



Republika e Kosovës
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Qeveria –Vlada-Government

**REGULATION (OPM) NO. 16/2024 FOR THE INTERNAL ORGANIZATION
AND SYSTEMATIZATION OF JOBS IN THE STATE AGENCY OF
KOSOVO ARCHIVES¹**

¹ Regulation (OPM) No.16/2024 on the Internal Organization and Systematization of Jobs in the State Agency of Kosovo Archives was been approved by the Prime Minister, with Decision No. 128/2024, dated 19.07.2024.

Prime Minister of the Republic of Kosovo

In support of Article 93 (4) of the Constitution of the Republic of Kosovo, Article 28 (3) of Law No. 06/L – 113 on the Organization and Functioning of State Administration and Independent Agencies (Official Gazette No. 7, March 1, 2019), Article 5 (paragraph 6) of Law No. 08/L – 111 on Archives (Official Gazette No. 30/5 September 2022), Article 9 of Regulation (GRK) No. 01/2020 on Internal Organization Standards, Systematization of Job Positions and Cooperation in State Administration Institutions and Independent Agencies,

Approves:

REGULATION (OPM) NO. 16/2024 FOR THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE STATE AGENCY OF KOSOVO ARCHIVES

CHAPTER I GENERAL PROVISIONS

Article 1 Purpose

This Regulation is aimed at determining the Internal Organization and Systematization of Jobs in the State Agency of Kosovo Archives (in the following text SAKA).

Article 2 Scope

1. The provisions of this Regulation are mandatory for all public officials employed in the State Agency of Kosovo Archives.
2. The functions, duties and responsibilities of SAKA - are defined by the relevant law on the Organization and Functioning of the State Administration and law No. 08/L-111 for Archives.

Article 3 Definitions

The terms and expressions used in this Regulation have the same meaning as the terms and expressions used in the relevant Law on the Organization and Functioning of the State Administration and the relevant Law on Archives.

CHAPTER II

INTERNAL ORGANIZATION OF THE STATE ARCHIVES AGENCY OF KOSOVO

Article 4

Mission of the State Agency of Kosovo Archives

The mission of SAKA is the organization, functioning and administration of a professional and responsible archival service to ensure a sustainable system for the identification, admission, enrichment, storage, protection, systematization, processing, digitization, use and publication of material with archival value for the Republic of Kosovo.

Article 5

Organizational Structure of the State Agency of Kosovo Archives

1. The organizational structure of SAKA is as follows:
 - 1.1. Office of the Executive Director;
 - 1.2. Departments; and
 - 1.3. Divisions.
2. The number of employees in SAKA is one hundred and forty-two (142).

Article 6

Office of the Executive Director

1. The office of the Executive Director in SAKA consists of:
 - 1.1. Executive Director;
 - 1.2. Deputy Executive Director;
 - 1.3. Senior Executive Officer;
 - 1.4. Administrative Officer;
 - 1.5. Senior Certifying Officer;
 - 1.6. Senior Legal Officer;
 - 1.7. Senior Communication Officer.

2. The duties and responsibilities of the Executive Director are determined by the relevant Law on the Organization and Functioning of the State Administration and Article 5 (paragraph 3) of Law No. 08/ L – 111 for Archives.
3. Duties and responsibilities of the Deputy. The Executive Director is determined by the relevant Law on the Organization and Functioning of the State Administration and Article 5 (paragraph 5) of Law No. 08/L – 111 for Archives.
4. The duties and responsibilities of the civil servants of the Office of the Executive Director are determined by the legislation on public officials and other legislation in force.
5. The number of employees in the Office of the Executive Director is seven (7).

Article 7

Departments and Divisions of the State Agency of Kosovo Archives

1. The Departments and Divisions of SAKA are:
 - 1.1. The Department of the Central Archive, with the following divisions:
 - 1.1.1. Division of Arrangement and Processing of Archival Material; 1.1.2. Division of Conservation and Restoration of Archival Material; and
 - 1.1.3. Archival Material Repository Management Division.
 - 1.2. The Department for Coordination and Supervision of Inter-municipal Archives, with the following organizational units:
 - 1.2.1. Inter-municipal Archive of Pristina;
 - 1.2.2. Inter-municipal Archive of Mitrovica;
 - 1.2.3. Inter-municipal Archive of Peja;
 - 1.2.4. Inter-municipal Archive of Gjakova;
 - 1.2.5. Inter-municipal Archive of Prizren;
 - 1.2.6. Inter-municipal Archive of Gjilan;
 - 1.2.7. Inter-municipal Archive of Ferizaj.
 - 1.3. Department for Planning, Standardization, Research and Promotion, with the following divisions:
 - 1.3.1. Division for Planning and Standardization of Archival Technical and Professional Norms;
 - 1.3.2. Division for the Development and Administration of Archival Research Activity;
 - 1.3.3. Division for Promotion of Archival Activity.
 - 1.4. Inspection Department of Fund Creators and Fund Holders, with the following divisions:
 - 1.4.1. Central Level Fund Creators and Fund Holders Inspection Division;
 - 1.4.2. Division for the Inspection of Local Level Fonds Creators and Fund Holders.

1.5. Department of Digital Archives, with the following divisions:

- 1.5.1. Division for Digitization of Archival Material;
- 1.5.2. Division for Development and Maintenance of Digital Archives and Provision of Digital Services to Parties.

1.6. Department for Budget and Finance, with the following divisions:

- 1.6.1. Budget Division;
- 1.6.2. Finance Division.

1.7. Department for General Management Services, with the following divisions:

- 1.7.1. IT Division;
- 1.7.2. General Services Division.

2. Public Procurement Division.

3. Human Resources Management Division.

Article 8

Central Archives Department

1. The mission of the Department of the Central Archive is the effective implementation of the plans, standard procedures and strategies of SAKA for the admission, preservation, protection, systematization, regulation, processing, administration and use of the archival material that is created by the fonds creators of the central level.
2. The duties and responsibilities of the Central Archive Department are:
 - 2.1. Draws up plans, sets objectives and ensures the execution of standard procedures for the admission, administration, preservation, protection, arrangement and processing of archival material at the central level;
 - 2.2. Draws up periodic work plans for all levels of employees within the department ensuring a harmonized and coherent planning process between different levels of staff organization;
 - 2.3. Proposes standard operating procedures for the implementation of plans and activities for the admission, administration, regulation and processing of archival material at the central level;
 - 2.4. Manages and controls the work process for the implementation of plans and the achievement of the objectives of the Central Archive;
 - 2.5. Provides advice, recommendations or other data within the scope of the department to the office of the Executive Director of SAKA or to the Government in the process of drafting policies;
 - 2.6. Responds and reports to the Executive Director of SAKA.

3. The following divisions are part of the Central Archive Department:
 - 3.1. Division of Arrangement and Processing of Archival Material;
 - 3.2. Division of Conservation and Restoration of Archival Material; and
 - 3.3. Division for Archival Materials Repository Management.
4. The Head of the Department reports to the Executive Director of SAKA.
5. The number of employees in the Department is twenty-eight (28).

Article 9
Division of Arrangement and Processing of Archival Material

1. The duties and responsibilities of the Division are:
 - 1.1 Proposes plans and objectives for the classification, systematization, arrangement and processing of archival material at the central level;
 - 1.2 Classifies, organizes, arranges and processes archival fonds and collections according to technical-scientific principles and professional standards;
 - 1.3 Ensures the separation and proposes for annihilation the documents without archival value;
 - 1.4 Designs technical-scientific information tools for archival fonds and collections;
 - 1.5 Is responsible for determining the methodology and typology of the processing of fonds and archival collections;
 - 1.6 After eventual findings during the work process, recommends the recovery of damaged documents or fonds.
2. Head Division responds to and reports to the Director of the Department.
3. The number of employees in the Division is nineteen (19).

Article 10
Division of Conservation and Restoration of Archival Material

1. The duties and responsibilities of the Division are:
 - 1.1. Prepares and implements plans for conservation and restoration of damaged archival documents;

- 1.2. Is responsible for planning the necessary equipment, materials or services for the conservation and restoration processes of planned or extraordinary archival documents;
 - 1.3. Conducts research related to the latest equipment and methodologies for conservation and restoration of archival material;
 - 1.4. Makes the binding of books and registers, as well as any other archival and library units.
2. Head Division answers and reports to the Director of the Department.
 3. The number of employees in the Division is four (4).

Article 11
Archival Materials Repository Management Division

1. The duties and responsibilities of the Division are:
 - 1.1 Proposes plans and objectives for ensuring appropriate technical and spatial conditions in the relevant repository for the admission, systematization, preservation and protection of archival material at the central level;
 - 1.2 Takes care of ensuring the conditions for the storage of archival material at the central level, through analyses, evaluations and recommends improvement of the physical, chemical, biological, technical and technological conditions in the repository areas;
 - 1.3 Ensures the execution of standard procedures for the admission, administration or distribution with other units of SAKA of the central archival material, within the responsibilities of the Division;
 - 1.4 Is responsible for providing the administrative service within the procedural deadlines for the interested parties according to the regulations in force.
2. Head Division answers and reports to the Director of the Department.
3. The number of employees in the Division is four (4).

Article 12
Department for Coordination and Supervision of Inter-Municipal Archives

1. The mission of the Department for the Coordination and Supervision of Inter-Municipal Archives is the effective implementation of the plans, procedures, standards and strategies of SAKA for the admission, preservation, protection, systematization, arrangement, processing, administration and use of archival material, which is created by local level fond-creators.
2. The duties and responsibilities of the Department for Coordination and Supervision of Intermunicipal Archives are:

- 2.1 Draws up plans, sets objectives and ensures the execution of standard procedures for admission, administration, preservation, protection, arrangement, and processing of archival material at the local level;
 - 2.2 Draws up periodic work plans for all levels of employees within the department ensuring a harmonized and coherent planning process between different levels of staff organization;
 - 2.3 Proposes standard operating procedures for the implementation of plans and activities for the reception, administration, arrangement and processing of archival material at the local level;
 - 2.4 Directs and controls the work process for the realization of plans and the achievement of the objectives of the inter-municipal archives;
 - 2.5 Provides advice, recommendations or other data within the scope of the department to the Office of the Executive Director of SAKA in the process of drafting policies;
3. The Director of the Department answers and reports to the Executive Director of SAKA.
 4. Within the Department for Coordination and Supervision of Inter-municipal Archives are the units defined in paragraph 1 of Article 7 of this Regulation, which are organized at the division level and will keep the designations as in sub-paragraph 1.2. of this article, in accordance with article 5 (paragraph 8) of Regulation 01/2020 on Internal Organization Standards, Systematization of Workplaces and Cooperation in State Administration Institutions and Independent Agencies.
 5. The number of employees in the Department is fifty-six (56).

Article 13
Inter-municipal Archive of Pristina;

1. The duties and responsibilities of the Inter-municipal Archive of Pristina (hereafter IMA Prishtina) are:
 - 1.1 Draws up plans, sets objectives and ensures the execution of standard procedures for the acceptance, administration, preservation, protection, arrangement, and processing of archival material at the local level, namely local government - municipalities which, according to the Law on Archives, are under the competence of this Archive;
 - 1.2 Draws up periodic work plans for all levels of employees within the IMA, ensuring a harmonized and coherent planning process between different levels of staff organization;
 - 1.3 Directs and controls the work process for the accomplishment of plans and the achievement of the objectives of the Inter-municipal Archive of Pristina;
 - 1.4 Provides advice, recommendations or other data within its scope both to the Department of IMA and to external institutions that create archival materials;
 - 1.5 Takes care of ensuring the conditions for the preservation of archival material at the Intermunicipal level-Pristina, through analyses, evaluations and recommends improvement of the physical, chemical, biological, technical and technological conditions in the storage areas;

- 1.6 Ensures the execution of standard procedures for the acceptance, administration or distribution with other units of SAKA of local archival material, within the responsibilities it has;
 - 1.7 Is responsible for providing the administrative service within the procedural deadlines for the interested parties according to the regulations in force;
 - 1.8 Classifies, organizes, arranges and processes archival fonds and collections according to technical-scientific principles and professional standards;
 - 1.9 Ensures the separation and proposes for disposal the documents without archival value;
 - 1.10 Designs technical-scientific information tools for archival fonds and collections;
 - 1.11 Is responsible for determining the methodology and typology of the processing of fonds and archival collections;
 - 1.12 After eventual findings during the work process, recommends the recovery of damaged documents or fonds.
2. Head of IMA-Pristina answers and reports to the Director of the Department.
 3. The Inter-municipal Archive is organized at the division level.
 4. The number of employees in IMA - Pristina is ten (10).

Article 14
Inter-municipal Archive of Mitrovica

1. The duties and responsibilities of the Inter-municipal Archive of Mitrovica (hereafter IMA Mitrovica) are:
 - 1.1. Draws up plans, sets objectives and ensures the execution of standard procedures for the acceptance, administration, preservation, protection, arrangement, and processing of archival material at the local level, namely local government - municipalities which, according to the Law on Archives, are under the competence of this Archive;
 - 1.2. Draws up periodic work plans for all levels of employees within the IMA, ensuring a harmonized and coherent planning process between different levels of staff organization;
 - 1.3. Directs and controls the work process for the accomplishment of plans and the achievement of the objectives of the Inter-municipal Archive of Mitrovica;
 - 1.4. Provides advice, recommendations or other data within its scope both to the Department of IMA and to external institutions that create archival materials;
 - 1.5. Takes care of ensuring the conditions for the preservation of archival material at the Intermunicipal level - Mitrovica, through analyses, evaluations and recommends

improvement of the physical, chemical, biological, technical and technological conditions in the storage areas;

- 1.6. Ensures the execution of standard procedures for the acceptance, administration or distribution with other units of SAKA of local archival material, within the responsibilities it has;
 - 1.7. Is responsible for providing the administrative service within the procedural deadlines for the interested parties according to the regulations in force;
 - 1.8. Classifies, organizes, arranges and processes archival fonds and collections according to technical-scientific principles and professional standards;
 - 1.9. Ensures the separation and proposes for disposal the documents without archival value;
 - 1.10. Designs technical-scientific information tools for archival fonds and collections;
 - 1.11. Is responsible for determining the methodology and typology of the processing of fonds and archival collections;
 - 1.12. After eventual findings during the work process, recommends the recovery of damaged documents or fonds.
2. Head of IMA-Mitrovica answers and reports to the Director of the Department.
 3. The Inter-municipal Archive is organized at the division level.
 4. The number of employees in IMA - Mitrovica is ten (10).

Article 15

Inter-municipal Archive of Peja

1. The duties and responsibilities of the Inter-municipal Archive of Peja (hereafter IMA- Peja) are:
 - 1.1 Draws up plans, sets objectives and ensures the execution of standard procedures for the acceptance, administration, preservation, protection, arrangement, and processing of archival material at the local level, namely local government - municipalities which, according to the Law on Archives, are under the competence of this Archive;
 - 1.2 Draws up periodic work plans for all levels of employees within the IMA, ensuring a harmonized and coherent planning process between different levels of staff organization;
 - 1.3 Directs and controls the work process for the accomplishment of plans and the achievement of the objectives of the Inter-municipal Archive of Peja;
 - 1.4 Provides advice, recommendations or other data within its scope both to the Department of IMA and to external institutions that create archival materials;

- 1.5 Takes care of ensuring the conditions for the preservation of archival material at the Intermunicipal level - Peja, through analyses, evaluations and recommends improvement of the physical, chemical, biological, technical and technological conditions in the storage areas;
 - 1.6 Ensures the execution of standard procedures for the acceptance, administration or distribution with other units of SAKA of local archival material, within the responsibilities it has;
 - 1.7 Is responsible for providing the administrative service within the procedural deadlines for the interested parties according to the regulations in force;
 - 1.8 Classifies, organizes, arranges and processes archival fonds and collections according to technical-scientific principles and professional standards;
 - 1.9 Ensures the separation and proposes for disposal the documents without archival value;
 - 1.10 Designs technical-scientific information tools for archival fonds and collections;
 - 1.11 Is responsible for determining the methodology and typology of the processing of fonds and archival collections;
 - 1.12 After eventual findings during the work process, recommends the recovery of damaged documents or fonds.
2. Head of IMA-Peja answers and reports to the Director of the Department.
 3. The Inter-municipal Archive is organized at the division level.
 4. The number of employees in IMA - Peja is six (6).

Article 16
Inter-municipal Archive of Gjakova

1. The duties and responsibilities of the Inter-municipal Archive of Gjakova (hereafter IMAGjakova) are:
 - 1.1 Draws up plans, sets objectives and ensures the execution of standard procedures for the acceptance, administration, preservation, protection, arrangement, and processing of archival material at the local level, namely local government - municipalities which, according to the Law on Archives, are under the competence of this Archive;
 - 1.2 Draws up periodic work plans for all levels of employees within the IMA, ensuring a harmonized and coherent planning process between different levels of staff organization;
 - 1.3 Directs and controls the work process for the accomplishment of plans and the achievement of the objectives of the Inter-municipal Archive of Gjakova;
 - 1.4 Provides advice, recommendations or other data within its scope both to the Department of IMA and to external institutions that create archival materials;

- 1.5 Takes care of ensuring the conditions for the preservation of archival material at the Intermunicipal level-Gjakova, through analyses, evaluations and recommends improvement of the physical, chemical, biological, technical and technological conditions in the storage areas;
 - 1.6 Ensures the execution of standard procedures for the acceptance, administration or distribution with other units of SAKA of local archival material, within the responsibilities it has;
 - 1.7 Is responsible for providing the administrative service within the procedural deadlines for the interested parties according to the regulations in force;
 - 1.8 Classifies, organizes, arranges and processes archival fonds and collections according to technical-scientific principles and professional standards;
 - 1.9 Ensures the separation and proposes for disposal the documents without archival value;
 - 1.10 Designs technical-scientific information tools for archival fonds and collections;
 - 1.11 Is responsible for determining the methodology and typology of the processing of fonds and archival collections;
 - 1.12 After eventual findings during the work process, recommends the recovery of damaged documents or fonds.
2. Head of IMA-Gjakova answers and reports to the Director of the Department.
 3. The Inter-municipal Archive is organized at the division level.
 4. The number of employees in IMA - Gjakova is six (6).

Article 17
Inter-municipal Archive of Prizren

1. The duties and responsibilities of the Inter-municipal Archive of Prizren (hereafter IMA Prizren) are:
 - 1.1. Draws up plans, sets objectives and ensures the execution of standard procedures for the acceptance, administration, preservation, protection, arrangement, and processing of archival material at the local level, namely local government - municipalities which, according to the Law on Archives, are under the competence of this Archive;
 - 1.2. Draws up periodic work plans for all levels of employees within the IMA, ensuring a harmonized and coherent planning process between different levels of staff organization;
 - 1.3. Directs and controls the work process for the accomplishment of plans and the achievement of the objectives of the Inter-municipal Archive of Prizren;

- 1.4. Provides advice, recommendations or other data within its scope both to the Department of IMA and to external institutions that create archival materials;
 - 1.5. Takes care of ensuring the conditions for the preservation of archival material at the Intermunicipal level - Prizren, through analyses, evaluations and recommends improvement of the physical, chemical, biological, technical and technological conditions in the storage areas;
 - 1.6. Ensures the execution of standard procedures for the acceptance, administration or distribution with other units of SAKA of local archival material, within the responsibilities it has;
 - 1.7. Is responsible for providing the administrative service within the procedural deadlines for the interested parties according to the regulations in force;
 - 1.8. Classifies, organizes, arranges and processes archival fonds and collections according to technical-scientific principles and professional standards;
 - 1.9. Ensures the separation and proposes for disposal the documents without archival value;
 - 1.10. Designs technical-scientific information tools for archival fonds and collections;
 - 1.11. Is responsible for determining the methodology and typology of the processing of fonds and archival collections;
 - 1.12. After eventual findings during the work process, recommends the recovery of damaged documents or fonds.
2. Head of IMA-Prizren answers and reports to the Director of the Department.
 3. The Inter-municipal Archive is organized at the division level.
 4. The number of employees in IMA - Prizren is eight (8).

Article 18

Inter-municipal Archive of Gjilan

1. The duties and responsibilities of the Inter-municipal Archive of Gjilan (hereafter IMA Gjilan) are:
 - 1.1. Draws up plans, sets objectives and ensures the execution of standard procedures for the acceptance, administration, preservation, protection, arrangement, and processing of archival material at the local level, namely local government - municipalities which, according to the Law on Archives, are under the competence of this Archive;
 - 1.2. Draws up periodic work plans for all levels of employees within the IMA, ensuring a harmonized and coherent planning process between different levels of staff organization;
 - 1.3. Directs and controls the work process for the accomplishment of plans and the achievement of the objectives of the Inter-municipal Archive of Gjilan;

- 1.4. Provides advice, recommendations or other data within its scope both to the Department of IMA and to external institutions that create archival materials;
 - 1.5. Takes care of ensuring the conditions for the preservation of archival material at the Intermunicipal level - Gjilan, through analyses, evaluations and recommends improvement of the physical, chemical, biological, technical and technological conditions in the storage areas;
 - 1.6. Ensures the execution of standard procedures for the acceptance, administration or distribution with other units of SAKA of local archival material, within the responsibilities it has; 1.7. Is responsible for providing the administrative service within the procedural deadlines for the interested parties according to the regulations in force;
 - 1.8. Classifies, organizes, arranges and processes archival fonds and collections according to technical-scientific principles and professional standards;
 - 1.9. Ensures the separation and proposes for disposal the documents without archival value;
 - 1.10. Designs technical-scientific information tools for archival fonds and collections;
 - 1.11. Is responsible for determining the methodology and typology of the processing of fonds and archival collections;
 - 1.12. After eventual findings during the work process, recommends the recovery of damaged documents or fonds.
2. Head of IMA-Gjilan answers and reports to the Director of the Department.
 3. The Inter-municipal Archive is organized at the division level.
 4. The number of employees in IMA - Gjilan is eight (8).

Article 19

Inter-municipal Archive of Ferizaj

1. The duties and responsibilities of the Inter-municipal Archive of Ferizaj (hereafter IMA Ferizaj) are:
 - 1.1. Draws up plans, sets objectives and ensures the execution of standard procedures for the acceptance, administration, preservation, protection, arrangement, and processing of archival material at the local level, namely local government - municipalities which, according to the Law on Archives, are under the competence of this Archive;
 - 1.2. Draws up periodic work plans for all levels of employees within the IMA, ensuring a harmonized and coherent planning process between different levels of staff organization;
 - 1.3. Directs and controls the work process for the accomplishment of plans and the achievement of the objectives of the Inter-municipal Archive of Ferizaj;

- 1.4. Provides advice, recommendations or other data within its scope both to the Department of IMA and to external institutions that create archival materials;
 - 1.5. Takes care of ensuring the conditions for the preservation of archival material at the Intermunicipal level - Ferizaj, through analyses, evaluations and recommends improvement of the physical, chemical, biological, technical and technological conditions in the storage areas;
 - 1.6. Ensures the execution of standard procedures for the acceptance, administration or distribution with other units of SAKA of local archival material, within the responsibilities it has;
 - 1.7. Is responsible for providing the administrative service within the procedural deadlines for the interested parties according to the regulations in force;
 - 1.8. Classifies, organizes, arranges and processes archival fonds and collections according to technical-scientific principles and professional standards;
 - 1.9. Ensures the separation and proposes for disposal the documents without archival value;
 - 1.10. Designs technical-scientific information tools for archival fonds and collections;
 - 1.11. Is responsible for determining the methodology and typology of the processing of fonds and archival collections;
 - 1.12. After eventual findings during the work process, recommends the recovery of damaged documents or fonds.
2. Head of IMA-Ferizaj answers and reports to the Director of the Department.
 3. The Inter-municipal Archive is organized at the division level.
 4. The number of employees in IMA - Ferizaj is seven (7).

Article 20

Department for Planning, Standardization, Research and Promotion

1. The mission of the Department for Planning, Standardization, Research and Promotion is to control the implementation of methodologies, planning criteria and rules, professional standards, research work, as well as the development of plans and the execution of activities related to research work and the promotion of professional and scientific cooperation.
2. Duties and responsibilities of the Department are:
 - 2.1. Ensures the control of the plans of other organizational units in order to harmonize them with the strategic objectives expressed in the public policy documents;

- 2.2. Evaluates the level of compliance with professional archival standards through the draft plans of the organizational units, as well as recommends the Executive Director for actions and other relevant measures;
 - 2.3. Draws up plans, sets objectives and ensures the execution of standard procedures for research work, promotion and collaboration;
 - 2.4. Provides advice, recommendations or other data within the scope of the department to the Office of the Executive Director of SAKA or to the Government in the policy-making process.
3. The Department for Planning, Standardization, Research and Promotion includes the following divisions:
 - 3.1. Division for Planning and Standardization of Archival Technical and Professional Norms;
 - 3.2. Division for the Development and Administration of Archival Research Activity;
 - 3.3. Division for Promotion of Archival Activity.
 4. The Director of the Department reports to the Executive Director of SAKA.
 5. The number of employees in the Department is ten (10).

Article 21

Division for Planning and Standardization of Archival Technical and Professional Norms

1. The duties and responsibilities of the Division for Planning and Standardization of Archival Technical and Professional Norms are:
 - 1.1 Prepares initial professional evaluations regarding the compatibility of drafts, work plans of organizational units with strategic objectives and other public policy documents;
 - 1.2 Drafts and updates guides and other technical tools that contain the latest achievements in the field of archival, and offers them for use by organizational units of SAKA and fonds creators;
 - 1.3 Draws up recommendations during the planning process regarding the level of implementation of professional and technical norms in order to harmonize them.
2. Head of the Division reports to the Director of the Department.
3. The number of employees in the Division is three (3).

Article 22

Division for the Development and Administration of Archival Research Activity

1. The duties and responsibilities of the Division are:
 - 1.1 Proposes plans and objectives for research in the field of archives as special components of the general mandate of SAKA;
 - 1.2 Takes care of the coordination of work and research activities of personnel engaged in scientific research projects;
 - 1.3 Ensures that the results of the scientific research work in the relevant projects are acceptable in relation to the scientific criteria;
 - 1.4 Proposes plans and develops activities for the development of cooperation with public and non-public institutions inside or outside the country in joint projects;
 - 1.5 Manages the spaces and other resources in which the research work takes place.
2. Head of the Division answers and reports to the Director of the Department.
3. The number of employees in the Division is three (3).

Article 23

Division for Promotion of Archival Activity

1. The duties and responsibilities of the Division are:
 - 1.1. Proposes plans and objectives for promotion in the field of archives as special components of the general mandate of SAKA;
 - 1.2. Takes care of the coordination of work and promotional activities of SAKA in the designated areas of the mandate;
 - 1.3. Coordinates the work and activity in terms of issuing/publishing special publications and archival materials;
 - 1.4. Takes care of the conception, selection and curation of materials for exhibitions.
2. Head of Division answers and reports to the Director of the Department.
3. The number of employees in the Division is three (3).

Article 24
Inspection Department of Funders and Fundholders

1. The mission of the Inspection Department according to the Law on Archives, is the effective exercise of supervisory, inspection, informational and advisory powers, for all subjects that come under the scope of the Law on Archives, with the aim of protecting archival and recorded material in general in accordance with the standards defined by the relevant Law on Inspections.
2. The manner and types of inspections related to the registered - archival material is regulated by the relevant law on Inspections
3. The duties and responsibilities of the Inspection Department are:
 - 3.1. Plans, organizes and implements inspection supervision towards all parties, namely legal and natural persons, public and non-public, who have been given duties and responsibilities by law for the creation, preservation, protection and administration of materials of archival importance;
 - 3.2. Verifies the condition of the archival material that is in the possession of the subjects as in the previous paragraph, and based on the conclusions, orders the relevant measures that support the requirements for the adequate preservation and protection of the archival material;
 - 3.3. Determines the responsibility of the responsible officials of the subjects as in paragraph 3, under paragraph 3.1. and applies measures or initiates procedures provided by the Law on Archives and other laws regarding the responsibility of the official when this is necessary;
 - 3.4. Orders the interruption of works or processes when it finds that their continuation may damage the recorded - archival material;
 - 3.5. Provides advice, professional assistance and recommendations to creators and holders of material outside the archives.
4. The following divisions are part of the Inspection Department:
 - 4.1. Division of Inspection of Fund Creators and Fund Holders at the Central Level; and
 - 4.2. Division of Inspections of Fund Creators and Fund Holders at the Local Level.
5. The number of employees in the Department is eleven (11).
6. The Director of the Department reports to the Executive Director of SAKA.

Article 25

Division for the Inspection of Fund Creators and Fund Holders at the Central Level

1. The Central Level Fund Creators and Fund Holders Inspection Division has the following duties and responsibilities:
 - 1.1. Draws up the plan for carrying out inspections for the parties, namely the legal and natural persons, public and non-public, who have rights and obligations for the creation, storage, protection and administration of the registered - archival material of the central level;
 - 1.2. Ensures the implementation of inspection plans as in the subsection 1.1 of this article;
 - 1.3. Assesses and verifies the state of the registered - archival material and orders intervention or administrative measures in cases where during the inspection and based on professional evaluations a certain degree of risk or damage to the archival material is found;
 - 1.4. Executes the inspection measures for the responsible persons through the imposition of fines on the spot, or the notification for the initiation of judicial procedures based on the ascertainment of the factual situation and the legal responsibilities of the responsible persons;
 - 1.5. Provides advice, professional assistance and recommendations to creators and holders of material outside the archive.
2. Head of Division answers and reports to the Director of the Department.
3. The number of employees in the Division is three (3).

Article 26

Division for the Inspection of Fund Creators and Fund Holders at the Local Level

1. The Inspection Division at the Local Level has the following duties and responsibilities:
 - 1.1. Draws up the plan for carrying out inspections for the parties, namely legal and natural persons, public and non-public, who have rights and obligations for the creation, storage, protection and administration of the registered - archival material at the local level;
 - 1.2. Ensures the implementation of inspection plans as in subsection 1.1 of this preliminary article;
 - 1.3. Assesses and verifies the state of the registered - archival material and orders intervention or administrative measures in cases where during the inspection and based on professional evaluations a certain degree of risk or damage to the archival material is found;
 - 1.4. Executes the inspection measures for the responsible persons through the imposition of fines, or the notification for the initiation of judicial procedures based on the ascertainment of the factual situation and the legal responsibilities of the responsible persons;

- 1.5. Provides advice, professional assistance and recommendations to creators and holders of material outside the archive.
2. Head of Division responds and reports to the Director of the Department.
3. The number of employees in the Division is seven (7).

Article 27
Department of Digital Archives

1. The mission of the Department for Digital Archives is the planning and implementation of the digitization program of archival material, the development and maintenance of digital platforms of high security, as well as the provision of services in digital form of these materials to the public and parties.
2. The duties and responsibilities of the Department of Digital Archives are:
 - 2.1. Development of plans and implementation of tasks for the digitization program of archival material;
 - 2.2. Planning and supervision of investments in digital infrastructure;
 - 2.3. Maintenance of digital platforms and infrastructure of SAKA;
 - 2.4. Organization and implementation of the process of providing services to the parties digitally.
3. The following divisions are part of the Department of Digital Archives:
 - 3.1. Division for Digitization of Archival Material;
 - 3.2. Division for Development and Maintenance of Digital Archives and Provision of Digital Services to Parties.
4. Director of the Department reports to the Executive Director of SAKA.
5. The number of employees in the Department is seven (7).

Article 28
Division for Digitization of Archival Material

1. The duties and responsibilities of the Digitization Division are:
 - 1.1. Plans resources and prepares projects for the development and operationalization of the archival material digitization service;

- 1.2. In cooperation with other organizational units of SAKA, draws up periodic plans for the type and amount of archival material that is subject to the digitization process;
- 1.3. Plans the resources and prepares the requirements for the maintenance and security of the archival material digitization service.
2. The Head of Division responds and reports to the Director of the Department.
3. The number of employees in the Division is three (3).

Article 29

Division for Development and Maintenance of Digital Archives and Provision of Digital Services to Parties

1. The duties and responsibilities of the Systems Maintenance, Database Administration and Service Delivery Division are:
 - 1.1. Plans the development of digital systems for the storage and management of the Database for archival materials;
 - 1.2. Administers digital systems and ensures the implementation of acceptable requirements regarding the security and protection of electronic data;
 - 1.3. Advises and guides institutions and parties on the use of electronic systems;
 - 1.4. Ensures the functionalization of the relevant modules for the provision of digital services through the design and supervision of the implementation of standard operating procedures;
 - 1.5. It proposes investments for continuous improvement of electronic systems.
2. Head of Division answers and reports to the Director of the Department.
3. The number of employees in the Division is three (3).

Article 30

Department for Budget and Finance

1. The Department for Budgets and Finances has a mission to manage, plan and execute the budget, in accordance with the relevant law on the management of public finances, as well as other legislation in force, for the departments within SAKA.
2. The duties and responsibilities of the Budget and Finance Department are:

- 2.1. Manages and supervises the process of budget planning and financial forecasts in coordination with the requesting units of SAKA, and monitors its implementation on an ongoing basis;
 - 2.2. Prepares the budget proposals and the Medium-Term Expenditure Framework in coordination with the administrative units of SAKA;
 - 2.3. Prepares budget proposals in the context of the budget review process, based on the requests of requesting units for reallocation of funds from one economic category to another, according to the laws in force;
 - 2.4. Ensures that budgetary and financial expenses and movements are made in accordance with the rules and procedures of public finance management;
 - 2.5. Prepare and monitor the cash flow, accounts, transactions and other financial parameters that show the financial performance of SAKA;
 - 2.6. Reports on cash reserves and ensures that internal financial control is based on accountability principles;
 - 2.7. Reports on budget execution periodically.
3. The following divisions are part of the Budget and Finance Department:
 - 3.1. Budget Division;
 - 3.2. Finance Division.
 4. The Director of the Department reports to the Executive Director of SAKA.
 5. The number of employees in the Department is seven (7).

Article 31
Budget Division

1. The Department for Budgets and Finances has a mission to manage, plan and execute the budget, in accordance with the relevant law on the management of public finances, as well as other legislation in force, for the departments within ASAK.
2. The duties and responsibilities of the Budget Division are:
 - 2.1. Draws up the drafts, namely the necessary changes and additions to the Medium-Term Expenditure Framework of SAKA in coordination with the organizational units;
 - 2.2. Coordinates and prepares the annual budget planning process for requesting units in accordance with the objectives of SAKA and budget circulars, including the budget review process or budget movements in accordance with LMFPP (Law on Public Finance Management and Responsibilities);

- 2.3. Prepares and manages the cash flow plan for all administrative units of SAKA;
 - 2.4. Consolidates the data in the SZHMB program (Budget Development and Management System) and in the PIP program (Public Investment Program) based on data from the SAKA research units;
 - 2.5. It is ensured that the budget organization respects all budget circulars and administrative instructions related to the drafting and execution of the budget.
3. Head of Division answers and reports to the Director of the Department.
 4. The number of employees in the Division is three (3).

Article 32
Finance Division

1. The duties and responsibilities of the Finance Division are:
 - 1.1. Realizes budget expenditures in harmony with SAKA's plans and in accordance with the Treasury rules that originate from the Law on Public Finance Management and Responsibilities;
 - 1.2. Harmonizes budget expenditures with the Treasury, compiles periodic reports based on the data of the budget organization and data from the Treasury;
 - 1.3. Manages the consistency of allocated, committed and spent funds during the fiscal year;
 - 1.4. Registers all transactions in SIMFK (Kosovo Financial Management Information System);
 - 1.5. Drafts periodic reports and according to the request for budget expenditure;
 - 1.6. Monitors cash flow in accordance with the annual budget plan;
 - 1.7. Prepares and maintains accounting records for all economic categories of the SAKA budget.
2. Head of Division answers and reports to the Director of the Department.
3. The number of employees in the Division is three (3).

Article 33
Department for General Management Services

1. The Department for General Management Services is an organizational unit within SAKA, whose mission is to provide administrative support and general services to other organizational units, to ensure the regular functioning of SAKA.

2. The Department for General Management Services has the following duties and responsibilities:
 - 2.1. Manages, coordinates and provides administrative services, including Information Technology, for all organizational units within SAKA;
 - 2.2. Provides common services for all SAKA staff;
 - 2.3. Ensures the functioning of document administration, logistics, transport, warehouses, office materials and infrastructure of SAKA.
3. The Director of the Department reports to the Executive Director of SAKA.
4. The Department for General Management Services includes the following divisions:
 - 4.1. General Management Services Division; and
 - 4.2. Information Technology Division.
5. The Director of the Department reports to the Executive Director of SAKA.
6. The number of employees in the Department is ten (10).

Article 34
General Management Services Division

1. The Division for General Management Services has the following duties and responsibilities:
 - 1.1. Provides logistics services for SAKA;
 - 1.2. Manages the inventory and warehouses of SAKA;
 - 1.3. Plans and supplies material and office equipment for work according to the needs of SAKA;
 - 1.4. Maintains and protects the offices, installations and equipment of SAKA;
 - 1.5. Provides transportation and maintenance services for SAKA vehicles;
 - 1.6. Manages and administers SAKA documents;
 - 1.7. Manages services in reception offices;
 - 1.8. Provides translation and proofreading services.
2. The Head of Division responds to and reports to the Director of the Department.
3. The number of employees in the Division is six (6)

Article 35
Information Technology Division

1. The Information Technology Division has the following duties and responsibilities:
 - 1.1. Implements professional support tasks in the field of information technology for SAKA officials;
 - 1.2. Implements the instructions of the State Information Agency on how to use the unique governmental communication and information networks;
 - 1.3. Ensures the maintenance of information technology equipment of SAKA;
 - 1.4. Plans and prepares requests for supply of IT equipment and services.
2. Head of Division reports to the Director of the Department.
3. The number of employees in the Division is three (3).

Article 36
Public Procurement Division

1. The Public Procurement Division (PPD) is an organizational unit within SAKA, whose mission is to carry out all public procurement procedures for the needs of SAKA, in an efficient and transparent manner, ensuring fair use of public funds, public resources as well as all other funds and resources of SAKA, adhering to the criteria and rules of the legislation in force.
2. The Public Procurement Division has the following duties and responsibilities:
 - 2.1. Prepares, coordinates and implements the annual plan of SAKA in the field of public procurement;
 - 2.2. Develops and implements procurement procedures for goods, works and services;
 - 2.3. Ensures that all requests are prepared and procurement procedures are developed in accordance with the legal provisions in force;
 - 2.4. Provides advice and assists the Executive Director of SAKA and other units in making decisions related to procurement procedures; and
 - 2.5. Prepares procurement reports according to the legislation in force.
3. Head of Division reports to the Executive Director of SAKA.
4. The number of employees in the Division is three (3).

Article 37
Human Resources Division

1. The Human Resources Division (HRD) is an organizational unit within SAKA, whose mission is to ensure the effective management of human resources through the development of procedures, programs and services that contribute to the distribution of tasks and responsibilities in a balanced manner for SAKA employees.
2. The Human Resources Division has the following duties and responsibilities:
 - 2.1. Supports and provides advice to the Executive Director regarding the management of human resources;
 - 2.2. Ensures and exercises powers in accordance with the authorizations and responsibilities in function of the implementation of legislation, documents, requirements, procedures and standards for the institution in the field of human resources;
 - 2.3. Administers the files of civil servants of SAKA;
 - 2.4. Prepares the annual plan and the mid-term personnel plan, in accordance with the SAKA budget planning process;
 - 2.5. Provides assistance to relevant units in the preparation of job descriptions, job classification and job systematization;
 - 2.6. Develops recruitment procedures based on the legislation in force;
 - 2.7. In coordination with the leaders of the units, periodically identifies and evaluates the needs for the training of civil servants of SAKA, as well as develops professional capacities through trainings for career development and professional development;
 - 2.8. Monitors and implements the SAKA staff training plan;
 - 2.9. Manages processes related to appointments, dismissals, transfers, suspensions, retirements, confirmations of civil servants and other categories of SAKA, in the sense of the relevant law on public officials and recommendations for signature to the Executive Director, as the highest leader of SAKA -, according to Article 5, paragraph 3 of Law No. 08/L-111 for Archives;
 - 2.10. Ensures the implementation of procedures for evaluating results at work as well as continuity at work;
 - 2.11. Manages disciplinary procedures and complaints and disputes procedures for public officials;
 - 2.12. Drafts the annual report and work plan for human resources management.
3. Head of Division reports to the Executive Director of SAKA.
4. The number of employees in the Division is three (3).

Article 38
Auditing

1. Internal audit services will be covered by the Internal Audit Unit (IAU) of the relevant Ministry for Culture, Youth and Sports.
2. Annual external audits of regularity will be covered by the National Audit Office (NAO) within the framework of the audits of the Annual Financial Statements (AFS) of the relevant Ministry for Culture, Youth and Sports.

CHAPTER III
FINAL PROVISIONS

Article 39
Final Provisions

1. The mobility of personnel in accordance with the legislation on civil service within the institution is allowed, if it is considered necessary for the smooth running of the work.
2. The increase or decrease in the number of personnel in accordance with the annual budget Law does not create a need to supplement-change this Regulation, except in cases where organizational structures are created and/or extinguished.
3. In accordance with paragraph 2 of this article, the provisions of the annual budget Law are an integral part of this Regulation.

Article 40
Repeal

With the entry into force of this Regulation, all previous acts/provisions that determine the internal organization of the State Agency of Kosovo Archives are repealed.

Article 41
Entry into force

This regulation shall enter into force seven (7) days following its publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

19 July 2024

| Organogram of the State Agency of Kosovo Archives (SAKA) | | | |
|--|----------------|---|------------------|
| Position/Structure | Class | Group (general or special)) | Number |
| 1. Office of the Executive Director in SAKA Total | | | Total:7 |
| - Executive Director | Senior Manager | | 1 |
| - Deputy Executive Director | Senior Manager | | 1 |
| - Senior Executive Officer of the Office of the Executive Director | Professional 1 | General administration group | 1 |
| - Administrative Officer | Professional 2 | General administration group | 1 |
| - Senior Certifying Officer | Professional 1 | Economy group | 1 |
| - Senior Legal Officer | Professional 1 | Legal group | 1 |
| - Senior Communication Officer | Professional 1 | Public relations and information group. | 1 |
| 2. Central Archives Department | | | Total: 28 |
| - Director of the Central Archives Department | Middle Manager | N/A | 1 |
| 2.1.Division of Arrangement and Processing of Archival Material | | | Total:19 |
| - Head of Division for the Arrangement and Processing of Archival Material | Lower Manager | N/A | 1 |
| - Senior Official for the Arrangement of Archival Material | Professional 1 | Archives-documentation group | 5 |
| - Senior Official for State Archives | Professional 1 | Archives group | 4 |
| - Official for the Arrangement of Archival Material | Professional 2 | Archives-documentation group | 5 |
| - Official for Archives | Professional 2 | Archives group | 4 |
| 2.2. (1) Division of Conservation and Restoration of Archival Materials | | | Total:4 |
| - Head of Division for Protection/Recovery of Archival Material | Lower Manager | N/A | 1 |
| - Restorer | Specialist | Natural sciences group. | 2 |

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|--|----------------|----------------------------------|-----------------|
| - Bookbinding Officer | Professional 2 | Archives- documentation group | 1 |
| 2.3. Archival Materials Repository Management Division | | | Total:4 |
| - Head of Division for the Management of Archival Materials Repository | Lower Manager | N/A | 1 |
| - Senior Official for the Arrangement of Archival Material | Professional 1 | Archives- documentation group | 1 |
| - Senior Official for State Archives | Professional 1 | Archives group | 1 |
| - Official for the Arrangement of Archival Material | Professional 2 | Archives- documentation group | 1 |
| 3. Department for Coordination and Supervision of Inter-municipal Archives | | | Total:56 |
| - Director of the Department for Coordination and Supervision of Intermunicipal Archives | Middle Manager | N/A | 1 |
| 3.1 Inter-municipal Archive Prishtina | | | Total:10 |
| - Head of the Inter-municipal Archive Prishtina | Lower Manager | N/A | 1 |
| - Senior Official for the Arrangement of Archival Material | Professional 1 | Archives- documentation group | 2 |
| - Senior Official for State Archives | Professional 1 | Archives group | 2 |
| - Official for the Arrangement of Archival Material | Professional 2 | Archives- documentation group | 3 |
| - Official for Archives | Professional 2 | Archives Group | 2 |
| 3.2 Inter-municipal Archive Mitrovica | | | Total:10 |
| - Head of the Inte-rmunicipal Archive Mitrovica | Lower Manager | N/A | 1 |
| - Senior Official for the Arrangement of Archival Material | Professional 1 | Archives- documentation group | 1 |
| - Senior Official for State Archives | Professional 1 | Archives group | 1 |
| - Official for the Arrangement of Archival Material | Professional 2 | Archives- documentation group | 4 |
| - Official for Archives | Professional 2 | Archives group | 3 |
| 3.3 Inter-municipal Archive Peja | | | Total:6 |

| | | | |
|--|----------------|----------------------------------|----------------|
| - Head of the Inter-municipal Archive Peja | Lower Manager | N/A | 1 |
| - Senior Official for the Arrangement of Archival Material | Professional 1 | Archives- documentation group | 1 |
| - Senior Official for State Archives | Professional 1 | Archives group | 1 |
| - Official for the Arrangement of Archival Material | Professional 2 | Archives- documentation group | 2 |
| - Official for Archives | Professional 2 | Archives group | 1 |
| 3.4 Inter-municipal Archive Gjakova | | | Total:6 |

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|--|----------------|----------------------------------|-----------------|
| - Head of the Inter-municipal Archive Gjakova | Lower Manager | N/A | 1 |
| - Senior Official for the Arrangement of Archival Material | Professional 1 | Archives- documentation group | 1 |
| - Senior Official for State Archives | Professional 1 | Archives group | 1 |
| - Official for the Arrangement of Archival Material | Professional 2 | Archives- documentation group | 2 |
| - Officer for Archives | Professional 2 | Archives group | 1 |
| 3.5 Inter-municipal Archive Prizren | | | Total:8 |
| - Leader of the Inter-municipal Archive Prizren | Lower Manager | N/A | 1 |
| - Senior Official for the Arrangement of Archival Material | Professional 1 | Archives- documentation group | 1 |
| - Senior Official for State Archives | Professional 1 | Archives group | 1 |
| - Officer for the Arrangement of Archival Material | Professional 2 | Archives- documentation group | 3 |
| - Officer for Archives | Professional 2 | Archives group | 2 |
| 3.6 Inter-municipal Archive Gjilan | | | Total: 8 |
| - Leader of the Inter-municipal Archive Gjilan | Lower Manager | N/A | 1 |
| - Senior Official for the Arrangement of Archival Material | Professional 1 | Archives- documentation group | 1 |
| - Senior Official for State Archives | Professional 1 | Archives group | 1 |

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|--|----------------|----------------------------------|-----------------|
| - Official for the Arrangement of Archival Material | Professional 2 | Archives- documentation group | 3 |
| - Official for Archives | Professional 2 | Archives group | 2 |
| 3.7 Inter-municipal Archive Ferizaj | | | Total: 7 |
| - Leader of the Inter municipal Archive Ferizaj | Lower Manager | N/A | 1 |
| - Senior Official for the Arrangement of Archival Material | Professional 1 | Archives- documentation group | 1 |
| - Senior Official for State Archives | Professional 1 | Archives group | 1 |
| - Officer for the Arrangement of Archival Material | Professional 2 | Archives- documentation group | 2 |
| - Officer for Archives | Professional 2 | Archives group | 2 |
| 4. Department for Planning, Standardization, Research and Promotion | | | Total:10 |

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|--|----------------|----------------------------------|-----------------|
| - Director of the Planning, Standardization, Research and Promotion Department | Middle Manager | N/A | 1 |
| 4.1 Planning and Standardization of Archival Technical and Professional Norms Division | | | Total: 3 |
| - Head of the Planning and Standardization of Archival Technical and Professional Norms Division | Lower Manager | N/A | 1 |
| - Senior Planning Officer | Professional 1 | Social Science group | 1 |
| - Senior Official for Standardization | Professional 1 | Social Science group | 1 |
| 4.2 Division for the Development and Administration of Archival Research Activity | | | Total:3 |
| - Head of the Development and Administration of Archival Research Activity Division | Lower Manager | N/A | 1 |
| - Senior Officer of Supervision, Administration and Support of Research Work | Professional 1 | Archives- documentation group | 1 |
| - Senior Officer for Inter-institutional and International Cooperation in Archival Research Activity | Professional 1 | Social Science group. | 1 |
| 4.3 Promotion of Archival Activity Division | | | Total:3 |

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|---|----------------|----------------------------------|-----------------|
| - Head of Promotion of Archival Activity Division | Lower Manager | N/A | 1 |
| - Senior Official for Promotion of Archival Research Activity | Professional 1 | Social Science group. | 1 |
| - Officer for Promotion of Archival Publishing Activity | Professional 2 | Social Science group. | 1 |
| 5. Inspection Department | | | Total:11 |
| - Director of the Inspection Department | Middle Manager | N/A | 1 |
| 5.1 Central Level Fund Creators and Fund Holders Inspection Division | | | Total:3 |
| - Head of the Division for the Inspection of Central Level Fund Creators and Fund Holders | Lower Manager | N/A | 1 |
| - Central Level Inspector | Professional 1 | Archives- documentation group | 2 |
| 5.2 Division for the Inspection of Local Level Fund Creators and Fund Holders | | | Total: 7 |
| - Head of the Division for the Inspection of Local Level Fund Creators and Fund Holders | Lower Manager | N/A | 1 |
| - Central Level Inspector | Professional 1 | Archives- documentation group | 6 |

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|--|----------------|---------------------------------|----------------|
| 6.Department of Digital Archives | | | Total:7 |
| - Director of the Department for Digital Archives | Middle Manager | N/A | 1 |
| 6.1 Division for Digitization of Archival Material | | | Total:3 |
| - Head of Division for Digitization of Archival Material | Lower Manager | N/A | 1 |
| - Senior Digitization Officer | Specialist | Information technology group | 1 |
| - Senior Digital Archives Officer | Professional 1 | Information technology group | 1 |
| 6.2 Division for Development and Maintenance of Digital Archives and Provision of Digital Services to Parties | | | Total:3 |
| - Head of Division for Development and Maintenance of Digital Archives and Provision of Digital Services to Parties | Lower Manager | N/A | 1 |

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|---|----------------|--------------------------------------|-----------------|
| - Senior Systems Maintenance Officer | Specialist | Information technology group | 1 |
| - Senior Officer for the administration of the Database and the provision of services | Specialist | Data technology group. | 1 |
| 7. Budget and Finance Department | | | Total:7 |
| - Director of the Budget and Finance Department | Middle Manager | N/A | 1 |
| 7.1.Budget Division | | | Total:3 |
| - Head of the Budget Division | Lower Manager | N/A | 1 |
| - Senior Budget Officer | Professional 1 | Budget and finance group. | 1 |
| - Budget Officer | Professional 2 | Budget and finance group. | 1 |
| 7.2.Finance Division | | | Total:3 |
| - Head of the Finance Division | Lower Manager | N/A | 1 |
| - Senior Finance Officer | Professional 1 | Budget and finance group. | 1 |
| - Finance Officer | Professional 2 | Budget and finance group. | 1 |
| 8. Department for General Management Services | | | Total:10 |
| - Director of the Department for General Management Services | Middle Manager | N/A | 1 |
| 8.1 General Services Division | | | Total:6 |
| - Head of the General Services Division | Lower Manager | N/A | 1 |
| - Document Management Officer | Professional 2 | Archives- documentation group | 1 |
| - Logistics Officer | Professional 2 | General administration group | 2 |
| - Translation Officer | Professional 2 | Translation and interpretation group | 1 |
| - Goods Receipt Officer | Professional 2 | General administration group | 1 |

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|--|----------------|------------------------------|------------------|
| 8.2 IT Division | | | Total:3 |
| - Head of the IT Division | Lower Manager | N/A | 1 |
| - IT Officer | Professional 1 | Information technology group | 2 |
| 9. Human Resources Division | | | Total:3 |
| - Head of the Human Resources Division | Lower Manager | N/A | 1 |
| - Senior Human Resources Officer | Professional 1 | Human Resources group | 1 |
| - Human Resources Officer | Professional 2 | Human Resources group | 1 |
| 10. Public Procurement Division | | | Total:3 |
| - Head of the Public Procurement Division | Lower Manager | N/A | 1 |
| - Senior Procurement Officer | Professional 1 | Public procurement group | 1 |
| - Procurement Officer | Professional 2 | Public procurement group | 1 |
| The total number of employees in SAKA | | | 142 total |

