



Increasing the Level of Awareness of the Public Administration Staff in the Protection of Archival Documentation

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ABSTRACT

Public administration institutions as well as other public-private and private institutions during their activity create a large amount of archival documents. Those documents are an important source of information for the functioning of those institutions, but later also an important source for research, scientific and historical activity.

The documents created during the work activity of public institutions are the basis of the information needed by the staff to fulfill their work tasks, starting from the daily, weekly, monthly and annual as well as in many work processes during the decision making. Based on this, creators and possessors of archival documents should pay special attention to the preservation and protection of archival documents that have been created in their professional activity.

National legal provisions and international standards for the management of archival documents regulate the procedures for managing archival documents in the classical form, on paper and in electronic form from the moment of creation, storage, and use to submission at the competent archive. For creators, documents are stored within the legal deadline. The staff that creates documents keeps them in the manual archive (employment office) for two years and then they are submitted to the archive repository of the institution with minutes, in addition to those documents that were needed for operational work. Those documents after 30 years, selected and recorded in the minutes are submitted to the competent archive. To perform these works, a professionally trained staff is required, which unfortunately in Kosovo, we still do not have at the right level. Therefore, the Kosovo Institute for Public Administration (KIPA), as a competent institution at the level of the Republic of Kosovo for the training of public administration staff in cooperation with the Kosovo State Archives Agency (KSAA) should organize professional training for the staff of public administration institutions that create archival documents and in raising awareness of the importance of that documentation of legal, scientific and historical value and that has the quality of a cultural monument.

Keywords: Civil servants, Public administration, Archive, Archival documentation..

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I. Introduction

Labor developments and progress in public institutions, public-private but also private during activities create numerous archival documents and based on them they carry out tasks and objectives set. Documents created in those institutions that are based on legal provisions require special treatment and care.

Institutions of the Republic of Kosovo, archival documents created with their activity must be managed professionally. Official Management includes a set of rules and action measures with documents, ranging from receiving and sending them, recording and sending their work, processing, usage, expedition, storage, disposal and submission to the competent archive or any other competent institution. In addition, formal management is a procedure with deliveries in electronic form carried out in

accordance with the provisions governing the work with electronic documents.

Managing these documents requires professionally trained staff and the necessary infrastructure for document management and storage.

According to the International Standard ISO 15489, Document Management is the field of management which includes the responsibility for efficient and systematic control in the creation, receipt, storage, maintenance, usage and publication of documents, including the processes of document acceptance in the system, storage and maintenance of evidence and information in business activities and transactions in the form of documents. (Record management).¹

For this purpose, institutions in Kosovo must have proper staff, professionally trained in these managerial work with archival documents. In this regard significant contribution gives KIPA in the organization of permanent training and preparation of personnel and the introduction of innovations in document management. Whereas, institutions, both central and local, should provide optimal conditions for their maintenance, creating certain archival units for storage and use during their work with those documents.²

State Archives after receiving that documentation with historical, scientific and legal worth and placing in its warehouses is obliged first to regulate and process those documents based on principles and work methods approved in national and international level. It is obvious that there is a relation between institutions that create archival documents and archives, as competent institutions for the managing of those documents. Therefore, there should be a permanent cooperation and coordination between archives and multiple creative institutions that create archival documents.

II. Center of Sector Documentation and Archives

Every public institution and other creators of archival documents, or even their departments that have a special status of establishment should create archival documentary units within them, which are also called documentation centers. In these units, respectively, the archival documents of that institution are placed, stored and managed. Each official or internal organizational unit of the institution after the legal deadline (except for documents that are operational) submits the documents to the documentation center formed in that institution.

Establishing a documentation center at each institution means the protection, storage and management of those documents. These documents should be managed by

personnel who have been educated on archival science. They need to do their job effectively and efficiently. Those officials who manage documents should be very aware and careful about the importance of those documents and the responsibilities they have. Other officials in the institution who create documents and submit them to the archival center are also responsible. All responsibilities and obligations of officials who manage archival documents should be defined by internal normative acts of the institution, based on the legal provisions of archiving and management of archival documents.³

Today we live in a time of rapid transformations in information technology, but also rapid social transformations, economic etc. as well as the great growth of archival documents in classical form, especially electronic form. Therefore, the officials who create and manage archival documents should follow all those changes, because they are all reflected in the creation of documents and their management and to adapt to the new circumstances created.

All changes that are created around archival documents and management oblige the institutions that the staff who manages documents to meet the requirements arising from the nature of work in a certain period of time to be trained and informed of any innovations that need to be applied in their official work. The importance of training is diverse not only for the staff managing those documents, but also for the institution and society in general. These trainings should be organized systematically and permanently. Such training is also recommended by the International Standard ISO 15489 for the management of archival documents.

So, we can conclude that the importance of training with permanent technological changes and the creation of a norm of archival documents, in new conditions of globalization and information is of great importance and necessary, in all public, public-private and private institutions.⁴ Archival institutions, namely archives at the national level are not only obliged to preserve archival documentation and manage it, as a value of national heritage, those about training should coordinate work with competent institutions for training of public administration staff that is mutual interest, but also national. Archives should always organize such trainings for all its sectors, starting from the protection of documents outside the archive, conservation, restoration, digitalization, retention and systematization of documents to their use and publication. Without professional development, awareness raising of the importance of documents there is no real archival service in any country of the world. Basic university education alone is not enough, but it is always supplemented with training of various forms.⁵

¹ Standardi Ndërkombëtar ISO 15489, "Information and Documentation Records Management"; Zagreb, (Përkthyer në gjuhën shqipe nga Dr. Jusuf Osmani), Prishtinë, 2009.

² Ligji Nr. 04/L - 221 Për Institutin e Kosovës Për Administratë Publike.

³ Jusuf Osmani, Arkivistika, Prishtinë, 2015, fq. 86

⁴ ATLANTI- Trieste: International Institute for Archival Science of Trieste and Maribor State Archive of Trieste (2015) ,fq. 179

⁵ Standardi i përgjithshëm ndërkombëtar për përshkrimin e lëndës arkivore ISAD, Këshilli Ndërkombëtar i Arkivave (Përkthyer në gjuhën shqipe nga Dr. Jusuf Osmani), Prishtinë 2009, fq. 85

III. Vocational Training and Education

Referring to lifelong learning, the Kosovo Institute for Public Administration (KIPA) was established in Kosovo in 2003. Kosovo Institute for Public Administration as an institution responsible for the implementation of policies and strategies of training, vocational training and civil service capacity development was established under Law 04 / L-221 as an Executive Agency within the Ministry of Public Administration in 2003. The legal basis for regulating KIPA is:⁶

- Administrative Direction of the SRSG no.2003 / 25
- Law No.03 / L-149 on the Civil Service of the Republic of Kosovo,
- Law no. 04 / 1 - 221 for the Kosovo Institute for Public Administration 2014

IV. Functions of KIPA

Based on the law on KIPA, the functions of KIPA are:

- Advises and supports the Ministry during the preparation of strategies for training of civil servants and implements these strategies after their approval,
- Identifies and periodically identifies the training needs of Kosovo civil servants at the central and local level;
- Collects training plans, after the annual evaluation of the work and integrates these plans in the annual plan,
- Designs and evaluates appropriate training programs that meet the identified needs,
- Coordinates activities with institutions at central and local level as well as donor activities in the field of training in the civil service,
- Conducts research, organizes forums and discussions on the needs of training and development of civil servants,
- Keeps records of trainings and programs implemented in KIPA, etc.⁷

V. Training Programs

Pursuant to Article 9 of Law no. 04 / 1 - 221 for the Kosovo Institute for Public Administration, KIPA has the following training programs:

- Introductory training during the probationary period,
- Career development training,
- Training for professional adaptation, in cases of changing job requirements,
- Special training for performing specific tasks,
- Training for the development of professional knowledge,

- Training for trainers,
- Mandatory trainings and tests which are provided by the legislation in force, etc.

VI. Certification

KIPA issues certificates upon successful completion of training programs. For mandatory trainings and tests, the issues related to organization are determined by a sub-legal act issued by the Government, based on a feasibility study for the application of mandatory trainings and tests in the Kosovo civil service. KIPA has all the rights in accordance with the legislation in force, regarding intellectual property for the developed training programs.⁸

VII. The role of KIPA in Public Administration Reform

We are at a turning point and the successful implementation of future administrative reforms and the implementation of commitments related to the Stabilization and Association Agreement with the EU (SAA) can create a better future for us.

On this occasion, referring to the changes in the legislation for public officials, in the training plan of KIPA, for the first time in 2019, introductory trainings have started to be implemented during the probationary period. Furthermore, the training scheme of Law no. 06 / L-114 for public officials consists of the following programs: compulsory training programs during the probationary period, specialized training programs for maintaining the professional standard, training programs based on the evaluation of results at work, mandatory programs for career advancement, senior management training programs and optional programs.^{9,10}

VIII. Cooperation agreement with the Kosovo State Archives Agency (KSAA).

Over the years, civil servants have not been sufficiently informed about the systematization, archiving of documents created in institutions at the central and local level. Given that the focus of KIPA is, training and advancing the quality management system and expanding cooperation with local and international partners, Kosovo Institute for Public Administration (KIPA) in 2017 has signed an agreement with the Kosovo State Archives Agency (KSAA).

In the framework of this agreement, KIPA in cooperation with this agency have organized and continue

⁶ Ligji Nr. 03/L-149 Për Shërbimin Civil Të Republikës Së Kosovës

⁷ Ligji nr. 04/1 – 221 për Institutin e Kosovës për Administratë Publike 2014

⁸ Administrative Instruktion (GRK) NR. 13/2918 On Conditions, Recruitment, Categorization and the way of Payment of Trainers in Kosovo Institute for Public Administration

⁹ Public Administration Reform Strategy Republic Of Kosovo/ Approved By Government Decision No. 07/145, Date 15.09.2010

¹⁰ Republika E Kosovës /Republic Of Kosovo/ Government / Ministry Of Public Administration/ Strategjia Për Modernizimin E Administratës Publike (2015-2020)

to organize trainings in the field of management of archival documents in central and local institutions.

IX. Conclusion

To meet the needs of civil servants, especially those related to data systematization and archiving, KIPA is part of the change and plays an important role in designing specific training programs.

Our achieved goals are programmed to increase both research capacity in terms of training quality and good practices in public administration.

With the new changes in the legal packages, we believe that KIPA and the training system as a whole will be more functional, more productive for civil servants, decision makers and other stakeholders but also for the citizens of the country.

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