

UNIVERSITY OF GJAKOVA
"FEHMI AGANI"

St."Ismail Qemali", nn 50000 Gjakova, Republic of Kosovo
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Chairman of the Steering Council
Prof. Dr. Luan Ahma

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Based on article 15 of Law no.04/L-088 on State Archives, as well as article 23 of Provisional Status of University of Gjakova "Fehmi Agani", the Steering Council of University of Gjakova, at the meeting held on 28.10.2016, approved:

CATEGORY LIST OF DOCUMENTARY
MATERIAL WITH TIME OF STORAGE AT
UNIVERSITY OF GJAKOVA "FEHMI AGANI"

Article 1.

This list consists of all archive and documentary material created by the work of University of Gjakova, as well as their time of storage, as follows:

ESTABLISHMENT, WORK AND REGISTRATION OF UNIVERSITY

No.	CONTENT OF CASES	TIME OF STORAGE
1.	Documents for establishment and registration of University	Permanent
2.	Documents for status changes and change of University name	Permanent
3.	Monography on University anniversaries	Permanent
4.	Cards for opening current accounts	5 years after changing new account
5.	Requests for opening a postal service site	5 years after deadline expiry
6.	Requests and cards for deposited signatures and authorizations	5 years after deadline expiry
7.	Other papers from this field	5 years

BASIC ACTIVITY

Calls for application

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| 8. | Call for application for students' registration (Ministry guidelines, registration conditions etc) | Permanent |
| 9. | Materials for teacher's election and reelection | Permanent |
| 10. | Correspondence related to calls for application | 5 years |

Nostrification of foreign diplomas for basic studies

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|-----|--|-----------|
| 11. | Registry books | Permanent |
| 12. | Candidates files:
-request
-certified translation of diploma and copy of the original
-certificates on passed exams with the syllabus (original and translated),
-Decision of commission for student affairs on fulfilling the conditions for nostrification of diplomas
-decision for nostrification of diplomas
-clause for nostrification of diplomas in translated and certified diploma
-. letter to the Ministry for applied nostrification | Permanent |
| 13. | Ratification of international agreements on equivalence and nostrification of foreign public documents | Permanent |
| 14. | Other correspondence from this field | 5 years |

Syllabus

- | | | |
|-----|--|-----------------------|
| 15. | Syllabus, change of syllabus by the University decisions, consent of the University for the curricula of the faculties, decisions, bulletins | Permanent |
| 16. | Plans and syllabi from other local and foreign Universities | Based on need |
| 17. | Cases related to exception of exams passed at other faculties –determining equivalence. | Permanent operational |
| 18. | Other correspondence from this field | 5 years |

MASTER AND SPECIALIZATION STUDIES

Syllabi and calls for application of specialist master and PHd studies

19.	Study plans and syllabi	Permanent
20.	Register of teachers and collaborators of post-graduate and PhD studies	Permanent
21.	Records and decisions on approval of syllabi and programs of the Council	Permanent
22.	Calls for application and decisions for announcement of call for application according to school years	10 years
23.	Evidence of admitted and deregistered candidates	10 years
24.	Other correspondence from this field	1 year

Specialist master and PHd studies

25.	Register books of aftergraduates	Permanent
26.	Alphabetic register of aftergraduates	Permanent
27.	Files of students of specialist master and PhD studies (in full content)	Permanent
28.	Register book of issued master's degrees	Permanent
29.	Cases related to exams and submission of diplomas	Perhershme
30.	Statistic reports for registered students and defended thesis	5 years
31.	Semestral report for teacher's and collaborator's engagement	5 years
32.	Evidence on defence of Master Thesis	Permanent
33.	Register on defence of specialist, Master and Phd Thesis	Permanent
34.	Other correspondence from this field	5 years

PhD dissertations of candidates that have not registered PhD studies

135.	Register books of Phd's that have not registered Phd studies	Permanent
36.	Files of Phd's (in full content)	Permanent
37.	Master, specialist and PhD thesis	Permanent
38.	Evidence of allowed Phd dissertations	Permanent operational
39.	Letter on sending authorized doctoral theses to the Library	5 years
40.	Dissertations that have not been evaluated and allowed	10 years
41.	Korrespondencat tjetër nga kjo lëmi	5 vjet

Collegium meetings of postgraduate courses and of the Council of postgraduate studies and doctorates

42. Records with materials from collegium meetings or of the Council of postgraduate courses Permanent

Teaching titles

43. Register books of candidates for achieving teaching titles Permanent
44. Files of candidates (in full content) Permanent
45. Evidence of achieved teaching titles Permanent
46. Other cases from this field 5 years

Nostrification of aftergraduate's diplomas

47. Register book of nostrified degrees of postgraduate studies achieved in foreign countries Permanent
48. Files of candidates for nostrification (in full content) Permanent
49. Evidence of nostrified diplomas Permanent
50. Other correspondence from this field 5 year

Scientific research work at the University

51. Evidence of presented thesis according to the Ministry's call for application Permanent
52. Material of call for application and documentation for presented thesis Permanent
53. Register of projects within a project Permanent
54. Register of managers and participants in macro and micro projects Permanent
55. Reports of scientific-research projects Permanent
56. Contracts with researchers based on projects Permanent
57. Faculty projects Permanent
58. Other correspondence from this field 5 years

INTERNATIONAL INTERCOLLEGIATE COLLABORATION

59. Records of international intercollegiate collaboration Council Permanent
60. Agreements - protocols on Inetercollegiate collaboration Permanent
61. Agreements - protocols on international inetercollegiate collaboration Permanent
62. Reports, information and analyses related to realization of inetercollegiate collaboration Permanent
63. Materials related to foreign students at the University of Gjakova Permanent
64. International summer University : teachers' applications and applications of local and international students 5 years
65. Reports on visits of delegations in the country and abroad Permanent
66. Documents on student's mobility Permanent
67. Other correspondence from this field 10 years

STATUTES , A G R E E M E N T S A N D R R E G U L L A T I O N S

68.	Status (change and supplementation)	Permanent
69.	Decidion on establishment of the University	Permanent
71.	Work regualtions of University bodies	Permanent
72.	Regualtions on the work of University bodies	Permanent
73.	Regualtion on distribution of personal income	Permanent
74.	Regultion on comepesation of travel expenses and and other expences at the University	Permanent
75.	Regulation on disiplinary procedure	10 yaers after the end of legal power
76.	Collective contracts (seapretly)	10 years after the end of legal power
77.	Agreements of buisness and professioanl collaboration	Permanent
78.	Governing agreements where the signatory is the Universisty as well	Permanent
79.	Other normative acts which regulate special and less important issues	5 years after the end of legal power

THE WORK OF RECTORATE - UNIVERSITY BODIES

80.	Decidions of University – rectorate bodies	Permanent
81.	Regulation on the work of the University bodies	Permanent
82.	Records on materials from the meetings of University Bord, Senate bodies	Perhershme
83.	Records of materials from the meetings of Councils	Permanent
84.	Records of materials from the meetings of Commissions	Permanent
85.	Working plans of the University bodies	Permanent operational
86.	Rector’s word on occassions	Permanent
87.	Records with materials from meetings of bodies which sent their decidions to higher bodies for their approval	10 years
88.	Decidions of other bodies and other correnspondence (inviatations, letters and announcments)	5 years
89.	Other correspondence from this field	10 years

LEGAL AND GENERAL WORKS

90.	Materials related to anniversaries, business days of the Faculty, rewards, diplomas, plaques, individual rewards and Faculty and other public recognition	Permanent
91.	University monograph	Permanent
92.	Annual plans and working plans of the Universiy	Permanent
93.	Reports on the work of the University	Permanent
94.	Contaracts of buisnee collaboration with other subjects	Permanent operational

	(teaching, science, joint investment, cooperation with the same universities)	
95.	Contracts on deed, performing occasional and temporary work, for authors of honorarium	5 years after the end of the legal power
96.	Cases related to registration of real estate (with accompanying documentation)	Permanent
97.	Contracts on public supply and other contracts	5 years after the end of the legal power
98.	Judicial and administrative - legal cases	Based on enforced provisions , maximum 5 years after the end of the legal power
99.	Evidence of judicial and administrative-legal procedures	5 years
100.	Letters, announcements, papers, correspondence with other legal entities and other correspondence	5 years
101.	Election material (ballots, voter registers, records of voting results for faculty bodies, etc.)	5 years
102.	Findings of inspections (of education, of work, of protection at work, etc.).	5 years
103.	Orders and instructions of the dean and vice deans	5 years
104.	Internal and other correspondence of Faculty	5 years

HUMAN RESOURCES - EMPLOYMENT

105.	Staff's book of registration	Perhershme
106.	Staff personal files : active and passive With the exception of files of faculty well-known personalities	70 years Permanent
107.	Decisions on creation, termination, retirement , the end of work agreement, work agreements, etc. ; as a consisting element of staff file	As a personal file 70 years
108.	Cases related to implementation of vacancy	5 years after decision on candidate's selection
109.	Correspondence with state institutions on employment issue	3 years
110.	Work cards	until admitted by the staff
111.	Other personal evidence (absences, delays, medical leave , etc.).	2 years
112.	Submissions and complaints in the decisions for determining the working place	2 years
113.	Other correspondence	5 years
114.	Cases related to the use of annual leave, paid and unpaid leave, the plan of using	2 years

	annual leave, decision for the use of maternity leave, decision for the substitution of the absent staff, etc.; related to absence from work	
115.	Other correspondence and decisions related to the time of leave, absences and medical leave	2 years
116.	Staff presentations and cancellation to the competent social security bodies, pensional bodies, etc.	70 years
117.	Documentation related to realization of the right for pension	Until realization of the right for pension
118.	Other correspondence related to realization of the social insurance, disability and pension rights	Until realization of the rights
119.	The program of measures for protection at work and the program for staff training on protection at work, subjects for completing the training, and verification of data	As a personal file 70 years
120.	Records related to protection at work records on the decision of work inspection, records of viewing and securing the building from the fire	10 years
121.	Evidence on injuries at work	Permanent
122.	Denoting injuries of staff at work to the relevant bodies	5 years
123.	Cases related to staff material and disciplinary responsibility	5 years
124.	Evidence on passing professional and internship exam	Permanent
125.	Cases and correspondence related to staff standards	2 years
126.	Statistic reports sent to Kosovo State Statistic Agency (number of employees, professional personnel structure, etc.)	5 years
127.	Types of certificates gained through employment	2 years
128.	Other correspondence related to employment	5 years

OFFICIAL AND ARCHIVE MANAGEMENT

129.	Protocol book with paper register	Permanent
130.	Protocol registers	Permanent
131.	Archive book	Permanent
132.	Category list of documentary material with shelf life	Permanent operational
133.	Decision of Kosovo State Archive Agency that permits the destruction of non-valuable record material.	Permanent operational
134.	Records of Kosovo State Archive Agency for the control of archive documentary material.	Permanent operational
135.	Evidence of stamps	Permanent

136.	Mail controller, intern books, the book of country expedition, mail book and other helping books	5 years
137.	Decision on determining the plan of classification signs	Operational
138.	Reversals for receiving documents from the archive of Faculty	Until return
139.	Authorizations for withdrawal of mail and other documents from the postal service, bank, etc.	3 years after completion
140.	Records on admission-submission of the task	Permanent
141.	Copies of guarantee letters	2 years
142.	Copies of certificates	2 years
143.	Correspondence related to official management	5 years

INVESTIVE - TECHNICAL DOCUMENTATION

144.	The main project of the building of the University and the faculties with the accompanying documentation	Permanent
145.	Cases for the performance of works (construction book, diary, calculations, etc.)	5 years after completion of works
146.	University investive program and decisions for construction of buildings	Permanent
147.	Previous technical studying, expertise, analyses and elaborations	5 years
148.	Licensing cases, decisions on the selection of contractors, or the submission of works	5 years
149.	Contracted documentation (offers, contracts, specified material, special conditions of contracting etc., the subjects for the engagement of the external employers and for job acceptance	10 years after completion of works
150.	Permit for construction and use	Permanent
151.	Attest documentation	Permanent
152.	Other technical documentation related to construction of new buildings, adaptation and reconstruction of existing buildings	Permanent
153.	Different helping evidence related to investive-technical documentation	5 years
154.	Book of registration of accounts for the performance of services, works by third external parties	5 years
155.	Evidence for issuing work orders to technical service workers	2 years
156.	Other accompanying investive-technical documentation and correspondence	3 years

FINANCIAL AND MATERIAL MANAGEMENT

The legal provisions of finance in Kosovo apply to this category of documentation,

157. University long-term financial plans and programs	Permanent operational
158. University Budget,split	Permanent
159. Final account with accompanying documentation	50 years or permanent
160. Cards of personal income	70 years
161. M-4 Forms	70 years
162. The book of basic funds (file cabinet)	Permanent
163. University contracts of a financial nature with other parties	7 years after the end of the legal right
164. Main book	30 years
165. Other financial books and diaries	10 years
166. Cases related to University investments	Permanent operational
167. All registered financial documentation	7 years
168. Records of reports of Registaration Commission	7 years
169. Annual reports of annual leave	5 years
170. File cabinet of basic funds and of funds of joint expences	10 years
171. Spending credit cards	7 years
172. Evidence on realization of working hours	2 years
173. Helping fianancial books	7 years
174. Cash register documentation	7 years
175. Receipts, remarks for dept payments, decisions for execution, etc.	7 years
176. Other helping documentation and evidence on financial management	2 years
177. Analysis of certain accounts	10 years
178. Periodic accounts and other temporary accounts with appendices	10 years
179. Work orders and other orders	2 years
180. Administrative fees	5 years after dept payment
181. Exchange, i n t e r e s t s	5 years after dept payment
182. Compliance balance	3 years
183. Original copies of application forms	2 years
184. The checks, loan payments and testimonials	3 years
185. Credit letters, warranties	2 years
186. Other financial documentation and correspondence with banks and other competent institutions	7 years

PROCUREMENT - SUPPLY

187. Tender file with all procedures	Permanent
188. Contracts reached with economic operator	Permanent

189.	Purchase reports (small and medium)	10 years
190.	Request for initiation of procurement activity	10 years
191.	Documents on the establishment of commissions of opening and evaluation	10 years
192.	- Procurement planning	Permanent
	- Procurement request	Permanent
	- Declaration of needs and availability of funds	Permanent
	- Contract notice (where applicable)	Permanent
	- Register of submitted tenders	Permanent
	- Decision on the opening commission	Permanent
	- The affidavit of the evaluation committee	Permanent
	- Evaluation report	Permanent
	- Notification on reaching the contract	Permanent
	- Notification of economic operators (successful, unsuccessful and eliminated)	Permanent
	- Contract between parties	Permanent
	- All submitted bids according to the opening record	Permanent
	- Annual report on signed contracts	Permanent

AUDIT

193.	Annual plan	Permanent
194.	Audit plan	Permanent
195.	Draft audit report	Permanent
196.	Final audit report	Permanent
197.	Audit reports according to AC request	Permanent
198.	Monthly, quarterly, annual management report	7 years
199.	Internal audit (request, records, decisions, meetings)	7 years
200.	Supervision of financial activity (provisions)	Permanent
201.	Planning of implementation of recommendations	Permanent
202.	Correspondence from this field	5 years

INFORMATIVE, PUBLISHING , DOCUMENTARY ACTIVITY OF UNIVERSITY

Information

203.	Records and materials from the meeting of Commission for information	20 years
204.	Information and analysis related to the issue of information at the University	Permanent
205.	Informative publications	Permanent
206.	Bulletin - on selection teachers	Permanent
207.	Press releases	10 years
208.	Articles from University newspapers	Permanent

Publications

209.	Regulation on the publishing activity of the University	Permanent
210.	Circulars, guidelines, notices, information, internal publications, magazines	Permanent
210.	Publications on University history, histories, summaries, etc.	Permanent
211.	Materials related to the publishing activity (author reviews)	Permanent
212.	Reports and records from gatherings, consultations, congresses, symposia, seminars, lectures, press conferences, etc.	Permanent
213.	Professional publications of an internal character	Permanent
214.	Unpublished manuscripts	10 years
215.	Billboards, posters, brochures and other publications on the activities of legal public-entities, chronicles, diaries, memoars, etc.	Permanent
216.	Records with materials from the meetings of Publishing Council	Permanent
217.	Contracts in the works of the authors	7 years
218.	Printing and distribution contracts (with the printing house)	7 years
219.	Publications, monographs, lectures overview, summaries of normative acts, propaganda materials,	Permanent
220.	Publication of statistics	Permanent
221.	Publications of other Universities	Permanent
222.	Other correspondence from this field	5 years

Documentation

223.	Materials from newspapers related to the work of the University	Permanent
224.	Photos related to the University	Perhershme
225.	Photos prepared for exhibitions	Permanent
226.	Diplomas, praises, medals, etc. given to the University of Gjakova	Permanent
227.	Tape recorders and cassettes ,photographs, films videocassettes etc. for the activity, management of public legal entities, events and phenomena, personalities, territories, performances, anniversaries, events, etc.	Permanent

STATISTICS

228.	Annual, medium and long-term plans, analyzes and reports	Permanent
229.	Statistical summary analyzes and reports	Permanent
230.	Statistical documentation compiled in accordance with the provisions related to statistical research	Permanent

- in the interest of the state.
231. Statistical summary reports of the administrative and statistical bodies (statistical bulletins, statistical research results, statistics reports, newsletters, information, statements, studies, analysis, methodological research and secondary summary notes and information) Permanent
232. Annual report for management Permanent
233. Annual statistical report Permanent
234. Evidence and statistical data for students by categories from the Register Book Permanent
235. Statistical data:
 -registered with budgets 5 years
 -self-financing
 -of foreign students
 -passing in other faculties
 -recorded
 -further studies
 -monitoring studies according to generations, etc.
236. Examples of publications for faculties Permanent
237. Software database documentation Permanent
238. Other correspondence from this field 5 years

LIBRARY

239. Inventory book for publications Permanent operational
240. Inventory book of magazines and newspapers Permanent operational
241. Evidence-catalogues of books and magazines (in classic and electronic form) Permanent operational
242. Cards of Library users Until the end of interenship studies
243. Library correnspondence 5 years
244. Photo-film documentation Permanent

ACCES AND USAGE OF INFORMATION

- Acces to information*
245. Policies and actions Permanent
246. Acces provisions 10 years
 -Questionnaires, notifications and comments on access procedures. Instructions for implementation

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|------|---|--------------------------|
| 247. | Evidene
Register of persons who have access to classified data,
register of certificates accepted with deadlines
of the value of certificates. | Permanent |
| 248. | Codes and passwords
-Codes and Passwords that give acces classified data
,rules for acces to codes and paswords,
their storage, documentation for acces and usage
Determining the secrecy of data | 5 years

Permanent |
| 249. | -Decisions and notifications of the competent bodies and
other persons for classified classified data
and others, determining the secrecy of one's own data
(business secret, official, etc.), criteria and procedures e
setting deadlines. | Permanent |
| 250. | Access to confidential data
-Authorizations for access to confidential data,
requests, evidence and documentation for access.
-Authorizations for access to confidential data, requests, evidence and
documentation for access.
-For requests based on the provisions on the right to
access to information | Permanent
operational |
| 251. | Personal data
-Complementary data of personal data, authorizations for
access to personal data, correspondence with the competent
body, implementation of provisions for management
of personal data with summary. | Permanent |
| 252. | Access to personal data
-Request for access to personal data, its issuance
data etc. | 10 years |

Accepted requests, submissions and lawsuits

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| 253. Policies and actions | Permanent |
| 254. Evidence | Permanent |
| 255. Special reques, submissions and lawsuits,
- Documentation for placing claims, submissions
and lawsuits. | Permanent |

256. Statistics Permanent
 Statistics for the placement of requests, submissions and lawsuits

The right for access to information

256. Policies and actions Permanent
 257. Information catalogues Permanent
 -Information catalog and documentation for their input and guidance.
 258. Evidence of requests for access to information Permanent
 -Register for requests fleteqasje, leaflets and decisions on the realization of rights for acces to any information. .
 259. Requests for getting information 5 years
 -Requests and decicions on requests, complaints and disputes related to decicions on requests.

INFORMATIVE SYSTEMS

260. Policies and actions Permanent
 Plans and projects Permanent
 -Plans of development of informative system in generall
 -For palns and projects dealing with some Subsystems (appliactions, computer network, etc.)
Notice: Projects that have significantly affected the activity are selected for permanent storage
 Analysis and evaluations Permanent
 261.Information security Permanent
 -Politics and measures of information security; Evaluation of risc.
 - On security issues and the right of access to certain subsystems (applications, computer network, etc.)

Information and communication infrastructure

262. Policies and actions Permanent
 263. Technical documentation and specification Permanent
 -Technical documentation for the architecture and system features
 264. Manuals and guidelines Permanent operational
 -Manuals and instructions for administration, maintenance and use of systems
 265. Installing and upgrading the system Permanent operational
 -Design documentation, contracting, performing and receiving works
 266.Maintenance 10 years
 -Documentation for regular work on system maintenance.
 267. Incidents and investigation Peramanent operational
 -Documentation of system irregularities and interruption of , the work of the system, unauthorized access and misuse.

Applications

268. Policies and actions	Permanent	
269. Proposals and plans -Proposals and plans of developing own procuremt and by the others	10 years	
270. Users - Users evidence, names and used passwords,etc.	Permanent	
271. Manuals and guidelines -Manuals and guidelines for administartion, maintenance and usage of applications	Permanent	operational
272. Development of own applications -Projects of development of own appliactions (design documentation, contracting and performing development services, testing, acceptance and incorporation into the work),	Permanent	operational
273. Procurement and placement of external applications -Documentation for certain procurement procedures and installation	Peramanent	operational
274. Maintenance -Documentation for regular work on system maintenance	Permanenet	operational

Network services

275. Policies and actions	Permanent	
276. Technical documentation and specification	Permanent	operational
277. Manuals and guidelines -Manuals and guidelines for administartion, maintenance and usage of systems	Permanent Operational	
278. Users -Users evidence, names, and used passwords, etc.	Permanent	
279. System installation and advancment -Design documentation, documentation for operational contracting and performing development services, testing, acceptance and installation at work,	Permanent Operational	
280. Maintenance -Documentation for regular work on system maintenance	Permanent Operational	
281. Incidents and investigation -Documentation of system irregularities and interruption of , the work of the system, unauthorized access and misuse.	Permanent	

Data management

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|------|--|--------------------------|
| 282. | Policies and actions | Permanent |
| 283. | Data security and protection
-Documentation on technical safety measures and electronic data protection (access to database and collection of documents, encryption etc.) | Permanent
Operational |
| 284. | Information sharing and exchange
-Access to database and to collection of documents of bodies and other persons enabling access to one's own base to other persons,, cooperation in establishing common bases and collections etc. | Permanent
Operational |
| 285. | Specification of data structure
--Specification- Specification of models and data scheme, data exchange formats, ,
<i>Notice: The time of storage starts to be validated from completion of data and document storage that are related to specification, implementation in the data and documents that are stored permanently.</i> | Permanent |
| 286. | Management of database and documents
-Standards and guidelines, subsequent documents that are created during database and documents management
-Data conversion and migration | Permanent operational |

** Notice: The time of storage begins to be validated from the end of the storage of data and documents related to the standard and guidance. For permanent storage, the standards and instructions applicable to the data and documents that are permanently stored are selected.*

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| 287. | Incidents and investigation
Documentation for data loss, incidents which affect their integrity or reliability, irregularities in use or processing, etc.
<i>Notice: The documentation related to data and documents that are stored permanently are selected for shelf life.</i> | Permanent operational |
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Article 2.

The list of categories of documentary material applies to the category of archival material and the documentary material which was created with the work of the University of Gjakova "Fehmi Agani ", from its foundation until today.

Article 3

This list is enforced after after the consent of the KosovoState Agency of Archives.