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EDUCATION AND TRAINING OF ARCHIVAL STAFF IN KOSOVO

Izvleček:

Izobraževanje arhivskih kadrov na Kosovu

Avtor predstavlja potrebo po permanentnem izobraževanju arhivskih kadrov in ustvarjalcev arhivskega gradiva. V članku podaja tudi nekaj izkušenj pri izobraževanju, ki se izvaja v dvomesečnih, tedenskih in dnevnih izobraževanjih za arhiviste in delavce, ki delajo z arhivskim gradivom pri ustvarjalcih. Predstavljeno je tudi strokovno preverjanje in potrjevanje znanja za arhiviste. Strokovno osebje ima ključno vlogo za uspeh arhivske službe. To jim nalaga razvoj novih tehnologij za ustvarjanje arhivskih dokumentov, še posebej tistih v elektronski obliki. Strokovno usposobljeno osebje je za upravljanje z dokumenti zelo pomembno. Njihovo izobraževanje mora biti zaradi novih tehnologij pri ustvarjanju, varovanju in upravljanju z dokumenti trajno. Arhivi na Kosovu so v tem pogledu v zaostanku, saj Kosovo na nobenem nivoju izobraževanja ne nudi arhivskega izobraževanja. To pa nadomeščajo z organizacijo tečajev, seminarjev in različnih drugih oblik izobraževanj, še posebej za novo zaposlene.

Ključne besede:

izobraževanje, arhivski kadri, upravljanje z dokumenti.

Abstract:

Education and Training of Archival Staff in Kosovo

The author initially presents the need for permanent education and training of the archival staff and creators of archival documents in the archives' institutions. This is followed by some of the Kosovo's experiences in the training of this staff, which is completed through two months, weekly as well as daily trainings for archivists and archives' managers in the institutions. Regarding the archivists, it presents the manner of professional examination and their certification. Professional staff has a key role in achieving success in archival service. This is imposed by the development of new technologies for the creation of archival documents, especially those in electronic form. The professionally capable personnel are needed for the management of documents. However, training of such persons should be permanent, because of the new developments in creation, preservation and management of documents. Archives of Kosovo are left behind in this aspect, since there are no schools at any level, but this is somehow compensated through the organization of courses, seminars, consultations and various forms of training for staff, especially the training for the new staff.

Key words:

training, education, archival staff, management of documents.

INTRODUCTION

Today, archives are the property of every citizen. The work of an archivist is very delicate. Archivists have played and play the main role in completion of professional duties in the archives and development of archival service in general.

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The archives' professional staff members and creators of archival documents are one of the basic factors for a successful completion of professional duties in the archives.

The training of the archival staff and appointment of professional experts to adequate working places is one of the basic conditions for a successful completion of professional duties and advancement of the archival service. Archivists, despite their regular education, must be permanently professionally built in the field of archives. Moreover, archivists should use new learning methods, as well as new modern techniques for the creation of archival documents. This is considered indispensable, since the archives and archival service in general is developed according to time requirements.

The European Commission has recently presented one long term learning programme, which states that the continual education is indispensable for the development of professional skills, in order to be able to participate as an active citizen in the nowadays society. It is clear that continual education is the main part of the development of social knowledge. Re-education and competence to use the information is indispensable for the professional development of an archives and for its life as an active citizen.

The key topic at the 41st conference of the International Archives' Council, held on 17-21 November 2009, in St. Julians, Malt, was training of the archival staff titled "Archivists in the XIX century - Education and Training Strategy". In this regard, the archivists from different countries of the world presented their experiences with regards to the training of the archival staff, which was then followed by their concrete proposals.

Upon development of new information technologies, different types of documents and electronic (magnetic and optic) means, not only the education of archival staff working in archives is required, but also of those working in the archives of organs, organizations, institutions etc.

The education of such staff is necessary, starting from the secondary, superior education up to post-graduation studies. Unfortunately, Kosovo has no regular archival education at secondary, university or post-graduation level. This has been requested several times by the State Archives of Kosovo, but without success. We hope that it will be organized very soon in the future.

In absence of this, the Kosovo State Archives, now Kosovo State Archives' Agency is trying to compensate this gap through organizing training courses, seminars, and consultations, including archival schools for professional officers in archives and institutions and creators of archival documents.

EDUCATION AND TRAINING OF OFFICIALS IN ARCHIVES

Standard ISO 15489-1 explains the need of the institution to implement the training program for the entire staff, which is creating or using documents' management system. This part of ISO 15489 marks several requests for the training program for the staff, which should be trained, training of technical experts, training methods, evaluation and revision of training programs. The training program must ensure the understanding of the functions and benefits from the document management within the organization. It should explain policies and establish procedures and processes in the context, through which the staff will be aware of

their importance and necessity. It will become more efficient, if it is shaped according to the needs of specific groups of personnel, in some cases, individuals.

The institution, which creates documents, should set a permanent training program for document management. According to ISO 15489-1, the appropriate training should be offered to all, who are in any way responsible for the documents. This includes: leaders, including senior leaders, employees, contracted parties, volunteers and all personnel responsible for the creation or use of documents.

Many organizations should employ people with professional qualifications for documents of archival material management, in order to guide their programs for managing the documents, and undertake technical processes, such as classification, preparation of the decision on system partition and projection. Relevant technical knowledge can be included in understanding the operation of electronic system. Also, it is required to understand the business process and goal of the organization.

Organizations may select trained personnel in order to facilitate to the other personnel the attendance in the respective foreign programs, or may decide to include the experiences of contracted persons or consultants.

Training methods for management of documents according to ISO 15489 include:

- a) involvement in organizational programs and documentation for professional orientation of employees;
- b) training through lectures for employees to whom new responsibilities have been allocated or changing of system;
- c) practical training and education, as part of a formal program by the unappointed persons or colleagues who possess specific knowledge;
- d) professional consultations and seminars on specific issues and initiatives related to documents;
- e) information materials and brochures with brief practical instructions that describe the aspects of policy for the management of documents and practice of organization;
- f) computer presentations which can be interactive, accessible via the intranet or electronic media (discs);
- g) help text connected to the computer system;
- h) training courses which lead educational institutions or professional organizations, and which may be part of the overall provision of these institutions, or can be developed at the request of the organization, in response to their needs.

Based on this, and in accordance with the needs of the state administration, the Kosovo State Archives' Agency organizes training of archival staff working in registers. In 2008, we began with the organization of intensive courses and two-month trainings for documents' management. This training is organized on the basis of a special program and under certain fields. The two-month course was organized for officers of archives of the state institutions, such as Presidency, Parliament, ministries and several agencies. But, this year, organization of such training for municipal assemblies and bank institutions was planned. In the following years, such training will be organized for other fields. Attendees of the course, after a written

test, and achieved success, shall be certified for the field of documents management.

Besides this kind of training, the Agency also organizes two-day seminars, also on specific topics, especially about the management of official leadership, relevant evidences, assessment of archival documents and others.

EDUCATION AND TRAINING OF ARCHIVISTS AND ASSISTANT ARCHIVISTS IN ARCHIVAL INSTITUTIONS

Same as training of the archival staff and creators of archival documents, archives in Kosovo also pay attention to the training and education of the staff working directly with archival documents. The archivists and assistant archivists work mainly with archival material. However, during the creative professional working in the archives of Kosovo, other positions have been created, such as archival consultants, senior archivists, assistant archivists of the first level etc. Besides them, the scientific staff members are also engaged, such as administrative technician, conservators, restaurateurs, informers, photographers, librarians, binders, etc. The professional titles are achieved upon a specific evaluation procedure.

The forms of training and establishment of permanent professional archival staff are achieved through seminars, consultations or occasional trainings. Kosovo State Archives' Agency organizes seminars, respectively two-day trainings, including weekly ones, as needed, in order to inform archival officials about new developments in the archival service, as well as about new methods of professional work, implementation of international professional recommendations and standards and other issues.

However, based on the Article 29 of the Law on Archival Material and Archives (Law 2003/7), Kosovo State Archives' Agency is obliged to organize a professional exam for all archival officials working in professional jobs, for the purpose of their certification. Accordingly, the Regulation on professional examination in the archival service in Kosovo has been approved. This regulation shall regulate the manner of examination and professional exams for titles in the archival service.

Professionals who work in protecting, regulating, processing and use of the archival material pass the professional exam in the archival service. As regards to other officials, such as conservators, restaurateurs, archivists for audio-visual documents, informants, etc. there are special provisions. They pass a part of the professional exam in the field of archives and a specific part in the field in which they work. The exam is passed according to the professional examination program in the archival service. For archivists these subjects are foreseen: archives - theory and practice, official classical and electronic management; information systems and digital archive; state and administrative regulation, archival legislation in Kosovo and foreign language. The same subjects but with a shortened program are applied to the assistant archivists.

Candidates who pass the professional exam for archivists and assistant archivists are obliged to prepare a professional seminar paper prior to taking the exam. The topics for the professional seminar paper should be from the professional field of archives.

CONCLUSION

During its development, the archival service has faced changes and is always perfected and adjusted to the time requirements. Requirements and program itself have been adapted to the needs and conditions imposed by the society during its development. The work regarding the completion of complex tasks and responsibilities in the archives, such as protection, acceptance, regulation, processing, restoration, microfilming, digitalization, use, preservation, publication, etc. requires appropriate professional staff. Therefore, permanent attention was paid and will continue to be paid to the training and education of the archival staff and creators of the archival documentation in Kosovo, same as in other countries of the world, in harmony with the state needs and the development of technology.

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