 SHKOLLA E LARTË HËNA E PLOTË-BEDËR	REGULATION OF ARCHIVES AT HEI “HËNA E PLOTË” (BEDËR)				
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Object

Article 1

This regulation sets out the basic rules for the organization and functioning of archival services in HEI “Hëna e Plotë” Bedër.

The legal basis

Article 2

This regulation is based on Law No. 9741, dated 21.5.2007 "On higher education in the Republic of Albania, the law nr.9154, dated 11.06.2003" On the archives ", the decision of the Council of Ministers nr.357, dated 04.24.2014 "For electronic document management in the Republic of Albania". Fundamental Statute and the Rules of the HEI “Hëna e Plotë” Bedër.


Definitions

Article 3

As used herein, the following terms have the following meanings:

1. "Archive" is any documentary heritage created and preserved from HEI “Hëna e Plotë” Bedër.
2. "Documents" means all documents produced by the leading core units, base units and administrative units of the HEI “Hëna e Plotë” Bedër, in the exercise of its activity.
3. "Employee of the archive" is the person responsible for organizing, collating and maintaining documentation at HEI “Hëna e Plotë” Bedër.

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Council of expertise

Article 4

Duties and functions of the council of expertise will be realized by the Council of Administration of HEI “Hëna e Plotë” Bedër. Board of Directors determines the procedure, list and duration of storage of documents. Designs annual action plan, develops job analysis and final report with appropriate measures with regard to the institution archive service.

Recording

Article 5

The employee in charge of the archive documents under the provisions of this Regulation. He/she records documents with the information necessary to identify. If the documents have several sheets, the material must be connected in regular groups and be protected with cardboard lids, plastic or placed in cardboard boxes; if required listing or indexation should be done by placing the name of the series, titles and dates of document. Filing is done by placing a serial number, and is put in the section designated for the category of the document.


Management of archiving of documents

Article 6

When a document comes to archives the responsible employee must:

- a) examine the material for signs of insects or fungus infection and to identify whether the material needs treatment;
- b) check if the data are properly labeled;
- c) place them in a safe area for temporary storage assigned to new admissions;

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- d) check the data against the reference list, transfer list or summary list as appropriate to ensure that the documents actually refer to such data, and that all items supposedly are included there;
- e) fill out a form on their admission that is prepared in advance and get a signature authorizing the entry of the person authorized to prepare the document;
- f) make entry and registration;

Retention time required to archive documents is determined by the Board of Directors as follows:

- a. The original copies of exams: 5 years from the date of the examination;
- b. The original copies of the minutes of the exam: 5 years from the date of the examination;
- c. The original copies of the projects, term papers, different tasks: 2 years from the date of its submission;
- d. Records registers: Permanent;
- e. Registers of grades: Permanent;
- f. The original copies of the thesis of master programs: Permanent;
- g. File of student: 5 years after graduation;
- h. Various certificates: 5 years from the date of issuance.


Indexing of Documents

Article 7

Indexing of documents should consist of three elements:

1. Titles;
2. Introductory;

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3. References of archive.

Titles can consist of terms that represent;

- a) Name of the department, commission, etc.
- b) personal names (the names of the persons signing the document)
- c) function (eg the department, professors,)
- d) Type of registration (eg memo, decision, application for registration)
- e) General information (eg registration documents for Master or Bachelor)

Infrastructure

Article 8

The documents should be stored in a more suitable environment, clean, well lit and safe shelves and safe from fire. The room should contain a sign "exit" in case of fire. Room temperature will vary from 16 to 20 degrees Celsius and humidity should be between 55-65%.

Registry location

Article 9

Register of location should contain the following elements:


1. To have a separate page for each set of archive;
2. To have a separate entrance for each series, arranged in numerical order.

Article 10

Location of documents written in the form below:

Number of deposit / section number / letter of the shelf;

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For example: 5 / 687B is the number of deposit, 687 is the number of the section and B is the letter of the shelf.

Providing copies of archival material

Article 11

Register of copies of archives containing details of copies made from paper documents but also electronic form. Photocopied information that must be recorded must also contain the following information:

- a) File reference number where the document is located;
- b) Number of the document;
- c) The type of copy (such as microfilm, electronic copy or photocopy).

Article 12

Register of copies of archives should be clearly labeled and stored safely.

Article 13

HEI “Hëna e Plotë” Bedër has the right to request the amendment of the definition of documents in its possession, declared with national historical significance. The decision to change the status of documents declared with national importance is taken in the same way, with the same procedure and by the same authorities, as in the case of their announcement as such.


Register of admission

Article 14

Acceptance of documents is registered in the register of accepted documents which must contain the following information:

- 1. Number of acceptance;

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2. The date of issuance;
3. Details and document data (serial number if known, title or description, date of the document, the number of boxes or quantity);
4. Source whence or transferred documentation (including original references if known);
5. References of archival of document if transferred from an external archive;
6. Observations (related to documentation);
7. The date of completion of the action;
8. All admissions will be recorded in the register in a separate column. The data in this column should correspond to the data of the form of acceptance.

Article 15

Register of admission includes a label on the lid and is stored in a safe place. This material is only for internal use of the institution. When the register ends, it must be recorded for permanent storage as part of the institution's archives.


Article 16

When an admission documentation belongs to a new series, the responsible employee will assign the next available batch within the group and enter the new number in the registry.

Article 17

If the archives belonging to a new series, the numbers will begin with the number "1". If materials are being added to an existing series, the first in the queue should be given the successor serial number. This number should be taken from the register, which is then updated to show the last number.

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Entry into Force

Article 18

This Regulation shall enter into force on the date of approval by the Supreme Council.

Implementation

Article 19

The implementation of this regulation is provided by the Rector of HEI “Hëna e Plotë” Bedër.

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