



**Republika e Kosovës**  
**Republika Kosova – Republic of Kosovo**  
*Qeveria – Vlada – Government*

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**REGULATION (GRK) NO. 15/2024 ON CLASSIFICATION, AMENDMENT  
OF CLASSIFICATION STATUS, DISPOSAL AND DESTRUCTION OF  
CLASSIFIED INFORMATION<sup>1</sup>**

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<sup>1</sup> Regulation (GRK) no. 15/2024 on classification, amendment of classification status, disposal and destruction of classified information, was approved on the 203 meeting of the Government of Kosovo, with the Decision No. 06/203 dated 08.05.2024

**Government of the Republic of Kosovo,**

Pursuant to Article 93 (4) of the Constitution of the Republic of Kosovo, in accordance with Article 11, paragraph 6, Article 12, paragraph 5 and Article 13, paragraph 3 of Law No. 08/L-175 on the Protection of Classified Information, and Article 8, paragraph 4, sub-paragraph 4.5 of Law No. 08/L-117 for the Government of the Republic of Kosovo, as well as Article 19, paragraph 6, sub-paragraph 6.2 of Rules of Procedure of the Government, Regulation No. 09/2011,

Approves:

**REGULATION (GRK) NO. 15/2024 ON CLASSIFICATION, AMENDMENT OF  
CLASSIFICATION STATUS, DISPOSAL AND DESTRUCTION OF CLASSIFIED  
INFORMATION**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Purpose**

1. This regulation is intended to determine the procedure for classification, declassification, degradation, raising the level, disposal and destruction of information classified by the Classification Authority in the institutions of the Republic of Kosovo.

2. This regulation is in harmony with EU legislation, as follows:

2.1. Council Decision of 23 September 2013 on the security rules for protecting EU classified information.

**Article 2  
Scope**

This regulation is applied by all institutions of the Republic of Kosovo, which produce, store and administer classified information.

**Article 3  
Definitions**

1. Terms used in this Regulation shall have the following meaning:

1.1. “**CDDCI**”, Commission for Declassification, Degradation of Classified Information, created by order of the head of the ministry or institution.

1.2. “**Partial declassification**”, the process of authorized change of status of a piece of classified information, from classified information to unclassified information.

1.3. “**UCI**”, the relevant Unit or Official for Classified Information in the state institution, in charge of the work with the management of classified information, which is administered according to the provisions of the legislation in force.

1.4. “**Technical equipment for carrying classified information**”, portable electronic storage device, used for document storage in text, video, audio or image, which has no independent processing capacity.

2. Other expressions used in this regulation have the same meaning as those used in the relevant Law on the Protection of Classified Information.

## **CHAPTER II INFORMATION CLASSIFICATION**

### **Article 4 Assessment of level of classification**

The Classification Authority decides on the level of classification of information depending on the degree of damage, the unauthorized disclosure of which would violate the security interests of the Republic of Kosovo to varying degrees.

### **Article 5 Delegation of competence for classification of information**

1. The classification authorities, provided for in Article 5 of Law No. 08/L-175 on the Protection of Classified Information, have the right to delegate the competence of classification to the heads of the institutions under their authority, after the heads have fulfilled the following criteria:

1.1 to be equipped with the security certificate of the personnel at least at the same level, for which the competence for classification has been delegated;

1.2 be informed of the security rules and procedures for the protection of classified information and who has individually accepted his/her responsibilities regarding the protection of such information and

1.3 to have signed the information protection statement.

2. The request for authorization from the Classification Authority is sent to APCI, which acts in accordance with Article 5 of Law No. 08/L-175 on the Protection of Classified Information.

3. The delegated power cannot be further delegated.

**Article 6**  
**Creating a list of classified information**

1. The classification authority of the relevant institution that produces and administers classified information establishes the Commission for the Compilation of the List of Classified Information.
2. The Commission, according to paragraph 1 of this article, is composed of at least five (5) members, which identifies in advance the information to be classified.
3. The commission, established according to paragraph 1 of this article, is obliged to compile the list of information that will be classified within the relevant institution within the deadline defined in the decision on its establishment.
4. The Commission is obliged to include all relevant units of the institution during the preliminary identification of information.
5. All relevant units of the institution are obliged to cooperate with the commission.
6. The list of classified information contains the name of the information and its classification level.
7. The list of information prepared by the Commission is sent to the Classification Authority, which, following its approval, sends it to AMCI for notification.
8. The list of classified information can be completed and amended according to the needs of the relevant institution.
9. The production of classified information is done only based on the list of classified information, approved by the Classification Authority.

**Article 7**  
**Categories and levels of information that is classified**

The Classification Authority ensures that the classification categories and levels are made in accordance with the relevant Law on the Protection of Classified Information.

**Article 8**  
**Labeling of classified information**

1. Documents containing classified information must bear this marking on the front:
  - 1.1.level of classification;
  - 1.2.the date of classification;
  - 1.3.the number of exemplars;

1.4.list of dissemination, if any;

1.5.name and position title of the Classification Authority.

2. Marking of classified information must be unique for all institutions of the Republic of Kosovo, according to the model approved by APCI.

3. The classified information of foreign countries or international organizations carries the original classification markings or can be classified according to the legislation of the Republic of Kosovo, which provides for a level of protection at least equal to that required by the institution that brought the information, if in advance it is not provided otherwise by international agreement.

### **CHAPTER III ASSESSMENT OF CLASSIFIED INFORMATION STATUS**

#### **Article 9 Amendment of classified information status**

1. Amending the status of classified information is done through declassification, degradation and raising level.

2.The amendment of status, according to paragraph 1 of this article, takes place in the procedure defined by this regulation.

#### **Article 10 Request for declassification, degradation and raising of the classification level**

1. The request for declassification, degradation and raising the level of classified information is directed to the Commission for Declassification, Degradation and Raising the Level of Classified Information (hereinafter: CDDL), which is established by the Classification Authority and can be represented by:

1.1 the head of the institution;

1.2 the employee or interested structure within the institution.

#### **Article 11 Declassification of foreign information**

The declassification of classified information of states or international organizations, which has been received within the framework of a security agreement or mutual cooperation, is done in accordance with the relevant agreement.

**Article 12**  
**Initiation of the procedure of declassification, degradation and raising the level of classification information**

1. The Classified Information Officer or Unit informs in writing the Classification Authority and CDDL about the declassification or degradation of information that, according to the criteria of the relevant law for classified information, must undergo the process of changing its status.
2. The notification, according to paragraph 1 of this article, must contain the following data:
  - 2.1. volume and amount of information;
  - 2.2. the institution that produced it;
  - 2.3. name/subject;
  - 2.4. number of protocol;
  - 2.5. the date and year;
  - 2.6. level of classification;
  - 2.7. the brief content and reasons of the proposal for the change of status.

**Article 13**  
**Establishment and composition of CDDL**

1. The CDDL is established in each classification authority that administers classified information.
2. The CDDL is established by decision of the head of the Classification Authority.
3. The CDDL consists of 5 (five) members with a three (3) year mandate.
4. The members of CDDL must be equipped with CPS of the relevant level.
5. The decision on the establishment of CDDL contains the data of the position exercised by its members.
6. APCI supports institutions according to their request during the entire process of evaluating classified information and provides standard models of documents related to this process.

**Article 14**  
**CDDL Procedures**

1. CDDL, after reviewing and evaluating the classified information, recommends to the Classification Authority to change or maintain the classification status of the relevant information.

2. In cases where the CDDL examines classified information for declassification, produced by two or more institutions, it is obliged, before taking the decision to change the classification status, to obtain the approval for amending the status of classified information as well from these institutions.
3. In cases where the CDDL examines the information for declassification, in the file of which there is information classified by another classification authority, the CDDL proceeds the request for this authority to do the declassification.
4. In case the Classification Authority, by which the information was classified, expresses against its declassification, the CDDL must not change the status of the classified information.
5. The CDDL meets when the majority of members are present and takes decisions with the majority of members present.
6. The decision is taken by a simple majority of votes and is valid when more than half of the members present have voted.
7. The member who votes against must submit in writing the reasons for voting against.
8. At the end of the review of the classified information received for declassification, the CDDL recommends to the Classification Authority:
  - 8.1. full or partial declassification of classified information;
  - 8.2. degradation of the classification level;
  - 8.3. raising the classification level;
  - 8.4. maintaining the same classification status.
9. The CDDL's recommendation for each classified information reflects the following elements:
  - 9.1. volume and amount of information;
  - 9.2. the institution that has produced it;
  - 9.3. name/subject;
  - 9.4. number of protocol;
  - 9.5. the date and year;
  - 9.6. level of classification;
  - 9.7. brief content and reasons for changing classification status.

10. AMCI creates a form which it forwards to all institutions to harmonize.

11. After receiving the CDDL's recommendation, the Classification Authority makes a final decision on the status of classified information.

### **Article 15**

#### **Documentation administration**

1. After receiving the decision by the Classification Authority to change or maintain the status of classified information, UCI compiles a summary of the information whose status has been reviewed. The summary reflects the data defined in article 14, paragraph 9 of this regulation.

2. After taking the decision by the Classification Authority to change the status of classified information, all institutions to which this information has been shared for legal purposes are informed.

### **Article 16**

#### **Declassified document labeling**

1. Each classification authority, which declassifies classified information, ensures that on each page of the document it places the inscription of declassification.

2. The procedure and format of the inscription from paragraph 1 of this article is prepared by APCI, which all classification authorities are obliged to implement.

### **Article 17**

#### **Implementation of decision**

1. After taking the decision to change the classification status, the responsible persons take measures to implement the decision

2. In cases of partial declassification of classified information, the responsible person takes measures to protect the remaining classified part from its full or partial exposure.

3. Full or partial declassification of classified information is reflected in all forms of its storage and administration.

### **Article 18**

#### **Declassification of information carried by electronic devices**

1. The process of full or partial declassification is also subject to classified information, stored in electronic form by means of mobile devices.

2. Full declassification of mobile devices is done in such a way that all classified information stored on mobile devices is completely declassified, on the mobile devices and the document accompanying this device is marked according to the model defined by APCI.



## **CHAPTER IV DISPOSAL AND DESTRUCTION OF CLASSIFIED INFORMATION**

### **Article 19 Disposal and destruction commissions**

1. The commissions for disposal and destruction of classified information in the relevant institutions examine and decide on the disposal and destruction of classified information, when the criteria defined by Article 12 of Law No. 08/L-175 On the Protection of Classified Information.
2. The decision of the commissions on the disposal and destruction of classified information and any other documents resulting from this process, receives the highest level of classification of the information they had under consideration.
3. APCI determines the format of the decision and minutes of the commissions for disposal and destruction, which it sends to the classification authorities.
4. The disposal and destruction commissions consist of three (3) members with a mandate of three (3) years.
5. The members of the Commission must be equipped with the appropriate "Security Certificate".
6. The commission issues a decision, which is sent by the head of the institution or his authorized representative, for the establishment of commissions for the disposal and destruction of classified information.
7. Commissions keep records of their work.

### **Article 20 Disposal commission**

1. The commission examines classified information for their disposal that are owned by the institution related and all documents duplicated for legal purposes received by other institutions.
2. The Classification Authority notifies in writing the institutions, which have possessed classified information that is subject to disposal.
3. The destruction of classified information of other countries or international organizations is done in accordance with international agreements for the mutual protection of classified information or after their prior approval.

**Article 21**  
**Destruction commission**

1. The Commission on Destruction uses adequate methods when destroying classified information, making it impossible to restore that information to its previous state.
2. The destruction of classified information is carried out in a suitable place, where access by unauthorized persons is prevented.
3. Destruction of classified information of other countries or international organizations is done in accordance with international agreements for the mutual protection of classified information or after their prior approval.

**Article 22**  
**The procedure for the destruction of classified information in cases of emergency**

1. Notwithstanding the provisions of this regulation, in cases of emergency such as crisis, conflict, war situation or special operational circumstances, if there is an imminent risk of unauthorized disclosure, classified information shall be destroyed by its holder in a manner such that it cannot be reconstructed in whole or in part.
2. In case of emergency destruction according to paragraph 1 of this article, the producer of classified information and APCI are notified.
3. APCI drafts standard action procedures for the emergency destruction of classified information according to this article, in accordance with NATO and European Union standards.

**CHAPTER VI**  
**FINAL AND TRANSITIONAL PROVISIONS**

**Article 23**  
**Final provisions**

1. All public institutions that produce and administer classified information are obliged to implement this regulation.
2. The Agency for the Protection of Classified Information is obliged to supervise the implementation of this regulation.

**Article 24**  
**Extraction of guidelines and standard formats from AMCI**

1. APCI, within six (6) months from the entry into force of this regulation, prepares and sends to the responsible institutions the standard forms of documents, determined by this regulation.

2. APCI, provides the relevant instructions for the implementation of this regulation, prepares and distributes the relevant guidelines to the relevant institutions.

**Article 25**  
**Repeal**

Upon entry into force of this regulation, the Regulation No. 17/2011 On the classification and declassification of information is repealed.

**Article 26**  
**Entry into force**

This Regulation enters into force seven (7) days following its' publication on "Official Gazette" of the Republic of Kosovo.

**Albin KURTI**

**Prime Minister of the Republic of Kosova**  
**10 May 2024**