



Based on article 64.2 item (b) of Law No. 03/L-073 on General Elections, also article 17 of Law No. 047/L-088 for State Archives, also Regulation of Work of Central Election Commission article 17, item (d), Central Election Commission, on date 21.11.2015, issues this:

ADMINISTRATIVE INSTRUCTION NO. 02/2015
FOR THE ARCHIVE AND ARCHIVE MATERIALS OF CENTRAL ELECTION
COMMISSION

I. GENERAL PROVISIONS

Article 1
Purpose

This Administrative Instruction aims to determine: the rules on the organization and functioning of archival services, management of official documents, procedures for the use of archival material, criteria and standards for the preservation of archival material, access to documents archived in the Central Election Commission (in the following text CEC).

Article 2
Scope

The provisions of this administrative instruction are mandatory for all employees in the Commission.

Article 3
Definitions

”**Act**” - means any written document which initiates, amends, changes or implements any official action of the Commission body - the Secretariat.

”**Archive**” - the organizational unit, respectively the workplace within the Department of Administration and Support of the Secretariat.

”**Subject**” - means the summary of all acts and annexes which are related to the same issue or task and make up a special integrality.

”**Annex**” - means the entirety of the documents specified in Article 3.

” **File**” - means a collection of more than an act that refers to the same matter.

“**Archival warehouse**” - means the place where archival material is ranked from all departments, divisions and units of the Secretariat, where recorded material and archive files are stored.

“**Archive book**” - means a form of evidence that contains a register of all recorded materials.

”**Document**” - material evidence of any act, fact, event, subject, document, file, assisting evidence and business books, the occurrence of objective and mental human activity expressed in writing, graphics, drawing, audio material or in any manner with other relevant materials (papyrus, parchment, paper, film tape, disk, data bases, audio document, microforms, including software and electronic assistance).

Article 4 **Official management of documents**

1. Official management of documents, is guided based on following principles:
 - a) responsibility,
 - b) transparency,
 - c) reliability,
 - d) comprehensive,
 - e) continuity,
 - f) simplicity,
 - g) efficiency,
 - h) rationality.

2. The Commission has a central archive, the archive of the Office for Registration of Political Parties as well as the archives of the Municipal Election Commission - MEC, each has its own book of protocol.

Article 5 **Professional archival work**

1. All documents must pass through the respective archive, where every document will take the official character.

2. The activities covered by this administrative instruction are:
 - a) Management,
 - b) Admission,
 - c) Control,
 - d) Recording,
 - e) Ranking of documents,

- f) Delivery of the post,
- g) Classification and archive,
- h) Placement,
- i) Storage and maintenance,
- j) Separation of material and submission of archival subject to competent archive,
- k) Archival premises, equipment and storage conditions,
- l) Access and use of archived documents,.
- m) The filing of recorded material, and
- n) Electronic files.

Article 6
Protocol book

1. In the protocol book all documents received under protocol basic unique number are recorded..
2. Protocol book is managed based on the system of basic numbers and sub numbers.
3. Protocol book must be also available in electronic form which enables the recording through electronic system.
4. Book of protocol, must be closed at the end of each calendar year.
5. During closure of the protocol book, initial and final number of the protocol for that calendar year must be determined, which is signed by the responsible person in the unit of document management.
6. When the protocol book is filled before the end of the calendar year, in accordance with the conclusion made under paragraph 4.1. of this paragraph, the number of protocol in the new book continues from the last number of the book that ended
7. When the protocol book has enough space, can continue to be used in the following year, while the number of the protocol starts from number one (1).
8. Book of protocol closed, must be delivered to the archive of the institution at the beginning of the following year.

Article 7
Protocol and recording of acts

1. Acts received and separated must be protocolled in basic record, with protocol number on the same day in which documents with respective timelines were received, and other urgent documents should be recorded in the protocol before the others and must be sent immediately the competent person.
2. The basic number (Reference number) registers the case, while in sub-number, any document which relates to that subject, as well as special documents based on which content is created.

3. A document of the first case is recorded in a basic number and takes number 1, while the other received documents which are related to this case, are registered in sub-sequential numbers.
4. Registration on the first document which is the beginning of a certain case, is carried out as follows
 - a) In the column 1 in the upper part, the basic number of the protocol must be written,
 - b) In column 2 a summary of the document must be written. In the documents to be sent out of the institution, put the title, the recipient's name and country, while underneath, brief subject content. In documents that are only received, only the brief description of the content must be written.,
 - c) In column 3, number 1 must be written,
 - d) In column 4, the date of the document received must be recorded,
 - e) In column 5, the title must be written - the name and address of the sender of the letter (natural or legal). When recording own document in this column, put the abbreviation "a.v" (act of yours).
 - f) In column 6, the number of the document received must be written, if the document does not have
 - g) number, only the date must be written.
 - h) In the column 7 the sign of the organizational unit must be written, the one that is written in the
 - i) Receipt stamp.
5. All documents that are received later and relate to the same subject are recorded only in column 3,4,5,6 and 7, as part of the same number, with the sequence in which the documents are received..

Article 8
Receiving and maintenance of the post

1. Receiving the post, is done in the central archive of Commission.
2. The post is received by the authorized officer. The post is received during working hours. The receiving is done:

2.1. Directly,

2.2. By deliveries.

3. Archive officer, which directly receives mail from the sender, is obliged to prove this fact, through the stamp of receipt or by signing in the appropriate book, delivery note or a copy of the act, the original of which is accepted
4. The receipt of the delivery is proven by signing the book of delivery, or delivery note.
5. If mail is accepted directly by the sender, the authorized person confirms the receipt of that mail by signing and dating the receipt.
6. If the delivery is accepted by delivery note, the date of receipt, signature, stamp of acceptance must be placed.
7. Acceptance of mail via postal service, is done according to applicable postal provisions
8. If the wrapping of the shipment received is damaged or if the allegedly opened by an unauthorized person, before the opening of the delivery charge sheet must be done in the presence of both employees and control the type and degree of damage.
9. The documents without full address should be opened by the officer in charge of the archive and then sent to the registration destination. In cases where after the opening the destination cannot be determined accurately, delivery must be sent to Chief Executive Officer of Secretariat.

Article 9 Postal delivery

1. Postal delivery must be prepared by the authorized archive officer.
2. All documents received during the day, except for specific cases are sent to the corresponding destination on the same day.
3. Envelopes which send official documents, must contain the exact title, sender's address and sign of all documents that are in envelope with the title of receiver of the delivery.
4. Naming and location of the recipient, must be written correctly and readable manner.
5. In cases when the date of delivery of the post might have importance for the calculation of deadlines, along with the delivered documents, the envelope must be kept as an evidence.

Article 10 Stamp of receipt

1. In each document received, authorized person puts the stamp of receipt.
2. Signs of receipt stamp must be placed in the upper right corner of the first page. If there is no room, the stamp must be placed in appropriate place of the first page, making sure that the text of the letter is not harmed.
3. Signs of the receipt stamp must not be placed in Annexes.
4. The stamp of receipt is rectangular shape, dimension. (60x40) mm, with notes for the institution of the Commission headquarters, the date of receipt and the columns of numbers for the classification mark the number of document.

Article 11 **Receipt and opening electronic mail**

1. Electronic mail (hereinafter: e-mail) is accepted by e-mail, electronic fax or electronic data exchange.
2. E-mail is also accepted, after working hours. Receiving data are recorded immediately by the informing system of the Commission, by the DIT through Archive.
3. E-mail addressed to the Commission, is received in the joint email address of the Commission.
4. The joint e-mail address is used only for official electronic communication with individuals and legal entities, and other public administration bodies.
5. Staff authorized to receive e-mails or the responsible officer for the joint e-mail must control the messages received at that address at least twice a day. If the sender requests confirmation of receipt of e-mail, the confirmation will be given by the employee authorized to receive e-mails, if the e-mail was sent to the joint e-mail address.
6. E-mails addressed directly to employees of the Commission, after it has been verified and is seen to contain information necessary for the work of the Commission should be forwarded immediately to the joint email address of the Commission.
7. Electronic documents must not be copied or transferred, before clarifying that any action does not jeopardize the Commission's information system (anti-virus protection).
8. Moment of receipt of e-mail is considered within work hours of the first day when it was received.

Article 12 **Sending internal documents**

1. Registered document must be sent through internal libraries, to internal organizational units.
2. The delivery of the bills must be done through the book of bills, which composes the essential evidence of those types of documents.
3. The receipt of the documents will be proved with the signature of the authorized employee, placing the date of receipt in the internal book.
4. Except the physical form, the archive officer is obliged to send the document in electronic form also to the unit which has drafted the document, in the official e-mail address, immediately after the registration of the subject in the protocol book.

Article 13
Delivery of documents with special importance

1. All judicial acts, documents and other acts that are evaluated of specific character, must be sent with (recommandée) with the book of external deliveries, if the delivery is done through expedition.
2. Envelopes that contain the acts, in very special cases, must be stamped and sealed with the sign of the stamp.
3. In the book of deliveries, all the deliveries sent through post must be registered. The book serves as evidence upon delivery also as a reasoning for the postal delivery fee and the amount is registered in the book of control of expenses .

Article 14
Physical and electronic preservation of archival material

1. The entire archival material must be preserved in the physical and electronic form. The physical preservation means the placement of the material in the archive warehouses, meanwhile the electronic preservation is done in the form of CD, DVD and the respective server.
2. The archive material is preserved in the archival warehouse which is a special premise.
3. Possessors of archive material are obliged to ensure optimal storage conditions and protection of archive material, by meeting these conditions:
 - 3.1. professional staff,
 - 3.2. premises and equipment meet the standards for preservation of archival material,
 - 3.3. climatic, chemical-biological and physical conditions.
4. Preservation of archival material through the server or other electronic devices, must be done by applying electronic systems. These systems must ensure having a high security system from possible risks of cybercrime.

5. All archive material that is stored electronically, should also have a backup, which is stored physically separated from the basic data, in accordance with the standards of information technology for data storage.
6. Material protection (physical-technical) of archival material includes protection from damage, destruction and loss.
7. Physical preservation of the material will be provided with the following conditions:
 - a) Regular closing of the archive storage premises, closing windows and disconnection of electrical installations when not working in warehouse,
 - b) Cleaning and removing dust from storage and documents stored, and ventilation,
 - c) Maintenance of specified temperature (12 to 20 degrees Celsius) and relative humidity (50% to 70%),
 - d) Prohibition of the use of materials that burn easily and smoking ban,
 - e) Establishment of fire extinguishers and providing the fire escape road,
 - f) Regular removal of defects, which can lead to damage to the archive.
8. If the official, who is in charge of the archive material, terminates employment, the handover will be done by the commission, which will be formed by the Secretariat, respectively Chief Executive Officer.

Article 15
The completed materials

1. Every material that is considered completed, will be preserved two years from the protocol date, meanwhile after this deadline with a charge sheet, will be submitted to archive warehouse .
2. Archival materials can be given for temporary use of offices, departments, units and other Commission services.

Article 16
Protocol of the recorded material

1. During the protocol of the registered material, in the field “ordinal number” numbers must be written with order, same as the number in the registered material, in the form during a calendar year, despite the number of registered units.

2. Ordinal numbers in the archive book persist continually from year to year. Registered units will be marked with the ordinal number with which they are registered in the archives.
3. In the field “Registration date” date, month and year of the registered material must be written.
4. In the field ‘Year of Creation” must include the year respectively the period in which the registered material was created. For the registered material that includes the data for more than one year, the initial year must be written.
5. In the field ‘Content” the registered classification must be written, also the signs of classification.
6. In the field “Total” the general number of the units of the same registered material.
7. In the field “Premises and shelves” the data such as which shelves, cabinet, part of the premise where the material is placed must be written, also all the changes related to the placement.

Article 17
Delivery of the materials in the archives of Kosovo

1. Archival materials regulated and registered, is delivered to the Kosovo Archives to preserve them after the deadline and always calculating from the day of the insurance of the subject, in accordance with the legal terms of the Law on State Archives.
2. Provision of material for admission to the Kosovo Archives Agency, is done at the latest after the expiration of thirty (30) years from the moment of creation of the material, except in cases where the content of the material is specific and effective legislation requires a longer-term storage at the respective institution.
3. The procedure of handover of archival material is done by commission. The commission consists of representatives of the Commission submitting the case and of the representatives of the Kosovo Archives Agency, which receives the material.
4. The Commission on the handover of the material, as in paragraph II of this Article, shall compile a report on the handover of the material to be filed, with the following information:
 - a) four (4) identical copies (exemplars),
 - b) title of the entity submitting archive material,
 - c) The place and date where the handover happens,
 - d) Registration of archival material by properties, type and quantity,
 - e) Signature Commission members,
 - f) sealing by the Commission, as well as receiver.

Article 18
Access and use of archived documents

1. Subject archive is public and can be delivered for use in scientific research and professional work, according to the legislation
2. A copy of the archived file, which is in possession of the Commission, may be taken temporarily for use only in cases where there is legal interest of the Commission and certain organs.
3. On the procedure of granting access and use of official documents of the Commission, the provisions of the Law on Access to Official Documents apply.
4. Copy of the archived file is given for temporary use only by drafting the charge sheet on the handover of required material, which shall contain the following information: the number of the subject that is given, document security, short content, deadline of return of the document, the date of issuance, signature of the recipient and deliverer, and for what purpose the document is being issued.

II. FINAL PROVISIONS

Article 19
Final provisions

Commission and Secretariat are obliged that with special attention to preserve archival material and the registered material pursuant to law and this Administrative Instruction.

Article 21
Entry into force

This Administrative Instruction enters into force on the day of signing.

Prishtina, on 21.12.2015

President of Central Election Commission

Valdete Daka