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University of Gjakova "Fehmi Agani"

**REGULATION FOR OFFICIAL
AND ARCHIVE MANAGEMENT AT THE FACULTIES
OF UNIVERSITY OF GJAKOVA**

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No.of Prot. O1/1169

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

REGULATION
FOR OFFICIAL AND ARCHIVE MANAGEMENT

I. GENERAL PROVISIONS

Article 1

By this Regulation the manner of official and archive management at the Faculties of University of Gjakova is defined.

Article 2

Official and archive management at the Faculties includes: admission, registry and distribution of case (paper) at work, administrative-technical processing of cases, mail consigning , deregister of cases and papers, classification and archiving , placement, storage and maintenance; registry in the archive book, decomposing of non-valuable documentary material and submission of archive material to the University central archive.

Article 3

Within the framework of official management, some terms have the following meanings:

Posts are all papers and subjects that are subject to acceptance and submission.

Writing is any written compilation by which any official action begins, is completed, changes, stops or is terminated.

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

Case is a set of papers and documents which deal with the same issue or task and constitute a separate whole. The case consists of documents which are linked together during the performance of work in a task or in a field of activity.

File is the total of several subjects which have to do with the same matter or one same natural or legal person.

Folder is the set of all items or files which, after performing the procedure together, are stored in the same wrapper, box, etc.

Secretariat is an organizational unit of workplace within which official management is performed.

The Secretariat Archive is the place where the material is stored until the end of the following year in the context of the year when the subject is completed.

The archive warehouse is a special premise or drawer in which the archival material and documentary material are stored after the expiration of the storage period in the writer's archive.

The document presents 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 activities which the legal or physical person undertakes, performs or completes in the procedure of its activity, which is signed and certified..

An electronic document is a set of data consisting of letters, symbols, numbers, graphic notes and video notes included in the delivery, in writing, decision or in any other act drafted by legal and natural persons or the body of power for the 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, received, stored or archived in electronic, magnetic, optical or other media.

Digitalization is the transfer of archival material from other forms in electronic form in order to make it easier to find, use and publish.

Article 4.

In the context of archival management, some terms have this meaning:

The documentary material consists of documents, photographs, data, documents, books and other evidence for those documents, accepted or created with the work of the University as long as they are more important for the next activity or until the selection of the archival item is made from that material.

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

Selection of archival material and disposal of invalid documentary material is a procedure where archival material is selected from documentary material by erasing those parts of documentary material which are not relevant to the subsequent work of the University and do not have the quality of archival material.

Invalid documentary material consists of documentary material, which has completed the importance of the subsequent operational work of the University and has not been evaluated as archival material.

The list of categories of documentary material with a shelf life is an general act , which includes the register of all categories of documentary material created with work and their shelf life. Based on the List, the archival material is selected (categories that have a permanent shelf life) and the destruction of documentary material (categories with an operating shelf life).

The archive book is evidence which contains the register of all documentary material (inventory mirror) created with work, as well as that documentary material, which on any basis is found in the University.

The registry unit is a folder, box, register, documentary material and archival materials is archive (placed).

The wrapper is a protective shirt of cases.

Article 5

Official management is guided by the principle of trust, obligation, inclusiveness, continuity, reflection, simplicity, expediency, rationality.

2. MAIL ADMISSION, OPENING, CONTROL AND DELIVERY

Mail admission

Article 6.

Mail admission (papers, consignments, packages, valuable consignments telegrams, etc.) is done at the Faculty Secretariat.

Mail is admitted during working hours, and is accepted by the assigned person of secretariat or the person who substitutes him. After working hours mail is accepted by guardian person, if the guardianship service is organized.

Article 7.

Receiving of mail is made by direct delivery by mail.

The official who directly receives the mail from the party or through the courier is obliged to certify the receipt of the consignment by putting the seal sign or the signature in the expedition book, consignment note, leaflet or copies of the letter where the original is received (except if the admission is confirmed in the admission book).

Receiving of mail from the mail service or withdrawal from the post office is done according to enforced postal provisions.

If the officer who receives the consignment is not authorized to open it, he must deliver it to the authorized official for its opening immediately after receipt.

Receiving of ordinary consignments is not verified, while receipt of registered consignment, valuable consignment and others that are confirmed in writing are evidenced in the book of mail receipt.

The erroneous remittance is not opened and is not recorded in the protocol book, but is immediately sent to the recipient.

If the wrapper of the received consignment is damaged, and especially if there is a suspicion of unauthorized opening, before the opening of the consignment, a record is made and the type and volume of the damage is ascertained, as well as if something is missing in the received consignment.

Article 8.

Email is received or sent through a special program or a program that is an integral part of the web browser.

The e-mail is received by the authorized employee for its acceptance, respectively the employee who has access to the part of the computer system which accepts the mail, while the authorized person for access and use of the e-mail address opens it.

The e-mail received in the personal e-mail address within the information system is opened by the person to whom the e-mail was sent or the person who is authorized for it.

Acceptance of the mail is confirmed by the return of the order, which contains the certificate for identification of the received mail or its full content, date and time of receipt and qualified electronic signature of the authorized person for receipt of the mail, respectively issuing the certificate for acceptance.

Mail opening and control

Article 9

All common consignments received in closed wrapping are opened in the designated place (Faculty admission office respectively the relevant sector) and are opened by administrative secretary at faculty, administrative secretary of the sector and their admission is not certified.

Acceptance of recommended consignments, those with value and other approximate consignments, are certified in writing and recorded in the mail acceptance book.

Confidential consignments are opened by the Dean, faculty secretary or any authorized official.

The technical officer separates the propaganda and printed material, newspapers and magazines from consignments in paper and package form. Consignments on papers and packages are divided into: official, private, erroneous and undelivered consignments. Official consignments are divided according to urgency or importance.

Valuable letters and other valuable consignments are opened by the official responsible for financial management or an official authorized by the Dean .

The official who opens the consignments, has no right to open the consignment in which before the title of the faculty is the name of the official of the faculty, but unopened he hands it over to the person whose name appears, in order to open.

The e-mail of the faculty is opened by the official person authorized by the faculty, with written authorization.

Article 10

When opening envelopes and other consignments , care must be taken that they are not damaged, that the attachments are not separated from the papers, and that no paper or attachments remain in the envelope.

When the mail is opened, it must be confirmed that the numbers of papers that are in an envelope or package match the numbers recorded on the paper.

If any of the documents are missing or only the appendixes without the basic number have been accepted and vice versa, it is ascertained with an official note on the incomplete letter received.

Mail distribution

Article 11

After opening and checking the received mail, each paper will be marked by **admission stamp** ,according to the rule , at the upper right corner of the papers's fist page or at some free space of the paper's first page.

The sign can be placed at the back of the paper ,as well; at the upper right part, or in a piece of letter attached to the paper.

Addmission stamp is not put at the paper attachment.

At the sign of the admission stam are marked: University-Faculty title, date of mail admission, case clasiffication sign, respectivly the organizational unit mark on which the letter is specified, the number of attachments and the value if marked on the letter, as well as the mark that the letter was received directly by the party or by mail.

Article 12.

Addmission and classification of the mail at the Faculty is done by the officer of the secretariat in the organizational unit, services, etc. on the same day that the mail was received, he/she fills in the column "organizational unit" on the admission stamp, according to the signs of the previously approved internal organizational units.

Signs can be two-digit with Arabic numerals from 01 to 09, and as needed and further 10, 11, 12 and so on. or with Roman numbers I, II, III etc. and can also be marked with letters, such as administrative sector, financial sector, etc.

REGISTRATION OF PAPERS IN BASIC EVIDENCE

Article 13.

Official management is guided by the protocol book system.

The protocol book is the basic evidence of the documents (cases) in the official management system, which is based on the protocol and the plan of classification signs, In the protocol book are registered all received (input) and personal (outgoing) papers, except those which are recorded in special records (invoices, bills of exchange, book information, telegrams, congratulations, thanks, diplomas, gratitude, travel orders, etc.

The protocol book does not record cases that do not represent official correspondence (submissions, return sheets, internal announcements, magazines, publications, handouts press, official newspapers, meeting materials, etc.).

The papers are registered, as a rule, on the same day as they were received and the same date. If this is not possible due to the large number of documents, or other reasons, if the registration was not done on the same day, the documents in the protocol are registered further the next day, before the registration of the new mail received and on the date they were actually accepted. Priority is given to the registration of cases that are related to the deadline.

Managing the protocol book

Article 14

The protocol book is guided by the system of basic numbers and subnumbers. The basic number marks each case according to the chronological order of its acceptance or creation, starting from ordinal number 1 and continuing until the end of the year. The subnumbers are written in all the papers that have to do with that case, as well as the own papers with which the case is formed.

The first (initial) paper of a case takes the basic number according to the following order of the basic numbers in the protocol book, and then the subnumber 1. The other letter which enters the composition of the case takes the following subnumber (according to the system of growing numbers) .

For the management of the protocol book (in classical and / or electronic form) the papers are recorded according to the following content:

1. In the upper part, above the horizontal line, the basic number of the protocol book is recorded, and that from the ordinal number 1 and onwards. Under the dividing line are recorded the basic numbers between which the registration of subnumbers of those cases which have more than three papers (subnumbers) has continued.

2. The short content of the case is recorded in this section. If the document relates to the legal person or natural person, in this section the title and residency of the legal person is indicated, respectively the name, surname and place of residence of the natural person, while under the title, the brief content of the case.

If the document contains general issues, and has nothing to do with natural and legal persons, it is sufficient to note only the brief content of the case (eg the Regulation on Official Management).

3. The number of the received case is recorded. Three fields are provided for three subnumbers, while the next subnumber (fourth) is marked as described in the section 1.

4. In this rubric is marked the date of the received case according to the date marked on the receipt stamp, respectively the date of formation of the owned paper

Due to the large number of cases in some organizations / bodies, it often occurs the fact that the cases are not recorded in the protocol book on the same day they were received.

5. Here the title and residence of the sender are marked. It is common in this column to note the mark **party** for cases that deal with personal matters and have to do with legal and natural persons, respectively the **Av** sign, for their own documents.

6. The number of the received paper is written down, if it does not have this number, the date which is in the paper is marked. If the received paper has no date, a line is placed in this section. Leaving the section blank can be thought of as questioning the negligence of the record keeper.

7. In this section, the sign of the internal organizational unit or workplace to which the paper or case is sent to work (for accepted papers) is marked, respectively the sign of the organizational unit with the work of which the paper was created (for own papers).

8. The date of deregistration of documents - acts is indicated.

9. If the subject has been completed and must be archived, the **a / a** sign (**ad acta**) is marked in this section. It is also of interest to mark the placement in the warehouse or other signs designated by the Regulation on Official Management

If the paper is selected source, so for that no copy remains, except registration in the protocol book, in this section the **Source** or **Sor.** sign is marked, as well as the title and registered office of the body to which the paper was sent.

The sign **A** (amateur) is put, if it comes to the materials which must be stored until the deadline for their completion and then sent to the procedure.

Article 15.

The incorrectly marked words must not be erased in the protocol book and a letter should not be stuck on the incorrectly recorded column. The improvement is done by putting a thin line above the text and under it the correct text is marked.

Closing the protocol book

Article 16

At the end of the calendar year, the protocol book closes with an official written note after the last number, stating how many cases have been registered in that year. This note is dated and certified by official stamp, and signed by the official who has led the protocol and by the Faculty Secretary.

The cover of the protocol book marks the title of the Faculty, the year for which it is kept or distance of years (for several years). If several protocols are kept, then the title of the organizational unit is also noted.

Confidential and highly confidential book

Article 17

Confidential and highly confidential cases are recorded in the special book of the confidential protocol, respectively highly confidential and are guided as in the ordinary protocol book.

Register of papers (cases)

Article 18

The register of papers (cases) is an integral part of the protocol and records the same papers and which are presented in large numbers during the year (eg: annual leave, travel orders and others - and they are determined by the decision of the Secretary of the University for each calendar year).

Electronic evidence

Article 19

If the official management is guided and / or with the help of information tools, the evidence for own and accepted papers is transferred to the database, while the data is processed with the help of special programs,

The content and order of the sections defined for the guidance of official management through programs and information tools is the same as the management of classic books on paper.

Evidence - helping books

Article 20

In order to use the papers more easily and quickly, evidence is kept - helping books, such as: internal books, the country's expedition book, the mail book, the archive book, the controller of mail expenses, the seal register, the deadline book, etc.

Instead of internal books, the database of electronic data can be used, respectively their identification through automatic processing of documents.

Article 21.

The registration of papers in the helping books (respectively in the electronic database) is done according to the content and type of those books, in order to perform the actions defined in the official management, such as: receiving the mail, processing the consignment to work, expedition , storage on time, charging of official persons for storing stamps, use of stamps, checking mail expenses , archiving, etc.

Case wrapper

Article 22

The wrapper of the cases is opened after the registration of the first paper in the protocol book or in other relevant evidence.

The recorded papers are placed in the wrapper of the cases, where then the other papers of the same case are placed. Their order in the cases is done according to the dates of acceptance or the dates of creation of own documents, and after they are selected they are deregistered and the paper is archived in the secretariat.

In the front of the wrapper the sign of the classification of the case, which is marked in the protocol book, is marked. Below, a summary of the content of the case is marked.

In the inner part of the wrapper, the content of the papers in the case is recorded, according to the order of the actions in the case, respectively according to the signs of the book of the protocol of the accepted papers and their own ones.

SUBMISSION OF PAPERS TO PROCEDURE

Article 23.

After registration of the papers in the protocol book or in the helping evidences, all the documents are sent to work to the organizational units on the same day . In exceptional cases, the papers are sent to work no later than the beginning of the next working day.

The submission of papers is done with the internal expedition book, respectively with the help of the electronic database.

The official person confirms the receipt of the papers at work by signing and the date of receipt, through the book of the internal expedition, respectively in the respective electronic database.

CONTENT OF OFFICIAL PAPER

Article 24

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In the official papers of the Faculty, according to the rule, the memorandum is printed, where the Faculty data are. In addition to the notes from the memorandum, the official paper of the Faculty must also include the following data:

- classification number, the name of the protocol, which consists of the basic number and year,
- date of registration of the paper in the protocol,
- full address of the recipient of the paper,
- the subject of the paper (summary of the paper),
- content,
- the signature of the authorized person,
- official seal,
- appendix register,
- remarks for sending copies,
- remarks on the manner of sending, if the paper is not sent by ordinary mail

International standards for paper formatting are defined in the Word -computer program.

The e-mail is transmitted through the internal and external computer network.

The e-mail is compiled into a computer program (most often Outlook), which has installed compilation communication standards.

In the header of the document the date is written automatically. In addition to the dates, the header consists of the sender's e-mail address (From), the e-mail address of the recipient (To), the address to which the copy is sent (Cc), the order case and the attachments.

The e-mail is received or sent to the e-mail box (mailbox).

RETURN OF PAPERS TO THE SECRETARY AND THEIR CONSIGNMENT

Article 25.

Completed cases are handed over to the secretariat with instructions for sending, deadline setting or archiving in a written form and / or in electronic form depending on the form in which the item was created..

Exceptionally, organizational units which hold special protocol books have created a special electronic database of documents, if the documents are processed with automatic document processing, they can automatically send the documents. In that case, the rules of this Regulation must be respected.

The Officer of the Secretariat is obliged to verify their regularity (the number and date of the paper, the address of the recipient, the signature, the stamp, etc.) and the completeness (attachments of the papers, etc.) when accepting the documents.

All papers accepted during the day for submission must be submitted by the University on the same day. Papers received at the end of working hours, respectively after the closing of the book of remittances, if not urgent, will be sent the next day.

Recommended mail as well as mail which by nature requires proof of delivery is always sent in a recommended and / or with a return sheet. By sending through the delivery service - courier, the wrappers must be sealed or secured in another relevant form,

Before sending the papers, all papers are registered in the book of remittances (post or country), respectively in the electronic records, if any.

General postage expenses are recorded in the helping book "postal controller", in order to justify the postal expenses

All papers sent by mail are recorded in the mail book.

The mail delivery book serves as evidence for the mailing and financial means spent. During this action, every day after sending the mail, the account of the money spent for the mail is made and verified by the authorized person.

If the papers are sent through its own service (courier), they are registered in **the country's expedition book**.

In the submitted papers, a square stamp is placed, with the date and signature of the official who has sent the letter.

Article 26.

The consignments are sent in the envelope of the respective format.

Before placing in the envelope, it is checked whether the letter has been signed and certified with stamp, and that the relevant appendices are also found in writing.

The square stamp of the University is placed in the upper left part of the envelope, and the number of the paper and the date are marked.

Article 27.

The title and place of the recipient of the consignment by postal number, if possible, are marked in capital letters, and the address (street and number), respectively postal code is placed in front of the name of the place.

Article 28.

The e-mail is sent through the computer system. The system provides assumptions for ensuring the integrity of the sent document.

By e-mail delivery we mean "the person who sent the e-mail or the message was sent on his behalf in agreement, with his will". The intermediary of the e-mail is not considered the sender of the e-mail.

The time of sending the email is considered the date (day, month and year) and time (time, minutes and seconds) of its exit from the information system which is under the control of the sender, if the sender and the receiver have not agreed otherwise. The computer program ensures the harmonization of time with the times of the exact sources.

PAPER MARKING AND DEREGISTER

Article 29.

Accepted papers and papers for delivery and archiving are deregistered in the protocol book.

Accepted papers for delivery (expedition) which until then have not got the protocol book number are recorded and deregistered as resolved and sent, at the same time.

Article 30.

In case of sending internal and external mail, a copy of the paper is stored (remains). Cases that have been sent mistakenly are sent to the actual source recipient (without copy), while as the proof of its delivery serves the delivery note which is returned in copy or in the mail delivery book form.

Copies of delivered papers (contracts, agreements, requests, notes, findings, etc.) remain in one copy and are archived.

Article 31

After completing the deregistration, the papers received for archiving are submitted to the Faculty archive.

Article 32

Completed cases are marked with relevant signs (classification signs), on the basis of which the classification for archiving will be made, as follows:

- 001 – Dean of the Faculty
- 002 – Vice-deans of the Faculty
- 003 – Secretary of the Faculty
- 004 - Heads of services
- 005 - Faculty Council
- 006 – Departments
- 006/1- Department
- 006/2- Department

Article 33.

Completed cases are placed in the secretariat, which is located in the relevant sector of the Faculty, and are stored mostly for two years, and then along with other basic and helping evidence, are stored in the Faculty archive and afterwards handed over to the University special archive.

Files of graduate students are placed in the archive warehouse at the faculty and afterwards handed over to the University central archive.

Cases can be held based on reverse, but at most until the end of the following year.

After the expiration of the specified period, only cases and evidence that present important documentation for the subsequent work of the faculty, are kept.

At automatic data processing, completed cases are archived in the respective electronic media.

Before placing the case in archive, each paper and appendix should be listed chronologically, that the last written action must be the upper paper.

Cases in archive are listed based on classification signs, according to which, the classification for archive is done. Within classification signs, cases are arranged according to ordinal numbers.

For each classification sign, according to the rule, a separate fascicle must be provided, where cases are classified within each sign of classification. Within one classification sign, due to the large volume of cases more fascicles are to be foreseen.

Confidential cases are saved separately, in order to ensure their confidentiality is secured.

Article 34

University creates its own unique internal system or digitalization and storage of electronic documents based on contemporary standards.

Before archiving, official University documents are digitized and stored on the computer, DVD, CD. This way, after a certain time physical documents are transferred to other archives, whereas if needed, they are printed in hard-copy.

Premises of storing archive and documentary materials

Article 35

Archive and documentary material is stored for two years in the manual archive of the secretariat and afterwards in the faculty warehouse.

Archived cases are stored in designated premises for archive warehouse, which fulfill technical conditions for that dedication.

Archive warehouse must be dry, with sufficient lighting, protected from humidity, and must fulfill the conditions of fire protection.

Article 36

Premises of archive warehouse must be supplied with corresponding shelves (made of metal or lockers, fire extinguishers and must be secured from loss, theft, moisture or other damaging factors of archival material and documentary material.

Article 37

Archive material is stored in archive warehouse of the faculty until handed over to the special central archive of the University.

Authorizations and tasks of the officers responsible for archive material

Article 38

Archive and documentary material is saved and maintained by the authorized person, which takes necessary measures for the purpose of its protection.

Article 39

The Official of the Secretariat at the Faculty and the administrative officials in the sectors are obliged to prove the formal regularity of the case matter, returned by the Dean and other services through the book of internal expedition, as well as those returned in electronic form. If a document lacks any part defined by the law, if the case is not complete, it is not classified chronologically, there are no instructions for further action or the address is incorrect, it is returned to the official who worked on that case.

For all returned cases, incomplete and unfinished ones, are obliged to notify the Faculty Secretary in writing.

During working hours, papers and other material as well as tools for automatic data processing must not be left unattended.

After the end of the working hours, the papers and other material, the means of automatic processing of documents, stamps and official and other means must be locked on the tables, closets or work premises which are completely closed.

For unfair work with documents at the faculty, the official responds in a disciplinary and material manner if due to omissions or irregular action damage is caused.

DIVISION OF ARCHIVE MATERIAL AND DISPOSAL OF NON-VALUABLE MATERIAL

Article 40.

The division of the archival material and the disposal of the non-valuable documentary material is done on the basis of the list of the categories of the registration material with storage deadlines. The list is an integral part of this Regulation and may be applied when approved by the Kosovo State Agency of Archives.

Article 41.

The list contains: ordinal number, classification mark, type of case - category, shelf life and remarks .

Article 42.

For the work in compiling the List of categories of documentary material with storage deadlines are assigned those employed at the Faculty who best know the institution and its activity as a whole, experts according to organizational units and who are professionally able to assess social importance , legal, scientific-historical and practical documentation.

Categories of materials that consists of historical, scientific, legal, etc. important to society, are defined for permanent storage.

Article 43

For documentary material that is not considered as archival material (for permanent storage) the storage deadlines are determined depending on the need of the Faculty of its use for practical needs, as well as in accordance with the special legal provisions.

Article 44.

If during the year special types of documents are presented, the existing list is amended and supplemented. The completed list is sent to the Archives Agency for approval.

Article 45.

Documentary material that has passed the operational value, respectively the shelf life according to the list of categories of archival documentation with shelf life, is divided (destroyed) as invalid.

The division of non-valuable material is done '(every five years, respectively according to the presented need.

The division of non-valuable material is done by the regulated documentation and is recorded in the archive book.

Article 46.

The responsible archive officer of the Faculty archives the register of the proposed material for disposal. The register contains the following data: ordinal number, year of creation of the material, title of the material category, shelf life provided by the list of categories, quantity of material which is provided for disposal (number of registerw, files, binders , books, etc.), remarks on the physical condition, as well as the total amount of material proposed for disposal.

A copy of the material register which is proposed for disposal shall be sent to the Archives Agency.

Article 47.

Permission to divide non -valuable material is granted by the Kosovo State Agency of Archives

The record signed by the representative of the competent archive and the archivist of the University shall be compiled for the division of the invalid material for destruction.

Article 48.

The mode of action for the division of non-valuable material is detremined by the Archives Achency ruling.

The Fculty maintains permanent documentation regarding the division of invalid material.

Article 49.

The archive book and the protocol book must indicate the number and date of the decision by which the destruction of the non-valuable material was allowed.

USE OF PAPERS AND STAMPS

Article 50.

Provisions for the form and use of stamps in official management are included in special regulations. Special evidence is provided for stamps.

Article 51.

The stamps are managed by the manager, the official of the secretariat or the Secretary of the Faculty, who is authorized with the decision of the Rector.

Article 52.

Regular evidence is provided for the stamps that are used at the Faculty.
After working hours, papers and other material (evidence, stamps, etc.) must be secured from unauthorized usage.

THE USE OF DOCUMENTATION

Article 53.

The archive material and documentary material archived in the Faculty archive may be given in temporary use to the respective services of the Faculty, only in cases when a reasonable legal interest is presented, with the written permission of the Dean/Faculty Secretary. If there is reasonableness, the documentation can be provided in the form of a copy.

Archive material in this form cannot be provided outside the Faculty

Article 54.

Archive materials are provided for temporary use only by reverse. The substance can be given by reverse for more than 30 days,

The reverse contains the following data: the number of issued case, the degree of reliability, the degree of preservation of the document, the short content, the deadline for returning the document, the date of issuance, the signature of the recipient and the submitter, and the notice of need for which the case was given.

REGISTRATION OF ARCHIVE AND DOCUMENTARY MATERIAL

Article 55

In the faculty archive, all archive and documentary material is registered in archive book or special evidence by certain electronic program.

Article 56

The form and data that are registered in the archive book and electronic program are defined by special instruction from Kosovo State Archive Agency.

SUBMISSION OF ARCHIVE MATERIAL TO UNIVERSITY SPECIAL ARCHIVE

Article 57

The regulated and registered archival material is handed over to the special archive within the time limit set by the Rectorate.

Admission of archive material by the University special archive is done every five years.

Article 58

Admission –submission of archive material is done with commission and record. Commission consists of representatives of Faculty and of University special archive.

Data for the record is determined by the Instruction of Kosovo State Archive Agency.

FINAL PROVISIONS

Article 59.

This Regulation applies to official management at the Faculties of University of Gjakova.

For all cases, which are not regulated by this Regulation, the provisions of the Law on State Archives, Administrative Instruction on the method of selection of archival material and destruction of non-valuable registration material, Administrative Instruction on the method of admission-submission of archive material and the Statute of the University of Gjakova will be applied

This regulation is enforced 8 (eight) days from the approval by the Steering Council of University of Gjakova.

Chairman of the Steering Council
Prof. Dr. Luan Ahma

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