

ALBANIA JUDICIARY
CENTRAL ARCHIVE OF THE JUDICIAL SYSTEM
RECORDS MANAGEMENT PROGRAM MANUAL

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The last major heading – Records Storage Methods and Procedures – can be very complex and lengthy. Much of the content depends upon the automated case management system capabilities and documentation. While it ultimately should be included in the manual, given the time constraints, in my opinion, the primary efforts should be 1) the Records Retention and Destruction Schedule, 2) the first six headings of the manual, and 3) a draft of a training manual.

It would be very helpful if it is possible to respond to the points in italics, above, concerning micrographics, pre-numbered blank forms, audio tapes, and photos and negatives. Thank you.

PURPOSE OF THE RECORDS MANAGEMENT PROGRAM MANUAL

This Manual provides judges and staff of the Albania judiciary with the policies, procedures and forms to carry out effective and efficient court records management. Improved records management will insure that records are created efficiently, safeguarded and retained for the period of time necessary for use by the public and the courts, while maximizing the use of scarce archival space.

COMPONENTS OF THE RECORDS MANAGEMENT PROGRAM

There are three components of the Albania Judiciary Records Management Program.

1. Law on Archiving. The Law establishes the purpose and scope of the of efforts to improve records management in the Albania Judiciary, provides principles for archiving and safekeeping of court records, establishes the Central Archive of the Judicial System, and provides for the transfer of records and destruction of records.
2. Records Retention and Disposition Schedule. The Schedule is promulgated by the Minister of Justice after consultation with the Commission of the Expertise for the Central Archive of the Judicial System for the retention and disposition of court records. This schedule groups court records into record series. Each record series is described, and a retention period is set for each series. The retention periods take into account the needs of the Albania Judiciary, the parties appearing before the court, and the historical value of the records for research purposes.
3. This Manual.