



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

**REGULATION (GRK) NO. 14/2024 ON THE MANAGEMENT OF
CLASSIFIED INFORMATION AND THE ESTABLISHMENT OF A
CLASSIFIED INFORMATION UNIT¹**

¹ Regulation (GRK) no. 14/2024 on the management of classified information and the establishment of a classified information unit, was approved on the 203 meeting of the Government of Kosovo, with the Decision No. 05/203 dated 08.05.2024.

Government of the Republic of Kosovo,

Pursuant to the Article 93 (4) of the Constitution of the Republic of Kosovo, in accordance with Article 10 paragraph 3 and Article 46 paragraph 4 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 on the Government of the Republic of Kosovo, as well as Article 19 paragraph 6, sub-paragraph 6.2 of Regulation No. 09/2011 on the Rules of Procedure of the Government,

Approves:

REGULATION (GRK) NO.14/2024 ON THE MANAGEMENT OF CLASSIFIED INFORMATION AND THE ESTABLISHMENT OF A CLASSIFIED INFORMATION UNIT

**Article 1
Purpose**

1. The aim of this regulation is to establish procedures and standards that ensure the secure management of classified information throughout its lifecycle, from production, duplication, distribution, transfer, processing, and archiving, by recording in the relevant books for the administration of classified information, as well as determining the rules for the establishment of the unit for classified information or the appointment of the official responsible for classified information in public institutions.

2. Moreover, this regulation establishes a unique system for:

2.1. creation, registration, circulation, utilization, multiplication, and archiving of classified information, in state and private institutions;

2.2. control of the acquisition, sending, registration, and distribution of classified information, between institutions, in accordance with the law and decisions on classified information;

2.3. evidence of violations that may occur during the creation, registration, retrieval, transmission, utilization, duplication, and archiving of classified information.

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

3.1. 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 that administer classified information, as well as by legal and natural persons who implement classified contracts.

Article 3

Responsible Official or Classified Information Unit

1. In every public institution, which administers classified information, a Responsible Official or the Classified Information Unit is provided to function.
2. The responsible official or officials of the Classified Information Unit must be provided with CPS of the relevant level according to Article 17 of Law No. 08/L-175 on the Protection of Classified Information and performs the process of familiarization with the legal and sub-legal acts that regulate its activity.
3. Any public institution in which, due to the low volume of classified information, a corresponding classified information unit is not established, the head of the institution appoints a responsible official of the institution who, in addition to his primary function, is also charged with the work for the administration of the classified information which the institution administers. The head of the institution, in addition to the responsible official, appoints the substitute official who has the authorization to perform the duties of the responsible official, in case of his/her absence.
4. APCI, in order to standardize documents, defines the model of the letter containing classified information, as well as the model of the registers and books for the registration, distribution, use, circulation and multiplication of classified information. State institutions, for their needs, produce registers according to these models.

Article 4

Types of classified information records

1. The types of records and books for the administration of classified information are:
 - 1.1. Correspondence record of classified information;
 - 1.2. Record of duplication of classified information;
 - 1.3 Record of internal circulation of classified information;
 - 1.4. Classified information correspondence delivery book;
 - 1.5. Log book for classified information.

2. APCI, in order to standardize documents, defines the standard models of records and books from paragraph 1 of this article.

Article 5
Duties of the responsible official or Classified Information Unit

1. The responsible official or Classified Information Unit has the following duties:

- 1.1. Ensures the implementation of applicable legislation regarding the receipt, sending, recording, circulation, use, duplication, and archiving of classified information;
- 1.2. Verifies whether the classified information that is produced or administered within the institution, as well as the information that is received and sent by the institution, meets the requirements set forth in this regulation and other applicable legislation;
- 1.3. Distributes classified information for use with the owner's approval, only to those employees who have been provided with an appropriate "security certificate";
- 1.4. Systematizes all the classified information under its responsibility;
- 1.5. Implements the deadlines for the use, circulation, storage and archiving of classified information;
- 1.6. Correctly completes, maintains and uses only the records and books modeled by AMCI, in relation to the registration, circulation, use, reception, transmission and multiplication of the classified information under its responsibility;
- 1.7. Stores classified information in safes and/or metal cabinets, in accordance with the rules of physical security of classified information;
- 1.8. Periodically changes the codes in cases of use of safes or metal lockers that operate by means of these systems;
- 1.9 Systematizes and inventories the classified information, before submitting it to the archive of the institution;
- 1.10. Submits classified documents and/or materials from the classified information office to the institution's archive, after 2 (two) to 10 (ten) years have passed since their creation; and
- 1.11. Communicates according to the rules with classified information offices of ministries or other institutions.

Article 6
Work procedures of the responsible official or Classified Information Unit

1. The responsible official or Classified Information Unit is located in appropriate spaces, according to the requirements for the physical security of classified information. The space must have a partition counter or metal mesh for separation from the interior space, armored doors, safes, metal cabinets, secure windows, as well as the ventilation system.
2. The responsible officer or classified information unit records, circulates, administers, stores and archives any type of classified information, regardless of its classification level.
3. The actions of delivering or receiving correspondence with classified information are done in such a way that prevents access to other information that is not subject of this reception or delivery.
4. Classified documents are kept in safes or metal cabinets, which are protected with the most secure means available to the institution.
5. A copy of the keys or codes of the safes and metal cabinets where the classified information is kept are kept in the office of the holder or his authorized representative, closed in a sealed envelope.
6. The responsible official, or the official of the Classified Information Unit, when ending the employment relationship from the relevant position of the institution, hands over the records and books to the employee authorized in writing by the head of the institution. The delivery is made with minutes, signed by the deliverer and the recipient and kept in the safe.
7. In the spaces where classified information is kept, the following is prohibited:
 - 7.1. entry of unauthorized persons;
 - 7.2. keeping things that could cause damage to classified information.

Article 7
Creation of classified documents

1. Classified information, to be identified as such, must contain:
 - 1.1. coat of Arms of the Republic of Kosovo;
 - 1.2. the designation "Republic of Kosovo";
 - 1.3. the name of the institution;
 - 1.4. the classification level, which is placed on each page;

- 1.5. the term of storage of the classification;
- 1.6. the number of exemplars;
- 1.7. the number of pages;
- 1.8. place and date;
- 1.9. distribution list;
- 1.10. the name and surname of the person who signed the document and his signature;
- 1.11. the seal of the manufacturing institution.

2. A document or material to be considered and treated as classified information must be on the list of classified documents of the originating authority and approved by the competent classification authority.

3. Classified documents that are created, circulated and administered only within the institution, have all the identifying marks of classified documents that are sent or enter the institution and are in accordance with the model defined by APCI.

4. In the event that in a document or classified material, it is not possible to place all the identifying marks of the classified information, they are placed in the accompanying document that accompanies this information. The cover letter receives the classification level of the classified document or material and is administered and circulated along with the classified information.

5. The producer of the classified document, in any case, places on the left side, at the bottom of the specimen that is stored in the space where the classified information is stored, the following data of:

- 5.1. compilers;
- 5.2. printing person;
- 5.3. direct superior (if any);
- 5.4. the number of copies produced;

6. A signed and sealed copy of the classified document is kept in the institution where it was produced, and contains the elements defined in paragraph 5 of this article.

7. The other copy that is sent by the institution receives its stamp but contains only the elements defined in paragraph 1 of this article.

Article 8
Actions with classified documents sent by the institution

1. The responsible official or the official of the Classified Information Unit, before recording a classified document sent by the institution, verifies whether this document has all the identifying marks of classified information, in accordance with the model defined by APCI, otherwise returns it for completion.
2. When the classified document is regular, the responsible official or the official of the classified information unit carries out its recording in the correspondence record of classified information, sets the protocol number and seals it. The wet seal is placed next to the signature, slightly shifted to the left, without covering it. The imprint of the seal must be clear, legible and undamaged.
3. The responsible official or official of the Classified Information Unit is prohibited from sealing the document in cases where it is irregular.
4. The responsible official or the official of the classified information unit closes the envelope where the document or classified material is inserted and on its left side, above, notes the name of the sender and the protocol number of the document in the correspondence record of classified information. On the right, above, it indicates the classification level and in the middle of the envelope, the complete address of the recipient.
5. Envelopes with information classified "top secret" and "secret" are stamped in four corners, while those with information classified "confidential" and "restricted" are stamped only once. Following verifying the accuracy of the envelope closure, it is delivered with the classified information correspondence delivery book, against the recipient's signature.
6. Registration, administration, use, duplication and archiving of all classified documents that circulate only within the institution, is done according to the same rules as those sent from or entering the institution.

Article 9
Actions with classified documents that are received in the institution

1. All documents or classified materials that are received in the institution, are received against the signature in the classified information correspondence delivery book by the responsible official or the official of the Classified Information Unit.
2. The responsible official or the official of the classified information unit records the document in the classified information correspondence record and on the right side of the document, above, notes:
 - 2.1. date of entry;
 - 2.2. number of protocol.

3. The holder of the institution places the relevant entries in the classified document, only after the responsible official or the official of the Classified Information Unit has registered it in the classified information correspondence record.
4. In cases where the classified document or material is addressed to the dependent units of the institution, it is received by the addressee through the responsible official or the official of the Classified Information Unit.
5. Classified information, which is exchanged between institutions through systems, information networks, transmission tools and equipment, is done when the latter are appropriately certified. Incoming or outgoing documents are recorded with the responsible official or Classified Information Unit official. In these cases, this information or the accompanying document that accompanies it, contains all the elements of the electronic document, as well as the identification markings of the classified information.
6. Classified information, which is obtained from the system, computer network, tool and transmission device in electronic form such as: CD, DVD, USB and the like are accompanied by an accompanying document, in which all the elements of a classified document are noted. The classification level placed on the cover letter is equivalent to the highest level of classified information it contains.

Article 10

Multiplication of classified documents

1. The multiplication of classified documents is done with the approval of the holder and in such a way that it is protected from the access of unauthorized persons, as well as registered in the record of duplication of classified information.
2. The multiplication of classified documents is conducted by the responsible official or the official of the classified information unit and the distribution of copies to the addressee is done after the recipient's signature in the book of internal circulation of classified information.
3. When the institution that created a classified document has marked "not to be duplicated", the document with classified information is not duplicated.
4. The duplicate copy of a classified document is recorded in the classified information duplication record and after use is returned to the space where the classified information is stored.
5. In the case when copies of a classified document are attached to the file, then after the approval of the holder, the responsible official or the official of the classified information unit makes the corresponding entry in the column "remarks" in the record of duplication of classified information.

Article 11
Utilization of classified documents

1. The use of classified information is done for the purpose of exercising a task based on the "need to know" principle, upon the approval of the holder, only by suitably certified persons.
2. Documents withdrawn for use from the space where classified information is stored are returned within 15 (fifteen) days, but:
 - 2.1. Following the approval of the holder, in cases where it is necessary due to the exercise of the duty, the classified documents can be kept for use without being delivered for up to 3 (three) months.
 - 2.2. Each classified document that is received is checked and when it is in order, the receipt is signed.
3. The translation, reproduction, of a document or a classified material, contains all the markings of classified information and is treated as such.
4. The responsible official or the official of the classified information unit distributes the classified documents to the addressees, by means of the internal circulation book of the classified information after the signature of the recipient in delivery.
5. The responsible official or official of the Classified Information Unit confirms taking possession of the classified document/material against his signature in the presence of the submitter.
6. The original copy of the classified document, sent, received or produced and circulated within the institution, is kept in the space where the classified information is stored.
7. The responsible official or official of the Classified Information Unit at least once a year makes a physical inventory of classified documents and materials.
8. The persons who have received the classified documents from the classified information unit, when they are out of work temporarily, for more than 15 (fifteen) days or are appointed to another assignment, submit the documents received from the classified information office.

Article 12
Archiving classified documents

1. Documents containing classified information remain available for use in the classified information storage area for as long as necessary. After this time, they are submitted to the Archive of the institution, where the standards of its protection against unauthorized access are applied.

2. After completing the term of stay in the space where the classified information is stored, the respective official inventories and organizes all classified documents or materials and submits them to the archive unit of the institution. In the case when the institutions do not have an archival system (database for electronic storage), classified documents and materials are submitted to the archive officer.

3. Classified documents or materials, during the time they remain in the space where classified information is stored without being submitted to the archive of the institution, may be disposed off or destroyed regardless of the term of preservation of their classification, in accordance with the applicable legislation on the destruction of classified information.

Article 13
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