



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

**REGULATION (GRK) NO. 02/2026 ON THE PROGRAM, CONTENT, METHOD
AND PROCEDURES FOR ORGANIZING PROFESSIONAL TRAINING FOR
ARCHIVE OFFICERS¹**

¹ Regulation (GRK) No. 02/2026 on the Program, Content, Method and Procedures for Organizing Professional Training for Archive Officers, has been approved in the 283-th Meeting of the Government of the Republic of Kosovo, with the Decision No. 02/283, dated 31.12.2025.

The Government of the Republic of Kosovo,

Pursuant to Article 93, paragraph 4, of the Constitution of the Republic of Kosovo, in accordance with Article 6, paragraph 5, subparagraph 5.1, of Law No. 08/L – 111 on Archives (Official Gazette No. 30/2022, 05.09.2022), and Article 8, paragraph 4, subparagraph 4.5, of Law No. 08/L-117 on the Government of the Republic of Kosovo,

Issues:

REGULATION (GRK) NO. 02/2026 ON THE PROGRAM, CONTENT, METHOD AND PROCEDURES FOR ORGANIZING PROFESSIONAL TRAINING FOR ARCHIVE OFFICERS

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This regulation sets out the rules, conditions, criteria and procedures for the planning, organization, management and monitoring of training for professional archive officers in public and private archival institutions, as well as their role and obligations, with the aim of professional development and increasing their knowledge and skills for professional work. This regulation also sets out the content of the training program and the method of organizing the professional testing upon completion of the training.

**Article 2
Scope**

The provisions of this regulation shall be mandatory for the State Agency of Kosovo Archives (hereinafter: SAKA), the Kosovo Institute for Public Administration (hereinafter: KIPA), state administration institutions, public institutions and other entities that perform duties and/or responsibilities related to the care, preservation and protection of archival material. These provisions shall also apply to the disposal of non-valuable material within the competent archive, including private archives, as defined in Law No. 08/L – 111 on Archives.

**Article 3
Definitions**

The terms and designations used in this regulation shall have the same meaning as defined in Law No. 08/L – 111 on Archives and the Law on Kosovo Institute for Public Administration.

CHAPTER II

TYPES, PROGRAMS AND METHOD OF ORGANIZING TRAINING AND TESTING

Article 4

Types of training

1. Training for archive officers who perform professional and administrative duties within the archival network and fall within the scope of this regulation shall be organized as follows:
 - 1.1. mandatory initial training;
 - 1.2. Ongoing specific training for concrete tasks within particular fields of archival science.

Article 5

Obligation to attend and organize mandatory training

1. Officers who perform professional and administrative duties within the competent archive, namely those who carry out duties for the care, preservation, protection, organization, management and use of archival material, shall be obliged to attend mandatory initial training programs as well as ongoing specific ones. These trainings shall be periodically organized by KIPA in cooperation with SAKA.
2. For the purposes of this regulation, professional archive officers, as defined in the previous paragraph, are:
 - 2.1. professional officials at the State Agency of Kosovo Archives;
 - 2.2. professional officials at the special archive, as defined in Law No. 08/L – 111 on Archives;
 - 2.3. professional officials at the archive of the creators and holders of archive material;
 - 2.4. professional officials at private archives.

Article 6

Development of the mandatory initial training program

1. The mandatory initial training program, as in Article 4 of this regulation, shall be developed/updated by KIPA in cooperation with SAKA, no later than March 30th of the following year.
2. The mandatory initial training program shall be organized at least two (2) times per year. An exception is made only in cases where there are no requests from public institutions for training of professional archive officers who perform duties within the competent archive.
3. The training program, as defined in paragraph one (1) of this article, following drafting and approval by KIPA in cooperation with SAKA, shall be published on the official websites of SAKA and KIPA.

4. Upon publication of the program, the schedules for the training and the organization of the testing shall also be announced.
5. The mandatory initial training program shall include at least 5 days, with 2 modules per day, covering the following modules:
 - 5.1. knowledge of the legislation regulating the field of archives and official document management;
 - 5.2. knowledge of the physical and electronic registration of documents in the archive of the creator and holder of archive material and the registration of archival material in the competent archive, covering all stages of recordkeeping process, including the archiving stage for permanent retention in the competent archive;
 - 5.3. knowledge of the drafting, approval, and implementation of the retention schedule;
 - 5.4. knowledge of technical and professional operations for the classification, processing and arrangement of registry/archival material, as well as the disposal of non-valuable material;
 - 5.5. knowledge of the conditions, criteria and standards for the storage of archival material;
 - 5.6. basic knowledge of initial conservation measures to prevent physical degradation of archival material, particularly in cases of risk for loss or destruction;
 - 5.7. knowledge of technical procedures and operations of archivists when administering requests for the use of archival material;
 - 5.8. knowledge of technical and professional standards for digitization of archival material and management of digital archives;
 - 5.9. knowledge about inspection /supervision and control measures;
 - 5.10. knowledge about the delivery/ acceptance of archival material into the competent archive.

Article 7 **Organization of the testing**

1. At the completion of the relevant training, professional officers shall undergo a testing to verify the acquired professional knowledge and skills.
2. The testing shall be organized by the relevant commission appointed by SAKA and KIPA, which consists of three (3) members, as follows:
 - 2.1. Two representatives from SAKA, chairperson and one member;
 - 2.2. a representative from KIPA, member.
3. Candidates who have attended 80% of the training shall undergo the testing.

4. Candidates shall pass the professional testing if they score at least 60% of the total points in the test, which consists of a maximum of 100 points.

5. Candidates who do not achieve the required score, as defined in paragraph four (4) of this article, may submit a request to retake retesting within three (3) months.

6. Professional officials performing professional and administrative duties in the competent archive and have completed studies at least a master's degree in the branch of archival science, are not required to attend training and undergo testing.

7. Professional officials performing professional and administrative duties in the competent archive and have completed at least a doctoral degree in history, are not required to attend training and undergo a professional testing.

Article 8 **Ongoing specific training**

1. According to the procedure set out in this regulation for the development and organization of mandatory initial training, ongoing specific training shall be organized for professional officials with special duties within the organizational structure of the competent archive.

2. Ongoing specific training, as defined in paragraph one (1) of this article, shall be organized according to the description of the specific duties of the relevant organizational units or individual duties within the competent archive.

3. Training, according to the nature of the tasks or duties, shall be organized mainly in specific areas of archival material management, such as:

3.1. arrangement and processing;

3.2. conservation and restoration;

3.3. management of archival material storage facilities;

3.4. use of archival material;

3.5. research, publishing and promotion;

3.6. digitalization.

4. The training and testing programs are conducted and organized by IKAP, in cooperation with ASHAK, under the same procedures and modalities as the mandatory initial training, as defined in Articles 5, 6, and 7 of this Regulation.

5. In order to improve work results, unsatisfactory performance or professional inadequacy, direct managers may propose officials to attend specific training. They may also propose relevant modules that are deemed necessary to expand knowledge or improve professional work results.

Article 9

Organization of specific training by SAKA

SAKA may offer specific trainings for its own officials or for those of the record creators, which are currently not provided by KIPA.

Article 10

Rights and obligations of the competent archive for the assessment of training needs

1. Institutions, namely natural and legal persons falling within the scope of this regulation, shall assess the needs and address specific training requests for their personnel to SAKA, no later than January 31 of the following year.

2. Institutions, namely natural and legal persons, as defined in paragraph one (1) of this article, shall be obliged to provide the following information in their training requests:
 - 2.1. name and surname of the professional officer;
 - 2.2. relevant job position;
 - 2.3. professional profile including level of education;
 - 2.4. previous training;
 - 2.5. quantity of archival material administered by the organizational unit to which the officer belongs;
 - 2.6. the type of training required to be attended.

3. Based on the number of requests, KIPA in cooperation with SAKA shall organize training sessions, while also considering the necessary resources required to administer training requests.

Article 11

Deadlines, training staff and method of organizing training

1. The first sessions of mandatory initial training as well as the ongoing specific training shall be organized no later than June 30 of the following year.

2. Trainings shall be conducted by certified trainers or other academic and professional personnel in the relevant field of archival science, according to the procedures provided for in the applicable legislation on public officials and KIPA.

3. Training may also be conducted outside KIPA premises, based on a prior agreement between SAKA and KIPA with the relevant authorities.

Article 12 **Organization of the testing**

1. The testing shall be organized at the end of each training session, respectively for both (2) types of training.
2. The respective testing shall be prepared, conducted and organized by a special commission composed as defined in Article 7 (paragraph 2) of this regulation.
3. The members of the commission are selected by SAKA and KIPA.
4. KIPA in cooperation with SAKA shall develop a set of questions that correspond to the training modules.
5. The test will contain twenty-five (25) questions and one (1) essay.
6. The test is prepared no earlier than one hour before the testing.

Article 13 **Certificate**

1. Upon successful completion of the training, respectively testing, the professional officer shall be issued the corresponding certificate by KIPA.
2. The certificate shall be signed by the Executive Director of KIPA.
3. In case of failing the test for the second time, KIPA shall notify the SAKA.

CHAPTER III **EXCEPTIONAL, TRANSITIONAL AND FINAL PROVISIONS**

Article 14 **Exceptional provisions for employees certified prior to the entry into force of the regulation**

Officials who have previously completed training and hold the relevant archivist certificates shall be exempt from the training and testing set forth in this regulation.

Article 15 **Transitional deadline for the completion of training/ testing for existing officials and/or newly employed personnel in the competent archive**

1. Professional officers of the competent archive who fall within the scope of this regulation and who have not previously undergone the relevant training shall be obliged to complete the training and testing within a period of two (2) years from the entry into force of this regulation.

2. Professional officers who establish an employment relationship with the competent archive after the entry into force of this regulation, shall be obliged to complete the relevant professional training and testing within a period of one (1) year.

Article 16
Responsibility for implementation

SAKA and KIPA shall be responsible for the implementation of this regulation.

Article 17
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

Acting Prime Minister of the Republic of Kosovo

09.01.2026