



Republika e Kosovës
Republika Kosova/Republic of Kosovo
Akademia e Drejtësisë/Akademija Pravde/Academy of Justice

The Steering Council of the Academy of Justice,

Pursuant to Article 10, paragraph 1, subparagraph 1.1 of Law No. 05/L-095 on Academy of Justice, as well as Article 6, paragraph 3 of Law No. 08/L-294 on amending and supplementing the Law No. 08/L-197 on Public Officials, at the meeting held on 30 July 2026, hereby approves:

REGULATION NO. 09/2026
ON THE INDIVIDUAL FILE AND THE SYSTEM FOR MANAGEMENT OF THE
INDIVIDUAL FILE OF CIVIL SERVANTS IN THE ACADEMY OF JUSTICE

Article 1
Purpose

This Regulation establishes the rules on the content, administration and use of the individual file and the electronic system for the management of the individual file of civil servants in the Academy of Justice.

Article 2
Scope

The provisions of this Regulation shall apply to all officials involved in the procedure for the administration and use of the individual file, as well as the system for the management of the individual file of civil servants in the Academy of Justice.

Article 3
Definitions

1. The terms, expressions and abbreviations used in this Regulation shall have the following meaning:
 - 1.1. **LPO** – means Law No. 08/L-197 on Public Officials;
 - 1.2. **Responsible Officer** – means the Senior Human Resources Officer;
 - 1.3. **HRMIS** – means the Human Resources Management Information System;
 - 1.4 **Presentation Sheet** – contains the personal data of the civil servant, education and work experience;

1.6 Civil servant – means an employee employed in the Academy of Justice as a civil servant with special status pursuant to Article 6 paragraph 3 of Law No. 08/L-294 on Amending and Supplementing Law No. 08/L-197 on Public Officials.

2. Expressions used in the singular shall have the same meaning when used in the plural. Words used in one gender shall include the other gender.

Article 4 **Content of the individual file**

1. The Responsible Officer shall be responsible for creating and administering the personal file of each civil servant (individual file) and for administering the electronic file management system for civil servants.

2. The personal file of each civil servant shall be individual and shall be created from the date of employment and contains the following data:

2.1. professional data;

2.2. personal data;

2.3. disciplinary measures;

2.4. periodic evaluation of individual work results, as well as other data according to Annex 1, which is an integral part of this Regulation.

3. The personal file of the civil servant shall be accompanied by the Presentation Sheet created by the Responsible Officer.

4. The Presentation Sheet referred to in paragraph 3 of this Article shall be signed by the authorized official of the Responsible Officer and by the civil servant for whom the personal file has been created.

5. The data contained in the individual file of each civil servant shall be administered in accordance with the relevant legislation on personal data protection.

6. The individual file shall be kept in physical form and electronically in the HRMIS and shall be updated by the Responsible Officer whenever changes occur.

Article 5 **Access to the individual file**

1. The individual file of the civil servant shall be confidential and access thereto shall be restricted.

2. Notwithstanding paragraph 1 of this Article, full access to the civil servant's file shall be granted to:

2.1. the civil servant in his/her own personal file;

2.2. the Responsible Officer in the Academy of Justice.

3. The Responsible Officer may allow access, upon a reasoned request, to individual files of civil servants for the Disciplinary Commission, the Independent Oversight Board for the Civil Service, competent security and justice institutions, and any other body authorized by law.
4. In accordance with paragraph 3 of this Article, all categories provided for shall submit a justified request for access to the civil servant's personal file.
5. Access to the individual file pursuant to paragraph 4 of this Article shall be granted upon approval of the request by the Responsible Officer.

Article 6

Responsibilities and rights for the creation and updating of the individual file

1. The Responsible Officer shall be responsible for creating and updating the individual file and shall be obliged to notify the civil servant whenever changes are made to his/her individual file.
2. The civil servant shall be obliged, upon request, to submit to the Responsible Officer the data defined in paragraph 2 of Article 4 of this Regulation, as well as to notify and request changes to such data, including the addition of data to the file.
3. The physical/original file maintained by the Responsible Officer shall not be removed from the premises of the respective institution, except in cases provided for by law.
4. The civil servant shall have the right to receive copies of documents that are part of his/her file.
5. Access upon request to the physical individual file of the civil servant shall be carried out in the presence of the Responsible Officer in the AoJ.

Article 7

Transfer and storage of individual files

1. In cases where a civil servant moves to another public administration institution, he/she shall have the right to request that a copy of the physical personal file be transferred to the Responsible Officer of the new employing institution.
2. The handover of the physical file referred to in paragraph 1 of this Article shall be carried out by the Responsible Officers of the two institutions.
3. After termination of the employment relationship with the institution, the physical and electronic personal file of the civil servant shall be stored in accordance with legal provisions on archiving.

Article 8

Content of the HRMIS

The HRMIS (once operational) shall constitute an electronic database in which information on civil servants is stored, processed and managed in accordance with the applicable legislation and acts approved by the Managing Board.

Article 9

Administration of HRMIS users

1. The Responsible Officer shall administer the HRMIS and shall be responsible for the structure of the database and its functioning.
2. The Responsible Officer, in the capacity of HRMIS administrator, shall have the following responsibilities and functions:
 - 2.1. creates and updates the organizational structure of the institution;
 - 2.2. creates, changes and administers roles and privileges;
 - 2.3. is responsible for all actions carried out in the HRMIS using his/her privileges and for any potential damages that may occur;
 - 2.4. is responsible for the accuracy of the data entered into the HRMIS;
 - 2.5. is responsible for updating the data in the HRMIS for civil servants;
 - 2.6. is responsible for carrying out in the HRMIS all other actions defined by the applicable legislation.
3. Each civil servant may have access to the HRMIS as a user belonging to the group of civil servants.
4. Users with privileges of the civil servant group shall have limited access only for reading their personal data, which are part of the personnel file.
5. All users within the institution shall be obliged to ensure the protection and confidentiality of access privileges to the electronic database of the HRMIS and shall bear direct personal responsibility in case of violation of the rules, negligence or misuse of information as a consequence of their access privileges.

Article 10

HRMIS users

1. Civil servants in the Academy shall have access to the HRMIS in accordance with the roles and privileges assigned to the respective roles.
2. Civil servants in the Academy shall be responsible, based on their roles, for their actions in the HRMIS.

3. The civil servant shall have the following rights and obligations:
 - 3.1. is responsible for all actions carried out in the HRMIS using his/her privileges and for any potential damages that may occur;
 - 3.2. is responsible for the accuracy of the data entered into the HRMIS;
 - 3.3. shall report any inaccuracies identified in the data contained in the HRMIS.
4. The HRMU shall have the following rights and obligations towards civil servants of the Academy:
 - 4.1. is responsible for all actions carried out in the HRMIS using its privileges and for any potential damages that may occur;
 - 4.2. is responsible for the accuracy of the data entered into the HRMIS;
 - 4.3. is responsible for the accurate reflection in the HRMIS of the data contained in the personnel file of public officials;
 - 4.4. is responsible for updating the data in the HRMIS for officials of the institution;
 - 4.5. approves further actions regarding the data entered or actions carried out by other public officials who are users of the HRMIS;
 - 4.6. is responsible for carrying out in the HRMIS all other actions defined by the applicable legislation.
5. Civil servants shall be obliged to ensure the protection and confidentiality of data in the HRMIS according to their privileges and shall bear individual responsibility.

Article 11

Access and privileges

The Responsible Officer shall submit a request for access to the HRMIS system to the DMPO.

Article 12

Annexes

1. The annexes attached to this Regulation shall constitute an integral part thereof:
 - 1.1. Annex 1 – Data of the personal file;
 - 1.2. Annex 2 – Data of the Presentation Sheet.

Article 13

Transitional provisions

Until the HRMIS becomes operational, the individual file and the system for the management of the individual file shall be maintained in physical form.

Article 14
Entry into force

his Regulation shall enter into force on the date of its approval.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice



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Annex No. 1

DATA OF THE PERSONAL FILE

The personal file of the civil servant shall contain the following data:

1. copies of educational diplomas;
2. copies of certificates on professional skills and training;
3. evidence of language and computer skills (where such skills are required for employment);
4. documents on the assessment during the recruitment procedure from the online HRMIS system;
5. appointment act;
6. job description;
7. confirmation of the probationary period;
8. original medical certificate (where required for employment);
9. copy of the identity card;
10. evidence of criminal record;
11. evidence of previous work experience;
12. work performance evaluation forms;
13. data on disciplinary measures (remarks, decisions);
14. salary data (new employee, change, retroactive, termination);
15. evidence on changes to the employment relationship;
16. health data;
17. data related to security clearance (if any);
18. declarations of the official, such as those related to conflict of interest;
19. data related to the recruitment of the official;
20. recognitions awarded to the official;
21. data related to leave and attendance at work;
22. other data related to the employment relationship of the official.



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Annex No. 2

DATA OF THE PRESENTATION SHEET

Inventory sheet of the civil servant's file

No. Description of Materials

1. Personal photograph;
2. Identification number;
3. Name and surname;
4. Name and surname of one parent;
5. Date of birth;
6. Place of birth, municipality, country;
7. Permanent residence address;
8. Temporary residence address;
9. Personal number of the identification document;
10. Gender;
11. Marital status;
12. Ethnicity;
13. Education;
14. Diploma;
15. Qualification (types);
16. Scientific degree (title);
17. Knowledge of foreign languages;
18. Date of commencement of employment in the respective position/previous work experience;
19. Career description;

- 20. Sanctions (disciplinary and judicial measures);
- 21. Work unit;
- 22. Position;
- 23. Basic salary;
- 24. Salary allowances;
- 25. Remuneration from participation in governing boards;
- 26. Driving licence, if required;
- 27. Passport (not mandatory);
- 28. Personal, official and emergency telephone number;
- 29. Official email address;
- 30. Termination of employment (reasons); _____
- 31. Commendations/recognitions.

Responsible Officer of the Academy and the civil servant

Mr./Ms. _____

Mr./Ms. _____