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"HAXHI ZEQA"

REGULATION FOR PROTECTION AND STORAGE STANDARDS OF ARCHIVE MATERIALS

Pejë, 2023

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Based on Article 10 of Law No. 08/L-111 on Archives, as well as Article 23 of the Statute of "Haxhi Zeka" University, the Steering Council of "Haxhi Zeka" University in the meeting held on 04/30/2023 approved:

REGULATION FOR PROTECTION AND STORAGE STANDARDS OF ARCHIVE MATERIALS

GENERAL PROVISIONS

Article 1

This Regulation regulates the conditions of storage and protection of archival material and registered material in the special archive of Haxhi Zeka University in Pejë.

Article 2

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

1. **Documentary material** consists of letters, photographs, data, documents, books and other evidence for those documents, received or created with the work of the University until they are important for the following activity or until the selection of archival material.
2. **Archival material**, is all original and reproduced material (written, drawn, printed, photographed, filmed, phonographed, typed, microform, machine-readable notes, digital notes, files, including also programs and tools for their use, as well as all other documents created in any other form) by the University with permanent value for science, culture and general public needs.
3. **A document** is any written document by means of which any official action is initiated, supplemented, changed, interrupted or completed.
4. **Appendix** is written content (table, graph, drawing, map, etc. or physical means attached to the document as evidence of its content).
5. **Subject** is a set of letters and documents which are related to the same issue or task and constitute a separate set. The subject consists of documents which are linked together during the performance of work in a task or in a field of activity.
6. **The registration unit** is a folder, box, register, where documentary material and archival material is archived (placed).
7. The wrapper is the protective jacket of the materials.
8. **A file** is a set of several subjects which are related to the same matter or the same physical or legal person.
9. **A bundle** is a set of all the Tissues or files which, after the procedure has been performed, are stored together in the same wrapper, box, etc.

10. **The Protocol and Archive Office** is an organizational unit or workplace within which official management is carried out. In the secretariat, the documents and selected subjects are kept until the expiration of the following year from the date when the documents and subjects were decided.
11. **The archive of the secretariat** is a place where the subjects completed until the end of the following year are stored in the context of the year when the subject was completed.
12. **The archival warehouse** is a special premises or cabinets in which archival material and documentary material are stored after the expiration of the storage period in the secretariat's archive.
13. **The document** represents any note, namely evidence, of any type of form and work technique (handwriting, printed document, drawing, electronic document, etc.), which with its content, context and structure provides evidence for the activities that the legal entity or undertaken, carried out or completed in the procedure of its own activity, which is signed and certified.
14. **An electronic document** is a set of data consisting of letters, symbols, numbers, graphic notes and video notes included in a delivery, in writing, decision or in any other act which is drawn up by legal and natural persons, or the power body with purpose of use for legal circulation or in legal, judicial or other proceedings before the authorities, if it is compiled in electronic form, digitized, sent, received, stored or archived in electronic, magnetic, optical or others.

II. PROTECTION OF ARCHIVE MATERIAL

Article 3

Haxhi Zeka University in Pejë, regarding the protection of the archival material it possesses, must ensure:

1. Microclimatic, chemical-biological and physical storage conditions;
2. Premises and equipment;
3. Professional framework.

Article 4

1. Haxhi Zeka University is obliged to keep the archival material in an orderly and safe condition.
2. By orderly and secure condition, we mean the professional arrangement of archival material and documentary material provided by legal provisions or general acts for the University's official management system.
3. By safe condition we mean the preservation of archival material and registered material from damage, destruction and loss.

Storage conditions, premises and equipment

Article 5

Haxhi Zeka University, as the possessor of archival material and documentary material, is obliged to ensure the microclimatic, chemical-biological and physical conditions for the protection of archival material and registered material from damage caused by temperature, humidity, light, rays, dust, microorganisms, insects, rodents and physical damage.

Article 6

1. The microclimatic conditions for the premises where archival material and documentary material are stored are: air temperature from 10 to 15 0 C and relative air humidity of 50 to 60%.
2. Microclimatic conditions for storage of archival material and documentary material on non-conventional data carriers (magnetic records, film strips, micro-formats, CD-DVD, etc.) are stored at air temperatures of 10 to 15 0C and relative humidity of air of 55%.
3. When storing the documentation from the second paragraph of this article, the University is obliged to adhere to the measures and instructions set by the manufacturer.

Article 7

Haxhi Zeka University is obliged to protect archival material and documentary material from direct sunlight, namely to use so-called "cold" light sources in archival premises.

Article 8

The University is obliged to carry out the disinfection, disinsection and deratization of the premises for the placement of archival material and documentary material.

Article 9

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

1. By relevant premises we mean premises:
 - 1.1 Which are without Moisture and with light
 - 1.2 Which are away from sources of open fire and away from premises where easily flammable materials are stored.

3.1 In which they do not have water sewers, gas installations and electrical installations, central heating without appropriate protection, including the protection of underground and surface water penetration.

2. Archival premises mean the secretariat and archival warehouse.

Article 10

In case of carrying out construction, crafts and other works in the archival premises, as well as in the case of their cleaning, it is not allowed to use tools or actions that could damage archival material and documentary material (use of open fire, the use of aggressive chemical means and flammable material, excessive humidity, etc.).

Article 11

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

Article 12

Access to the archival premises is granted only to designated and authorized persons.

Article 13

1. Haxhi Zeka University in Pejë, as the possessor of archival material and documentary material, provides archival equipment, which means: folders, registers and boxes (hereinafter referred to as registration units), shelves, cabinets, cases and containers, hygrometers, thermometers, fire extinguishers for dry extinguishing and other devices for control and maintenance of conditions for placement and storage of archival material and documentary material.
2. Shelves, cupboards, cases and containers must be made of metal and other material resistant to fire and water.

Article 14

1. Archival material and documentary material are placed in the relevant registry units and arranged in shelves, cabinets, cassettes or containers.
2. The last shelf must be at least 15 cm. high from the floor of the bar.

Article 15

1. The archival material is stored on paper and in electronic, optical and/or magnetic form (DAT-tapes, magneto-optical formats, CD-R, DVD+R. In case of establishment or change of application, database or document format in written form is described:
 - 1.1 The purpose, size and way of using the application, minimum hardware and software requirements, measures to protect documents from unauthorized access and change and loss of data, the method (technology) that provides access to data if storage outside the circle is foreseen source of software and hardware, method of submission of the archive subject (document format and media, application/technology for data access which should enable the use of data after submission, documentation for the application and structure of the document, documentation for the procedure of preparation for delivery).

Archiving and storage of digital documents

Article 16

1. The University creates a unique system of digital documents which corresponds to the physical archive and in this way finding the document becomes easier and faster.
2. The document for digitization must have its completed form, be protocolled, containing the stamp, reference, date, etc. In other words, every document that is recorded in the protocol book is digitized

Article 17

1. Digitized documents are stored in a special database to which only certain persons can have access, such as the official of the digital archive or any other authorized person.
2. In this way, after a certain period of time, the physical documents can be transferred to other archives, and if necessary, the electronic form can be printed.
3. The digital archive officer is responsible for the process of digitization, storage and systematization of the University's digitized documents.

Article 18

Long-term storage is ensured by regular recordings in case of changing programs or software applications. The recording is done in harmony with the newly established applications, in accordance with the rules of the carrier.

Article 19

All databases are provided for long-term storage for their further processing, use and retrieval.

The general act on the official management system

Article 20

1. Haxhi Zeka University compiles and approves the general act for its official management system, which regulates the following issues:
 - 1.1 The way of leading the official management and archiving of selected papers and acts;
 - 1.2 The method and deadlines for submitting documents and files to the archive;
 - 1.3 The deadlines for the separation of documentary material whose storage period has passed.

PROTECTION AND PRESERVATION OF ARCHIVE MATERIAL IN THE CENTRAL ARCHIVE OF THE UNIVERSITY

Article 21

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

Article 22

1. To avoid the harmful effects of the above factors and to ensure and maintain the conditions that guarantee their longevity and physical preservation, the officials in charge of preserving University documents apply the following rules:
 - 1.1 Rooms for the storage of documents of all types are placed in optimal storage premises, hygienic-sanitary environments and away from environments where

combustible, self-igniting and explosive materials are stored. Audio-visual documents are stored away from magnetic fields.

- 1.2 The doors must be in two layers of steel thermally insulated from each other and protect from fire for 2 hours, while the windows must be equipped with wire nets, with lids that close inside and with thick curtains.

Article 23

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

Article 24

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

Article 25

The shelves should be metal and placed vertically with the windows. Shelves should be placed 80 cm. away from the wall and equally far from each other. Main traffic lanes should be 100 - 120 cm. The shelves should be in 7 levels with a height of 30 cm., with a depth of 80 cm., to be used from both sides, and with a length of 100 cm. The first and last level of the shelves should be from 15 cm above the floor and under the ceiling.

Article 26

1. Rooms for document storage should be equipped with air conditioners and ventilation tools to create and maintain optimal conditions for their storage. Devices for measuring temperature and humidity should also be placed in these rooms.
2. In the document storage rooms, the temperature should be 14°C - 18°C for administrative documents, technical-scientific documents and 18°C for magnetic strips, 7°C for color films. Temperature fluctuations should not be higher than 2°C in 24 hours.

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

Article 27

Adequate measures are used to reduce and increase the temperature and relative humidity in the archive warehouses by putting into operation air conditioning devices and other ventilation, heating, cooling, etc. measures.

Article 28

1. An apparatus for measuring the temperature and relative humidity of the air is placed in every store room where documents are stored. Such a device is also used to measure the temperature and relative humidity of the external environment. The measuring devices are checked no less than once a month.
2. Measuring the temperature and relative humidity of the air is done not less than two hertz per day, making the relevant notes in the register of each room.

Article 29

1. Dusting of boxes, crates and shelves is done not less often than once in 3 months and storage units are dusted not less often than once in two years.
2. The dusting of boxes, crates, shelves and floors is done with a vacuum cleaner or with a wet and well-wrung cloth. Dusting was done starting from the upper shelves to the lower ones. When the wet cloth is used, it is not allowed to dust inside the room where the documents are kept.
3. Not less often than once a year, boxes, crates and shelves are cleaned with formalin with 3% solution and disinfection of rooms where documents are stored. The most suitable time for disinfection is the period April - June.

Article 30

It is not allowed to bring documents into the storage rooms without dusting. Documents that newly enter these rooms for the completion of archival funds are subject to disinfection.

Article 31

In suitable places (in the corners of the walls, under the shelves, etc.) anti-rodents are placed and not less often than once a year, the rooms where the documentary materials are stored are de-ratted.

Article 32

After technical-scientific processing, all metal clips and pins are removed from the documents.

Article 33

1. Officials in charge of preserving documents make periodic checks to find them and record the documents that may have been damaged and the degree of damage.
2. Damaged documents are not given for use without being restored.
3. Not less often than once in three years, verification is made on the physical condition and existence of the storage units for documentary materials.

Article 34

For archival funds and collections in archival repositories, guides to the repositories are drawn up.

Article 35

1. In the rooms where the documents are kept, smoking, the introduction of food and self-igniting and explosive materials, and the use of electric furnaces, stoves, etc. are not allowed.
2. The entry of unauthorized employees who do not have a work relationship is not allowed in the rooms where it is stored.

Article 36

Officials in charge of document storage implement all the requirements of the Regulation on fire protection.

Article 37

These standards are mandatory for all officials in charge of the administration and storage of documents of all types.

TRANSITIONAL AND FINAL PROVISIONS

Article 38

With the entry into force of this Regulation, the preliminary rules that have regulated these issues come to an end.

Article 39

This Regulation enters into force after approval by the Steering Council of Haxhi Zeka University in Peja.

Chairman of the Steering Council of UHZ
Prof. Ass. Dr. Majlinda Belegu

Majlinda Belegu

