of requests, submissions and lawsuits | Permanent |

The right for access to information

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|------|--|-----------|
| 256. | Policy and actions | Permannet |
| 257. | Information catalogue
Catalogue of information and documentation for their delivery and management | Permanent |
| 258. | Evidence of requests for access to information
-Register fro requests, access sheet and decisions for realization of the rights to access information | Permanent |
| 259. | Requests for giving information
-Recuquests on decisions for requests, complaints and contests related to the decision of the request | 5 years |

INFORMATIVE SYSTEMS

- | | | |
|------|---|---|
| 260. | Policy and actions
Plans and projects
-Plans and projects of entire informative system development
-For plans and projects related to subsystems (applications, network, etc.)
Note: Projects that have seriously affected action are selected for permanent storage
Analysis and evaluations | Permanent
Permnet

Permanent |
| 261. | Information security
-Polityc and infromation security measures, evaluation of risks. | Permanent |

-For security matter and the right to access certain subsystems e sigurise (applications, network etc.)

Information and communication infrastructure

- 262. Policy and actions Permanent
- 263. Technical documentation and specification Permanent
 - Technical documentation for architecture and system characteristics
- 264. Handbooks and guidelines Permanent operational
 - Handbooks and guidelines for administration,.maintenance and usage of systems
- 265. Installing and upgrading the system Permanent operational
 - Design documentation,contracting, job taking and completion
- 266. Maintenance 10 years
 - Documentation on regular work for maintaing the system
- 267. Incidents and investigation Permanent operational
 - Documentation for iregularities and disruption of system operation ,unauthorized access and misuse

Network services

- 275. Policy and actions Permanent
- 276. Technical documentation and specification Permanent Operational
- 277. Handbooks and guidelines Permanent Operational
 - Handbooks and guidelines for administration, .maintenance and usage of systems
- 278. Users Permanent
 - Evidence of user, names and used passwords etc,
- 279. Installing and upgrading the system Permanent Operative
 - Design documentation, documentation for contracting performing development services, for testing, acceptance and installation at work.
- 280. Maintenance Permanent operational
 - Documenation for regular work on maintaing the system
- 281. Incidents and investigation Permanent operational
 - Documentation for iregularities and disruption of system operation ,unauthorized access and misuse

Data management

- 282. Policy and actions Permanent
- 283. Data security and protection Permanent Operational
 - Documenation for technical security and protection measures of data in electronic form (access to data base and document collection, encryption, etc)

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|------|--|--------------------------|
| 284. | Information sharing and exchange
-Access to data base and collection of documnets of Bodies and other persons,collaboration on creating joint bases and collections, etc. | Permanent
Operational |
| 285. | Specification of data structure
-Specification- Specification of data models and schemes, formats and data exchange. | Permanent |

Note : Shelf life begins to be callculated from completion of data and document storage, with which specification relates, implemetation of data, and documents which are stored permanently.

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|------|--|--------------------------|
| 286. | Management of data base and documents
-standards with guidelines, following documents that are created during mangagement of data base and documents
Data conversion and migrtaion | Permanent
operational |
|------|--|--------------------------|

** Note: Shelf life begins to be callculated from completion of data and document storage with which standard and guidlines relate Applicable standards and guidlines to permanent data and documentation are selected for permanent storage.*

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|------|--|-----------------------|
| 287. | Incidenents and investigation
-Dokumentation on the data loss ,incidentents which impact integrity or their reliability, irregularity on usage or processing, etc.
<i>"Note: Documentation on data or permanently stored documentation are selected for permanent storage.</i> | Permanent Operational |
|------|--|-----------------------|

Article 2.

The list of categories of documentary material is applied to the category of archival material of documentary material which was created with the work of the University of Gjakova “Fehmi Agani”, from establishment to the present.

Article 3.

This list is enforced after the consent of the Kosovo State Agency of Archives.