



Здружение - Shoqata
ИНСТИТУТ ЗА ЛИДЕРСТВО И ЈАВНИ ПОЛИТИКИ
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Work Policies and Procedures Institute for Leadership and Public Policy

This handbook is prepared by the employees of Institute. Any questions or comments regarding its content should be addressed to the ILLP or its authorized representatives.

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Temporary Files

Depending on the archival value to the organization, the fields below have a temporary retention schedule.

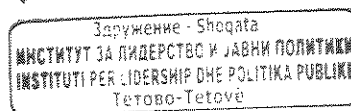
- Programme Files: Programme files other than permanent files should be maintained for a period of seven years following completion of the project
- Financial Records: The maximum number of years that any finance file needs to be retained is 10 years.

Procedures

Records are created by the Administrative Assistant and Project Manager. The records are then maintained by the Administrative Assistant and Project Manager in both electronic and paper format (if possible). Files are stored in Institute for Leadership and Public Policy – ILPP office, so that they are easily retrievable. After a set period of time, the Administrative Assistant and Project Manager will decide whether to dispose of the records with authorization by the Executive Director. Records will be disposed by incineration and/or shredding.

Executive Director

PRANVERA KASAMI



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