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1.04 Strokovni članek

1.04 Professional Article

COOPERATION BETWEEN ARCHIVES AND MUNICIPALITIES - EXAMPLE OF THE NEWLY ESTABLISHED STANARI MUNICIPALITY

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Abstract:

Stanari Municipality is the youngest municipality in the Republic of Srpska, formed in 2014, separating from city Doboj. It is known for the lignite mine and the newly built thermal power plant, which represent the basic sources of financial resources and the self-sustainability of this municipality. This young municipality proved to be very responsible and serious as a creator and custodians of records. Immediately after the establishment of the administration, the responsible persons of this municipality set before themselves the task of building an efficient law system to manage records. In this connection, they have communicated with the Archives of the Republic of Srpska, the Doboj office, asking for suggestions, proposals and ideas to be deliberately implemented. The results of cooperation between the municipality and the Archives will be presented in the article.

Key words:

Municipality Stanari, creators and custodians of records, cooperation

Izvleček:

Sodelovanje med pristojnim arhivom in občinami – primer novoustanovljene občine Stanari

Občina Stanari je bila ustanovljena leta 2014 na območju mesta Doboj. Gre za najmlajšo občino v Republiki Srbski, znano po rudniku lignita in termoelektrarni, ki predstavljata osnovna vira za finančno samooskrbo občine. Čeprav je nastala šele pred kratkim, se je občina izkazala za resnega in odgovornega ustvarjalca arhivskega in dokumentarnega gradiva ter je nemudoma pristopila k sprejetju učinkovite zakonske podlage za upravljanje z dokumenti. Občinska uprava je navezala stik s pristojnim arhivom, Arhivom Republike Srbske, Oddelkom v Doboju. Dala je pobude za številne sestanke, ki so utrdili poslovno sodelovanje med obema subjektoma. Slednje je podrobneje predstavljeno v prispevku.

Ključne besede:

občina Stanari, ustvarjalci in skrbniki gradiva, sodelovanje

Thanks to its favorable geographical position, ore deposits and the proximity of important roads, this region desired territorial independency. The area of this municipality is known for the coal lignite site. The exploitation began in 1948 and continues to this day. The thermal power plant in Stanari, which was put into operation in 2016, is also the basis of development. These two economic giants are the largest source of financial resources and self-sustainability of this municipality. In addition, they provide a good foundation for future development and new investors. The fact that the largest thermal power plant in the Republic of Srpska is being built here, points to a long-term favorable perspective for the development of this area.

For this reasons, the region was striving for a greater independence and autonomy in the local self-government. After several unsuccessful attempts, finally, in 2014, the Stanari Municipality achieved this status. By adopting the Law on the Establishment of the Municipality Stanari (2014), the Republic of Srpska became richer for one promising self-governing local organization. The area of the newly established municipality is determined by this law (2014, par. 1) and consists of inhabited places that are separated from the area of the Doboj city. With new legal personality, this municipality and its formed organs, received all rights and duties as legal successors to populated areas that are now in its composition.

For less than four years of existence, this young municipality has laid a good foundation for successful functioning and long-term development. Leaders have proven to be very serious and responsible. Immediately after the administration was established, they started developing an efficient system of records management. About that, they have communicated with the Archives of the Republic of Srpska, the Doboj office, asking for suggestions, proposals and ideas to implement. This is how our cooperation began and has evolved over time.

The first contact with the Archives of the Republic of Srpska was realized at a meeting organized by the Ministry of Administration and the Local Self-Governance, about the division of property between the city of Doboj and the Stanari Municipality. The meeting was attended by representatives of the Stanari Municipality and the city of Doboj, representatives of various ministries and colleagues Marijana Todorovic Bilić and Soldatovic Olivera, as representatives of the Archives of the Republic of Srpska. One of the topics of this meeting was the division of records, as part of the property, which was to be separated from the property of the city Doboj and transferred to the ownership of the newly founded municipality. On this occasion, the representatives of the Stanari municipality, mayor Panić Dušan and the President of the Municipal Assembly, Stevanović Ostoja, were informed about the role and significance of records, as well as the procedures and measures for their protection. Shortly after this meeting, the Head of Department of General Services of the Stanari Municipality, Čelić Radojica, arranged a meeting with a representative of the Archives of Republic of Srpska, Doboj Office. The topic of conversation was taking concrete steps in order to handle records. That meeting was a beginning of mutual cooperation that lead us in the agreed direction.

After, an initial meeting was held with the representatives of the municipality where they were informed in detail about all the obligations that the Law on Archival Activity (2008) and other statutory archival regulations provide for the creators and custodians of the records. The first concrete move by the municipal leaders was the drafting of a regulation for this area. They approached to these tasks very seriously, and in a very short of time sent a proper Regulation on record managing with a Records schedule. Both documents received the consent of the competent archives, which fulfilled all the conditions for their application. Since then, documents are managed according to the rules of the mentioned regulation acts. The whole process was initiated with the suggestions and supervision of the Archives of the Republic of Srpska, Doboj Office.

1. Professional supervision in the Stanari Municipality

First professional supervision in this municipality was on June 22, 2016, when the following was recorded:

- the Stanari Municipality keeps records of the newly established municipality and a part of records taken from the city of Dobož,
- depot for records is provided, however, its size and equipment does not correspond to the its purpose,
- a records manager is employed, but without the passed professional archival examination¹,
- card system for office business is established,
- office business is harmonized with the Regulation on Records Managing of the Republic Administrative Authorities (2004, 2007) and the Instructions for its Implementation (2005-2011); in addition, the Regulation on Record Managing for municipal administration was adopted,
- Records schedule has been adopted,
- records are largely unarranged, in the stage of collection and preparation for archiving,
- records database has not been established.

2. Progress in administration business

After the first professional supervision, the management of this municipality has scheduled a new meeting with representatives of the competent archives with the aim of obtaining concrete examples and guidelines for improving the situation. All employees of the municipality administration attended the meeting, and later a special meeting was held with heads of departments. Those meetings proved to be a very good move by the leaders. For the first time, most of the employees were informed about the obligations of the municipality as the owner and creator of records. What was remarkable and commendable is the great interest of all employees. Most of the employees are young people, to whom this is the first job, and their enthusiasm and desire for learning are noticeable.

In a very short time, most of detected irregularities have been corrected. In the meantime, part of the municipal administration has been moved to new premises. Together with them, the archival depot was moved. The previously designated archival depot was unsuitable, both spatially and technically. The new archival deposits surface is significantly larger and equipped with shelves that are adapted to technical units for record material. At the moment, it suits the needs of the municipality administration, but in the long term, this accommodation capacity will not be enough for the whole material.

There is an employee for handling records. Although for the first time working on these jobs, Bogdanović Jelena, records manager in this municipality, has so far performed her job very responsibly and devotedly. More importantly, she is ready for constant learning and improvement. She has participated in four seminars organized by the Archives of the Republic of Srpska and the Association of Archival Workers of the Republic of Srpska. Topics of seminars were office, archival and electronic business. We also conducted a two-day training of employees in local government and self-government bodies, organized by the Ministry of Administration and Local Self-

¹ Defined in the Act on Archival Activity (2008, par. 8).

Government, which was also attended by the records manager of the Stanari Municipality. Records manager has not yet passed a professional archival exam, which can be taken after a minimum of six months of work on these assignments in front of the commission of the Association of Archival Workers of Republic of Srpska.

Although the office business of the Stanari Municipality was in line with Regulation on Records managing of the Republic Administrative Authorities and its Instructions, they nevertheless adopted a special Regulation on records managing for municipal administration, which regulates the details of their business. The Regulation, together with the schedule, as its integral part, was adopted in mid-2016. Both documents received the consent for use.

The adopted Record schedule with the classification list proved to be too general and unsuitable for the municipal administration. As such, it began to create complications, so they have decided to make a new one. At the end of 2017, a new list was adopted. It was approved and the application started from the year 2018. It is now fully adapted to the established business system and meets the needs of the entire administration.

The records of this municipality are divided into two fonds: the Stanari municipality fonds and the fonds of records taken from the city of Dobož. Considering that the procedures regarding the distribution of property between these two local communities have not yet been completed, the problem of acquisition of records has not been solved. Only the birth parish register for the period from 1880-1973 are currently transferred. The fonds of the Stanari Municipality records is in stage of arranging - collecting and archiving. During the last professional supervision of this municipality, the material was in the final stage of technical preparation - packaging in technical units, marking of technical units, matching by years and within years according to type of material and place of origin. The next phase is creating the records database, and putting signs on technical units. Only then will we state that the material is arranged.

3. Understanding as a way of progress

Looking at the established situation in the Stanari Municipality after the professional supervision, it is impossible not to notice progress. In a very short period of time, any observed defect, sloppiness and errors have been corrected, or it has been made a visible progress in resolving them. Unfortunately, this example, instead of being a rule, it is an exception. Why is it so? Primarily because of misunderstanding the importance and role that office business has. Office business in its narrowest sense implies handling of acts from the moment of their creation or receipt to dispatch or archiving, which would mean that it follows documents through the whole process. One of its goals is to provide an easier search for documents. A non-functional system for office business leads to a difficult performance of all business activities. The importance of these tasks must be primarily understood by the managers of legal entities. That is exactly what happened in the Stanari Municipality. In less than four years, for as long as this municipality exists, they have continuously invested in education and training of employees. The archives manager of this municipality attended four seminars and one training together with the head of the department, which is evident from the results she provides at work.

Unfortunately, we are witnessing various types of financial cuts in the public sector in recent years, and the education of employees is covered by these measures, however, in the Stanari Municipality it was realized that the greater benefit and long-term savings are investments in the education of employees. In this way, they not only give employees recognition for their work, they are making a motivated and trained employees.

How seriously they have understood the document management work, can be seen from the adoption of a new Records schedule with a new classification list. After just one year of use, they came to the revision of the previously adopted schedule. In consultation with the competent archives, they proposed new solutions and asked for suggestions in order to fully adapt the schedule and classification scheme to their business. This type of approach shows the interest of the people from this municipality at the very beginning of its development to establish a functional and efficient system of office business that will match the needs of this local community, and not copy solutions from others. From this we can see the effort that they invest in each part of this administrative unit.

The Stanari Municipality, not only complies with legal regulations, it also affects others in their environment to do the same. As a unit of local self-government, it is founder of several public enterprises and institutions in this area. So far, every one of them has contacted the competent archives and were informed about their rights and obligations as new creators/custodians of records. In a very short time, they harmonized their office business, established archival depots and educated employees for these tasks.

POVZETEK

SODELOVANJE MED PRISTOJNIM ARHIVOM IN OBČINAMI – PRIMER NOVOUSTANOVljENE OBČINE STANARI

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Avtorica, kot predstavnica pristojnega arhiva, izpostavlja interes vodstva občine za sodelovanje, hitro in učinkovito ukrepanje in izobraževanje zaposlenih. Brez razumevanja vodstva občine bi bilo sodelovanje precej okrnjeno in na nižji stopnji.

Občinska uprava je tako razvila učinkovit sistem upravljanja z dokumenti in predstavlja pozitiven primer dobre prakse, ki ga prenaša tudi na druge ustanove. Kot samoupravna lokalna skupnost je občina ustanovila mnoga javna podjetja in zavode, ki so se v tem pogledu zgledovali po ustanovitelju in uvedli primerne sisteme pisarniškega poslovanja ter opravljajo vse naloge, ki jim jih predpisuje arhivska zakonodaja. Dobro sodelovanje med ustvarjalcem in pristojnim arhivom tako prinaša zelo pozitivne rezultate.

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