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**INSTITUCIONET E PËRKOHSHME TË VETËQEVERISJES  
PROVISIONAL INSTITUTIONS OF SELF-GOVERNMENT  
PRIVREMENE INSTITUCIJE SAMOUPRAVLANJA**

**QEVERIA E KOSOVËS - GOVERNMENT OF KOSOVO - VLADA KOSOVA**

**MINISTRIA E PUNËS DHE MIRËQENIES SOCIALE  
MINISTRY OF LABOUR AND SOCIAL WELFARE  
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE**

**REGULATION**

**FOR ARCHIVE AND ARCHIVE RECORD OF MLSW**

Prishtina, November 2003

In compliance with article -35.1. of the Law for Archive Subject and Kosovo Archives, in compliance with article 1 point 1.3 of the Regulation nr. 001/19 for the Branch of Executive of Provisional Institutions of Self Government of Kosovo, on purpose of establishing a modern system of archive in the Ministry of Work and Social Welfare, Permanent Secretary of MLSW issues this:

## **REGULATION FOR ARCHIVE AND ARCHIVE SUBJECT**

### **Article 1**

#### **General Dispositions**

- 1.1** with this regulation are set the forms and the methodologies of work in archive of MLSW and the procedures and the criteria for protection of archive subject of Ministry of Work and Social Welfare (in the further text of MLSW).
- 1.2** MLSW within itself has an central archive and other archives in its organizational structures.
- 1.3** All actions which are not dedicated for MLSW of official character must be registered and passed through central Archive of MLSW, or archives of institutions which are an integral part of MLSW.
- 1.4** Activities and works related to acceptance, control, evidence, arrangement of subjects, acts, mail delivery, classification, archiving, settlement, saving and keeping the evidence in the archive book, share and delivery of the archive material is ensured through main Archive's clerks of MLSW and MLSW institutions archives clerks.
- 1.5** Authorized clerk for archive and the archive subject are obliged to keep the records till deadline winch is foreseen by legal provisions, respectively by regulation of this Regulation.
- 1.6** Archive clerks with the authorization of employer authority of MLSW, may advertise the archive record and enable its use for scientific research and professional work as well as for other needs, which are of interest for Kosovo institutions.

## Article 2

### **Definitions of archive terminology**

**2.1 Record material** - are all notes, acts and compiled papers from MLSW whilst they have their importance to their further work or whilst no solution for archive record of MLSW has been made.

**2.2 Archive record** - is all the resourceful material and reproduced (written, drawn, printed, designated or in any other form), which means document that are relevantly important for MLSW, and for general public needs.

**2.3 Choice of archive record (categorization)** - is the action by which archive record is solved from the recoded material, separating them on recorded materials, which are not by any interest for further work, are of partial or provisional interest which have the quality of archive record categorized in:

- Materials without record value
- Materials that have operative deadlines and
- Materials that have a deadline of provisional safety.
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**2.4 Archive book** – is a basic book of evidence that contains record of al archive record created during the work of MLSW or which in other words is in MLSW.

**2.5 Act** -is each document which is written, filled in, or changed from the official organ of MLSW.

**2.6 Archive** - is an organizational unit of work, respectively a work place within the Central Administrative Service of MLSW, or other institutions of MLSW.

**2.7 Subject** - is the summary of all acts and secondary parts of acts, which have to deal with the same issue or task and are consisted of a special integrity.

**2.8 Appendix** - is a following document of central archive (tables, graphs, drawings or physical object) which is attached to the central archive

**2.9 Dossier** – is a summary of two or more subjects, which have to do with the same material.

**2.10 File**- is a summary of many subjects or dossiers which after the finish of active procedures are kept in line with the same wrapping.

**2.11 Archive store** – is a room where the archive material is systemized and arranged for all organizational structures of MLSW.

## Article 3

### **Mail acceptance and delivery of MLSW**

**3.1** Acceptance of mail (acts, enunciations, confidential papers, telegrams, proposals and so forth) is done in central archive in MLSW, or in institutional archives of MLSW.

**3.2** Deliveries in the name of MLSW are received by permanent Secretary of MLSW, civil servant who is authorized by him or an authorized employer of MLSW according to the authorization of Permanent Secretary.

**3.3** Civil servant who receives the deliveries directly from the sender and is obliged to certify the delivery acceptance through the acceptance stamp of and through the assignment in relevant book or act record, original of which is accepted.

**3.4** Deliveries related to bidders, auctions, offers, contests and so forth are received and opened by a specific commission in necessary cases Permanent Secretary of MLSW, where their content and different annexes should in any way be saved in a proper place of Archive of MLSW.

**3.5** In cases when the mail delivery day is important for accounting the deadlines, together with accepted act must be attached and advertised as a record for accepting the delivery.

#### **Article 4**

##### **Evidence of records in basic Protocol**

**4.1** each received or delivered document from MLSW must be evidenced and registered in basic Protocol book of MLSW.

**4.2** Basic Protocol is filled out according to the system of regular numbers.

**4.3** in the column of regular number, which mean ordinal number of Protocol, it is written the subject of each received delivered act when it is evidenced and recorded for the first time in Protocol Book of MLSW.

**4.4** According to the rule, regular number of relevant material does not change during the relevant year.

**4.5** Data notes in the Protocol Book are done by pen, in handwritten way and clearly in all columns of Protocol Book.

**4.6** at the end of the year, Protocol Book is closed by the official note on the last number, concluding how many materials have been recorded during the relevant year.

**4.7** in case of closing the Protocol Book the date is written and the stamp is put, whereas it is signed by the employer who has been authorized for keeping the Protocol Book.

## **Article 5**

### **Duties of archive clerk**

**5.1** The clerk, who is in charge of archive of MLSW, has to record in Protocol Book each act that he receives or deliver giving the sign of official stamp of admission or delivery of MLSW on the right side of the first sheet.

**5.2** Noted of data by stamp of admission must be like this:

- On the column “number”- it is written the number of protocol evidence.
- On the column “received” – it is written the date when the act has been received.
- On the column “annex” – it is written the total number of further notes.
- On the column “department” – it is written the sign of relevant department.
- On any other column that might be added, it does count the same way of work.
- Other actual signs are put close to the received stamp.

**5.3** after the record of the act in the Protocol Book the clerk of Archive of MLSW immediately must send the act to the organizational unit for which the act is dedicated.

## **Article 6**

### **The methods of delivery in MLSW**

**7.1** Delivery of all the deliveries and acts of MLSW, is done through relevant books of delivery-admission.

**7.2** Delivery of acts for processing or ratification in MLSW is done through the internal book of delivery.

**7.3** Delivery of personal mail is done through the book of personal mail admission.

**7.4** Delivery of receipts for processing is done through the delivery book of receipts which contains the essential evidence of such acts.

**7.5** daily print, different magazines and other official publications are delivered through dedicated book for this issue.

**7.5** Each official act which is as a delivery of MLSW must contain these signs:

- The sign of MLSW, official act number, date and the place with the sign of categorization,
- Address of person who receives mail, his/her whole title and his residency,
- On the right side of the text, the authorized person is signed and the stamp is put near the signature,
- On the left side of the text are written the eventual annexes which are followed by the main official act.
- The text of act must be clear, read and apparent.
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## Article 7

### Erase of acts

**8.1** Erase of acts of MLSW, is done in a form of recording them in relevant columns of Protocol. The date of erase is recorded and the signs in accordance with article 5 of this Regulation

**8.2** the material which is saved in the Archive of MLSW, till the certain deadline is written in the deadlines book which is consisted of a record keeper on which the material is put according to the dates and deadline according to the departments' signs, other organizational units, respectively according to the numbers of Protocol Book.

## Article 8

### Mail preparation

**9.1** The mail of MLSW is prepared by the clerk of Archive of this Ministry. All received materials during this day until 12 must be delivered to the same destination of the same day. The received mail after the book has been closed if it is not urgent is sent on the following day.

**9.2** Envelopes on which the official acts are sent must contain the exact title and address of the person to whom the mail is delivered as well as the signs of all acts that are inside envelopes, the title of the person who will receive the mail, the residency of the person who receives the delivery which should be written exactly and in well-read.

**9.3.** All the valuable deliveries (judicial acts, requisition of very reserved and acts that are considered as special) are obligatory to be delivered – recommendation with a book of outer deliveries through MLSW expeditor.

**9.4.** Postal packages with **reserved acts** and in special cases **very reserved** have to be stamped and be closed with a MLSW stamp or through sealing wax melted in the middle of postal package.

**9.5.** In the MLSWs mail book should be registered all deliveries that are sent to the post office. The book serves as evidence and proof for the delivery and for justification of the money related to post office expenses.

## **Article 9**

### **Archive stuff**

**6.1.** Every Archive Stuff is protected by Law, regardless of the time, place and composition manner, whom possession and proprietorship it is, where is it and where it is permanently being kept.

**6.2.** Archive Stuff placed on Archive is irrevocable and inalienable.

**6.3.** Archive Stuff is saved as a whole and can not be alienated, annihilated or misused. Annihilation or misuse of Archive Stuff is sentenced by law.

**6.4.** If the creator or possessor of Archive Stuff doesn't maintain the Archive Stuff, respectively there is a doubt that in one way or another Archive Stuff can be damaged or annihilated, than the authorized persons according to correspondent Law should undertake measures for safeguarding, protecting and maintaining the Archive Stuff.

## **Article 10**

### **Archiving of MLSW archive stuff**

**10.1.** Every finished stuff is ticked with a certain mark, according to which will be done the classification and archiving. This form of archiving ensures an efficient condition of certain stuffs during the work, while the content and classification ensures a unique system for Archive Stuff regulation.

In the registration units are written these data:

- Full title of subject, in our case MLSW,
- Department, division, section,
- Material compilation year,
- Type of the material,
- Archive's mark-classification and
- Registration ordinal number written in the Archive Book.

**10.2.** Complete review on archiving of the stuffs for the registered material is the MLSWs archive book which is being kept within archive's work.

**10.3.** Every stuff of MLSW that is considered finished can be saved in archive for at least 2 years from the day of protocol, while after this date the stuff is handled with a transaction to the archive store being indicated at the Archive Book.

**10.4.** Archive stuff indicated at the archive book can be given for temporary use to the organizational structure of MLSW with a special reverse which is filled in two exemplars.

**10.5.** The Reserved and highly reserved documents of archive material can not be given for use and view without MLSW Permanent Secretary Permission.

## **Article 11**

### **Registration forms in the MLSW Archive Book**

**11.1.** At the **ordinal number** rubric are written from the number to the number of the registration same material created during the calendar year, regardless to the number of registration units. Ordinal numbers in Archive Book proceed continually from year to year. Registration units are indicated with ordinal number that is registered in the Archive Book.

**11.2.** At the **Date of Registration** rubric is will be written the date, month, year of registered material. The registration material from the previous year is registered in the archive book, until the deadline, the April of the following year. The registration units are indicated with ordinal number that is registered in the Archive Book.

**11.3.** At the **year of creation** rubric will be written the year, respectively the period that the registration material is created. For the registration material that includes the data for many years, will be written the initial year.

**11.4.** At the **content** rubric is indicated shortly the content of registration material and also the marks of classification.

**11.5.** At the **total** rubric is indicated the general number of registration units of the same registration material.

**11.6.** At the **locals and stacks** rubric are indicated the data of which stack or which part of the building the material is set, and also all the changes related to alternative settlement of the material.

## **Article 12**

### **Classification of worthless material**

**12.1** Separation and classification of worthless material is done from a special commission appointed from the Permanent Secretary of MLSW. The commission separates the registration material, according to stuffs and categories being based on saving date.



**12.2.** List of categories is an integral part of these rules and can be applied by respecting the law dispositions on archive stuffs and Kosova archives.

**12.3.** MLSW is obliged for selection of archive stuff and separation of registration's worthless material in the presence of professional and competent person on these issues.

## **Article 13**

### **Handing in of the Archive Stuff of MLSW, to Kosova Archive**

13.1. The MLSWs regulated and registered Archive stuff will be handed in to Kosova Archive for saving them after expiration of legal deadline, always having into consideration the date and day of Archive Stuff creation.

13.2. Receiving – handing in of Archive Stuff is done with a special commission constituted from the Permanent Secretary of MLSW. The commission is composed from archive's official and two senior officials of MLSW who hand in the archive stuff of MLSW to the representatives of Kosova Archive.

13.3. For receive – hand in of Archive Stuff of MLSW to Kosova Archive is compiled a transaction in 4 identical exemplars, where are indicated and presented these elementary data:

- Title of the subject that hands in the Archive Stuff,
- Place and date where the Archive Stuff receive – hand in was done.
- Registration of Archive Stuff according to the years, type and quantity and
- Signature of Commission Members of MLSW and also the receiver of Archive Stuff, Kosova Archive.

## **Article 14**

### **Final dispositions**

**14.1.** MLSW with its organizational structure is obliged that very carefully save the archive stuff and registration stuff in full accordance with dispositions of this Regulation and Law on Archive Stuff and Kosova Archive.

**14.2.** With a constitution of technical conditions, in MLSW except the random mail should also start the implementation of the electronic mail, particularly in the cases when quick and efficient communication with MLSW partners is required.

**14.3.** Annihilation, misuse or negligence for Archive Stuff of MLSW will be penalized according to dispositions of Law 2003/7 on Archive Stuff and Kosova Archive.

**14.4.** If the civil official who is charged to keep the archive and archive stuff of MLSW quits the job he/she have to do the receive-hand in of Archive and Archive Stuff with a transaction from the Commission that is constituted from the Permanent Secretary of MLSW.

**14.5.** This regulation enters reinforce on the day of signature from the Permanent Secretary of MLSW, while its implementation will start from 01.01.2004.

Prishtinë \_\_\_\_\_2003

Permanent Secretary or MLSW  
Ramiz Fazliu

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