

ALBANIAN AUTHORITY ON ACCESS TO INFORMATION  
ON THE FORMER STATE SECURITY SERVICE

## **Achievements and challenges during 2017**

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**Director of Archives**

# **Albanian Authority on Access to Information on the Former State Security Services (AAAIFSSS)**

**1. Law 45/2015 “FOR THE RIGHT OF INFORMATION ON THE SECURITY DOCUMENTS OF THE STATE OF THE POPULAR SOCIALIST REPUBLIC OF ALBANIA”.**

**2. STARTED WORKED AT THE BEGINNING OF 2016**

**1. LIMITED STAF**





# **Albanian Authority on Access to Information on the Former State Security Services**

- **The AISSD is a legal public independent entity responsible for the collection, management, processing and use of documents of former state security service and information related to them.**
- **The authority is composed of 5 members elected by the Parliament, with high professional and moral integrity who meet the lustration criterion.**
- **The documents of former SSS covers the period from November 29, 1944 - July 2, 1991.**

# Mission Statement

## Access to Records

The primary task of the Authority is to ensure the right of every citizen to have access to the information produced by or collected against them by the former SSS. To protect the right to privacy of any third parties and ensure that the human rights and dignity of all persons is respected.

## Research & Media use

Academic institutions, researchers and media representative have the right to view the SSS's records under certain conditions that will be in place to ensure respect for the human rights, privacy and dignity of the individuals.

The Authority will support research work that contributes to reappraising the activity of the former SSS.

## Use by public institutions & citizens

On the request of public Institutions or individuals running for or seeking appointment to senior public office, the Authority will examine the documents in its possession to determine whether any evidence exists to suggest that these individuals collaborated with the former SSS.

## Transitional Justice

Casting light on the crimes committed during communism, supporting the process of identifying and recovering the remains of those who disappeared or were executed during communism in order to ensure the right to justice and the right to truth for all those affected by the activities of the former SSS.



# The Archives

## Actual State





**What we have  
done during first  
year ?**



# Where did we start ?

- **Drafting and approving the internal rules about:**
  - ✓ Document processing
  - ✓ Document declassification and
  - ✓ Information and Document availability to public and institutions
- **Identify and collect the former SSS's documents:**
  - ✓ Cooperate with main memorial institutions
  - ✓ Handing over documents
  - ✓ Starting the requests processing

**DOCUMENTS  
EXPECTED TO  
BE PROCESSED**





**212.14.5**

**VARIOUS FILES**



**212.145**

**VARIOUS FILES**



**250.000**

**PERSONAL RECORDS**



**212.145**

**VARIOUS FILES**

**1.600**

**REGISTERS**



**250.000**

**PERSONAL  
RECORDS**

**212.145**

**VARIOUS FILES**

**1.600**

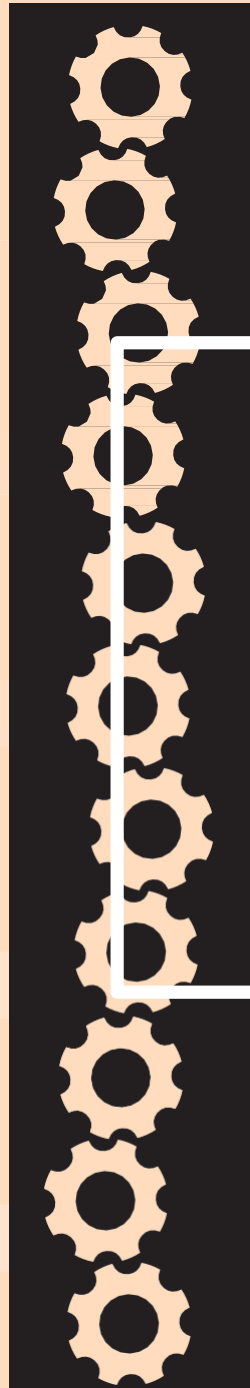
**REGISTERS**

**8.500**

**REPORTS &  
NORMATIVE  
ACTS**

**250.000**

**PERSONA  
RECORDS**





**2245**  
VARIOUS FILES

**1400**  
REGISTERS

**2100**  
FILES FOR  
PERSONS &  
POLITICAL  
PROCESSES

**850**  
REPORTS &  
NORMATIVE  
ACTS

**25000**  
PERSONAL  
RECORDS

**2245**  
VARIOUS FILES

**1400**  
REGISTERS

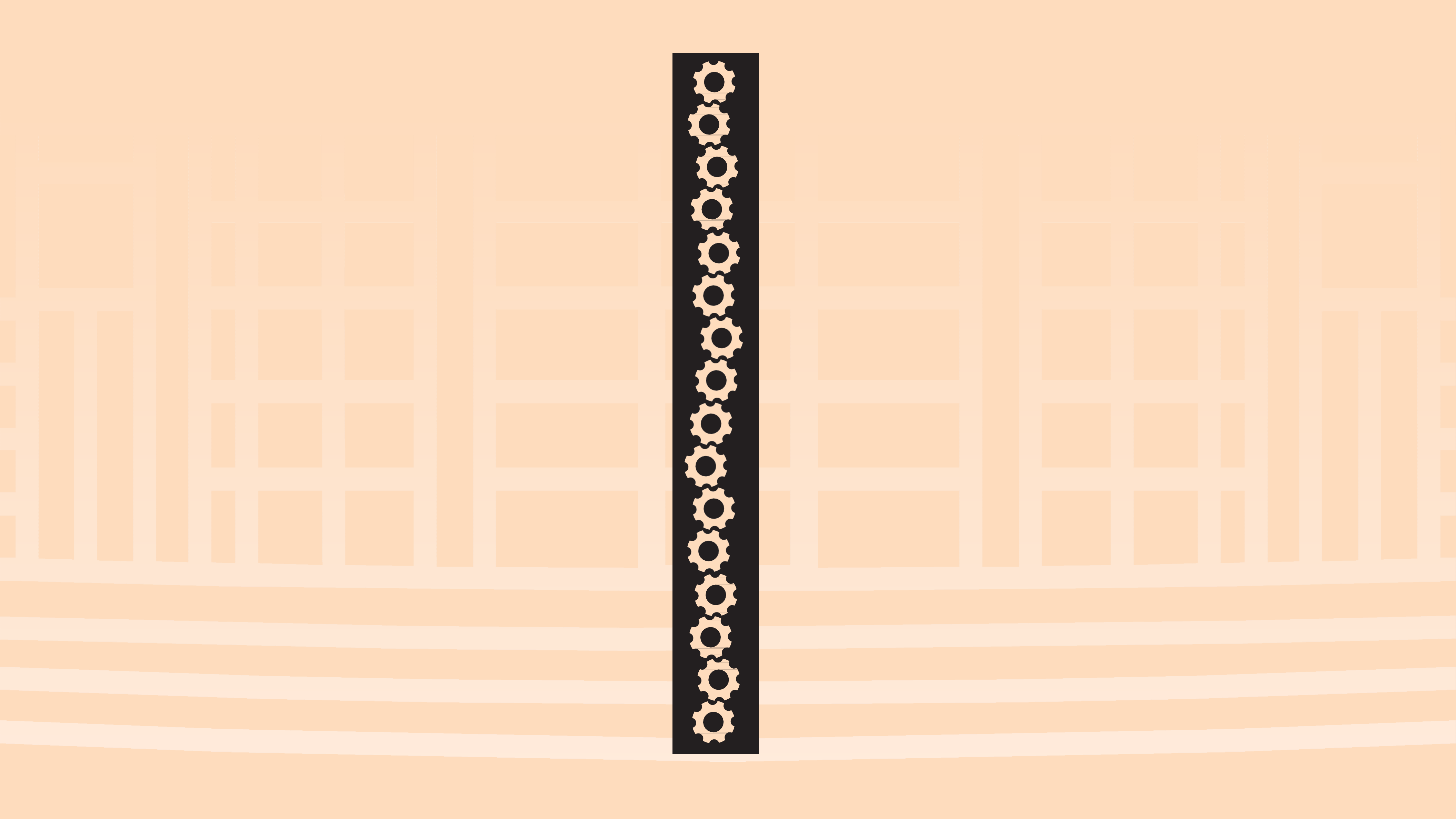
**2100**  
FILES FOR  
PERSONS &  
POLITICAL  
PROCESSES

**850**  
REPORTS &  
NORMATIVE  
ACTS

**1500**  
INVESTIGATIVE  
& TRIAL FILES

**25000**  
PERSONAL  
RECORDS







**2MMQ4**  
**DOCUMENTS TO BE DIGITALIZED**







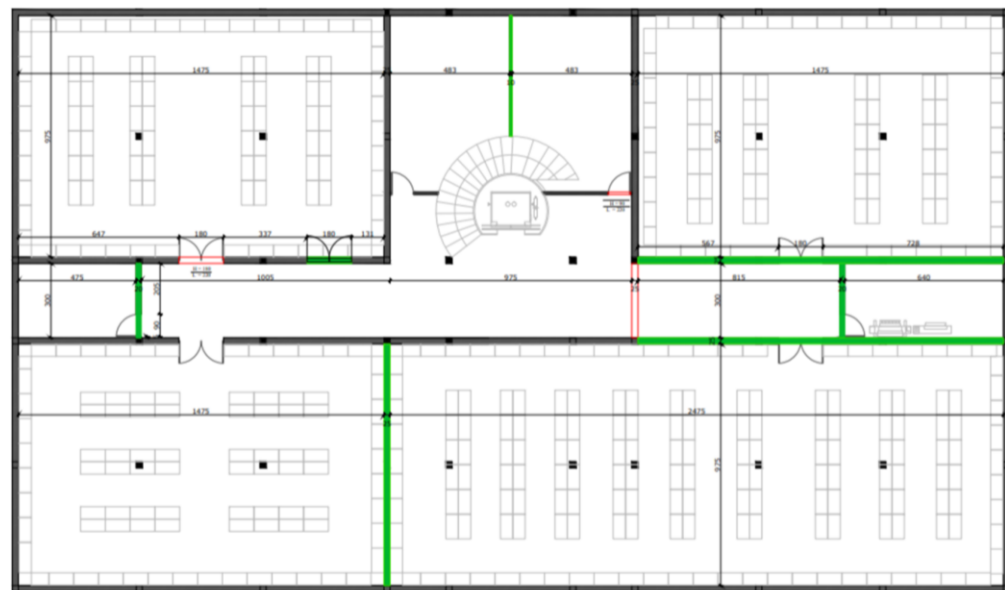
# The Institution

## The Archive Department Underground Floor

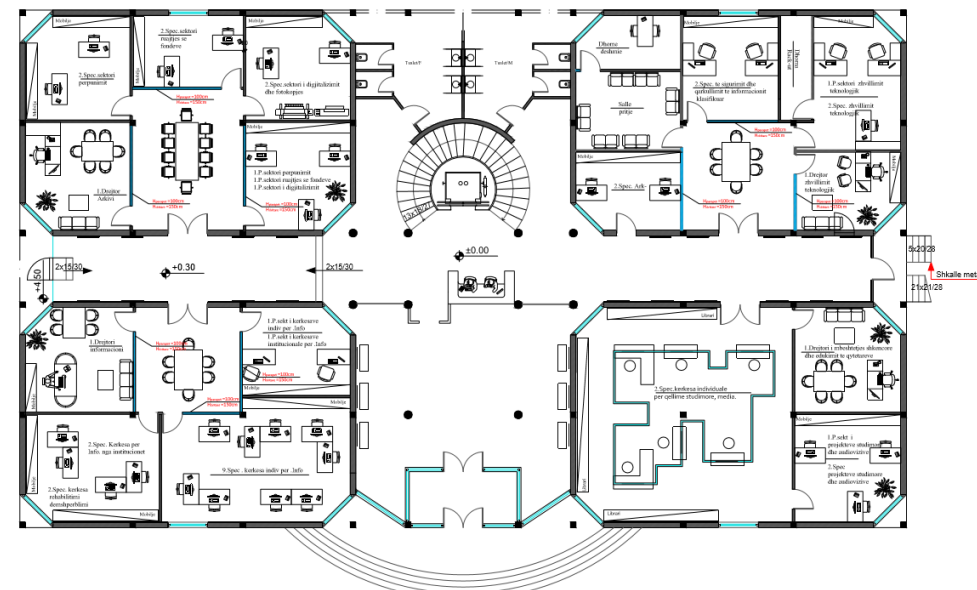
## The Public Infrastructure Ground Floor

## The Administration (O ces) First Floor

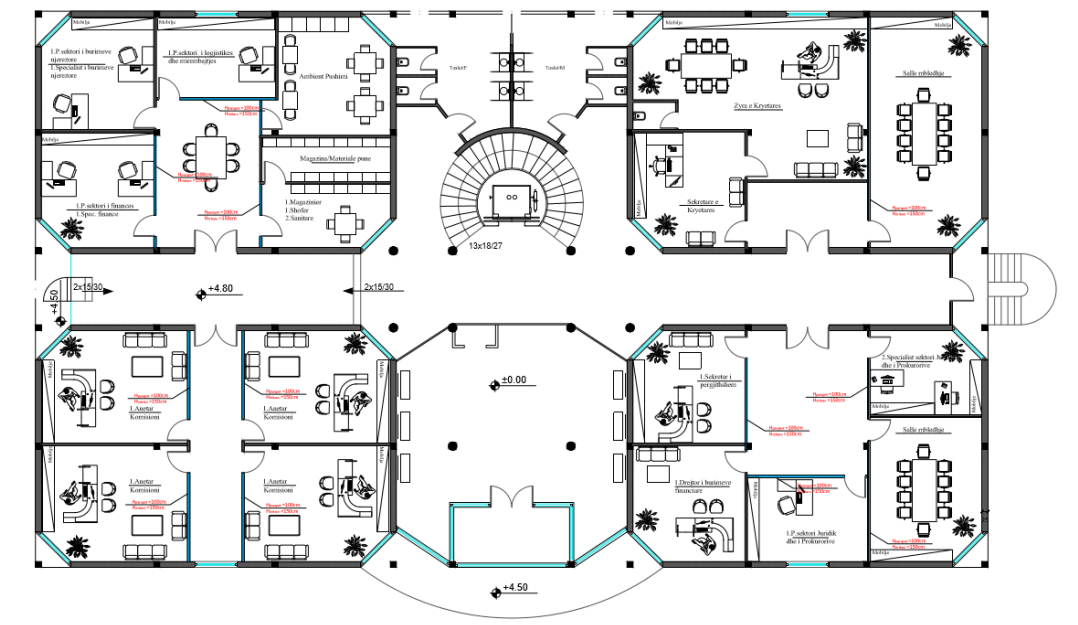
Planimetria e katit nentoke/ plan murature



Planimetria e katit te perdhe/ plan mobilimi



Planimetria e katit te pare/ plan mobilimi

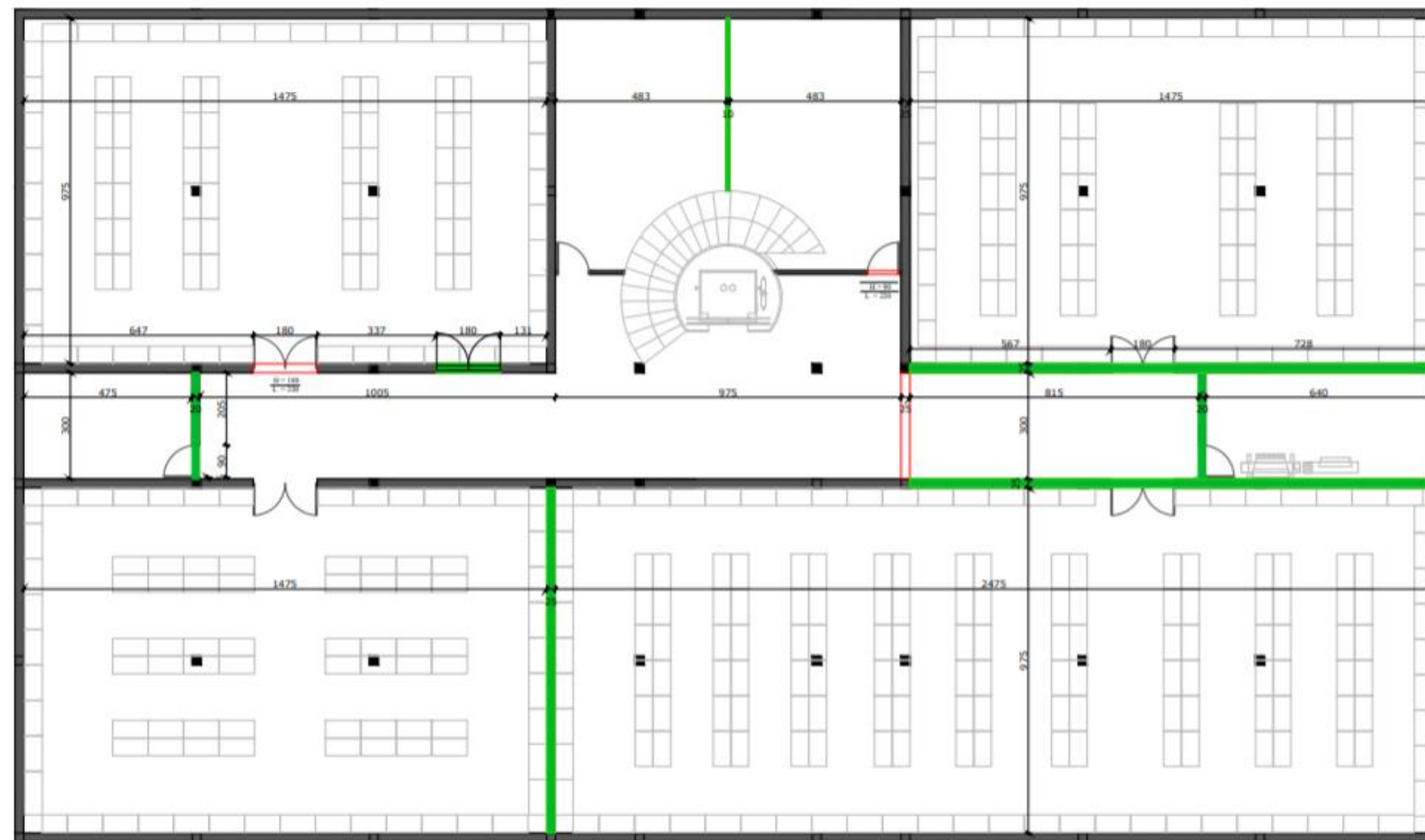




# The Archive Department

## Underground Floor - new

Planimetria e katit nentoke/ plan murature



# The Archive Departement

## Environmental goals and Important design issues



- an area free of insects, rodents, mould, or fungus
- an area with consistent temperature and humidity
- an area with little uncontrolled natural or fluorescent light
- an area secured with locks and alarms, controlled access to archive storage areas
- a fire-resistant environment, with fire extinguishers, smoke and heat detectors

## Ground Floor - new

[illegible]



# The Public Infrastructure

## Ground Floor

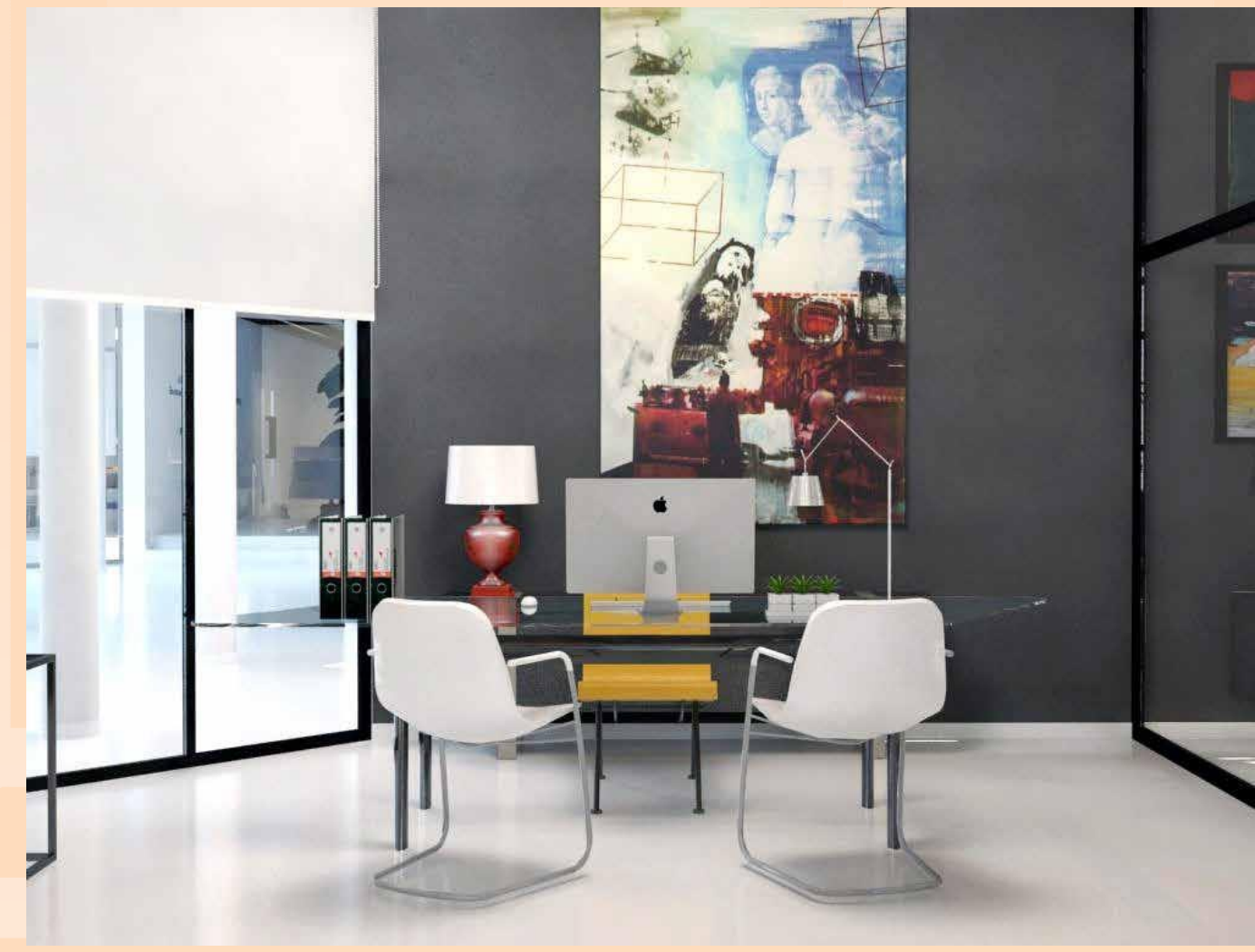
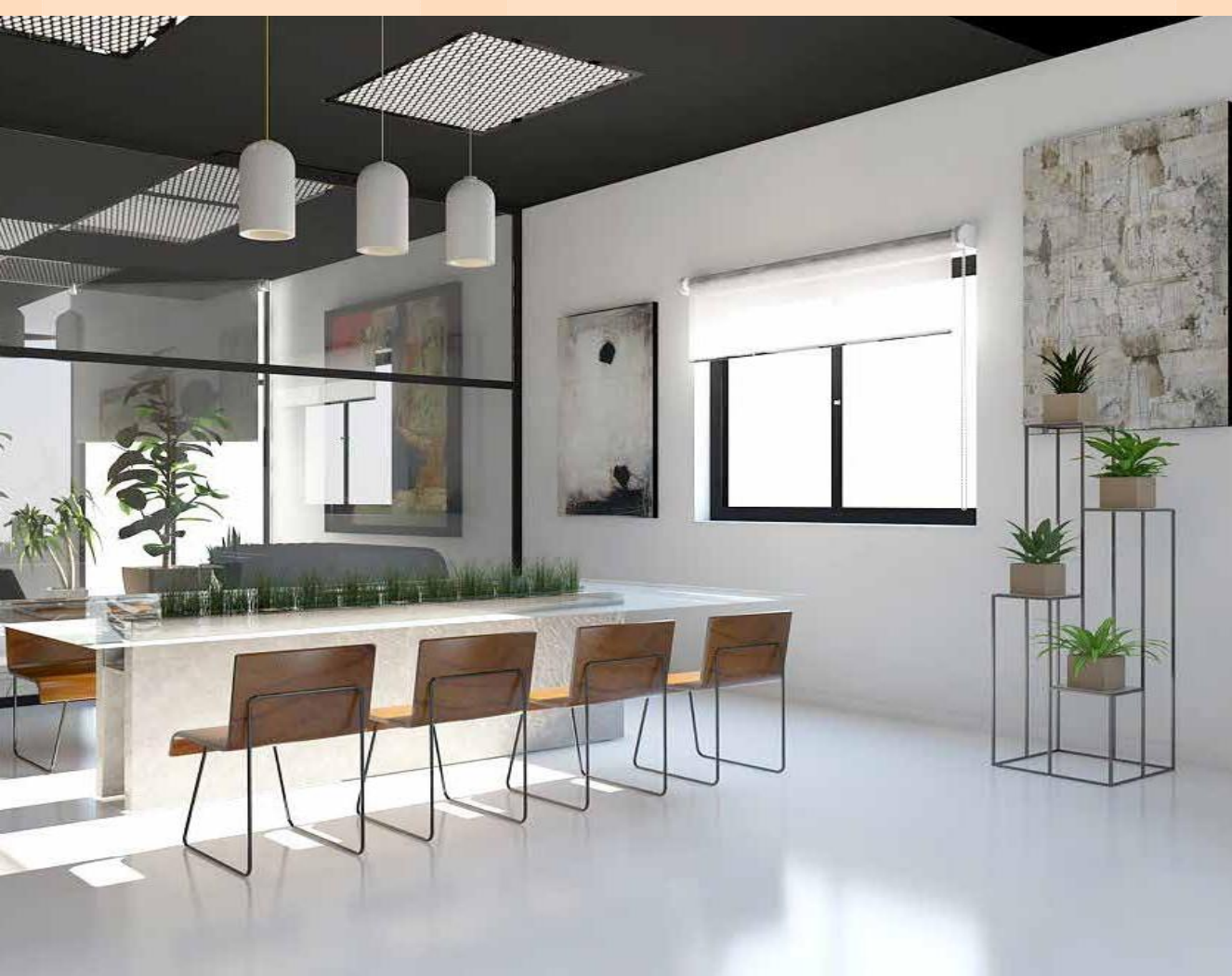






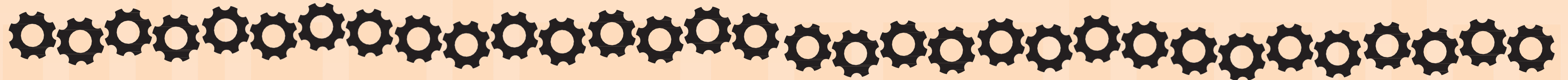
# The Administration (Offices)

## First Floor





# AUTOMATION

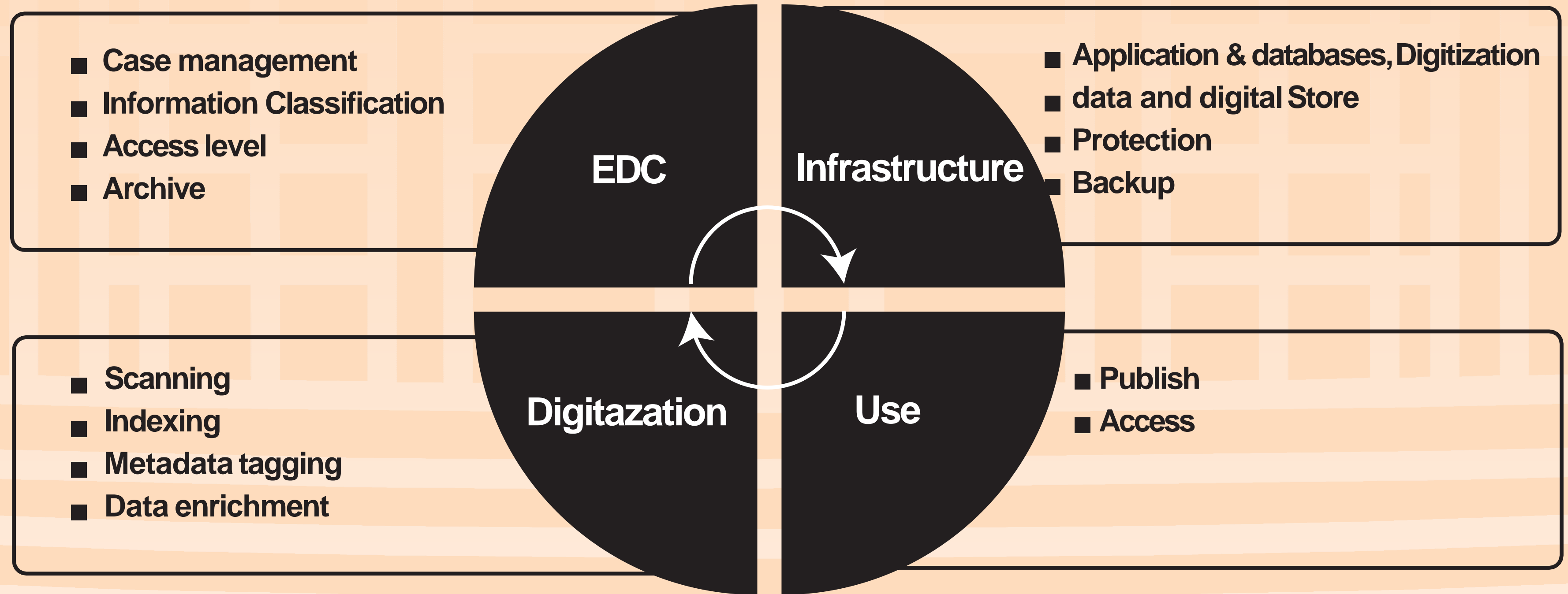


# OF AAAI

# Automation's Objective

- 1** To digitize and preserve in the digital format the archival documents produced or collected by former Sigurimi;
- 2** To automate the operations of Authority to better perform its functions and to better serve the citizens, Government Institutions, researchers, media, etc.
- 3** To enable the access to the information produced or collected by former Sigurimi;

# Scope







# Processing Requests


## From

1. Individuals
2. Institution
3. Researcher
4. Media

# Application forms

FORMULAR APLIKIMI PËR INFORMIM TË INDIVIDËVE			
AUTORITETI PËR INFORMIMIN MBI DOKUMENTET E ISH-SIGURIMIT TË SHTETIT (AIDSSH)			
Nëse keni pyetje, lutemi kontaktoni: E-mail: info@autoritetidosjeve.gov.al Web: www. autoritetidosjeve.gov.al		HAPËSIRË E REZERVUAR VETËM PËR PUNONJËSIT E AUTORITETIT PËR INFORMIMIN MBI DOKUMENTET E ISH-SIGURIMIT TË SHTETIT	
Shënim: Ju lutem plotësoni me kujdes dhe qartë informacionin e kërkuar në fushat më poshtë, ME GËRMA KAPITALE DHE NË NGJYRË BLU.			
SEKSIONI A: INFORMACION MBI APLIKANTIN			
1. Emri	<input type="text"/>	2. Mbiemri	<input type="text"/>
3. Emri i Babait	<input type="text"/>	4. NID <small>Nr. i identifikimit personal</small>	<input type="text"/>
5. Gjinia	<input type="checkbox"/> Mashkull <input type="checkbox"/> Femër	6. Datëlindja	<input type="text"/>
7. Vendlindja	<input type="text"/>		
9. Adresa	<input type="text"/>		
10. Qyteti	<input type="text"/>	11. Rrethi	<input type="text"/>
12. Kodi Postar	<input type="text"/>	13. E-mail	<input type="text"/>
14. Nr. Tel. Celular	<input type="text"/>	15. Nr. Tel. Fiks	<input type="text"/>
SEKSIONI B: INFORMACION MBI KËRKUESIN			
Nëse Aplikanti dhe Kërkuesi janë i njëjti person, kalo në plotësimin e Seksionit C			
16. Emri	<input type="text"/>	17. Mbiemri	<input type="text"/>
18. Emri i Babait	<input type="text"/>	19. NID <small>Nr. i identifikimit personal</small>	<input type="text"/>
20. Gjinia	<input type="checkbox"/> Mashkull <input type="checkbox"/> Femër	21. Datëlindja	<input type="text"/>
22. Vendlindja	<input type="text"/>		
24. Adresa	<input type="text"/>		
25. Qyteti	<input type="text"/>	26. Rrethi	<input type="text"/>
SEKSIONI C: INFORMACION SPECIFIK MBI KËRKUESIN			
27. Kërkuesi	<input type="checkbox"/> Jeton <input type="checkbox"/> Nuk jeton		
28. Emra të tjerë <small>Nëse ka</small>	<input type="text"/>		
30. Mbiemri i babait <small>Ta tjerë nëse ka</small>	<input type="text"/>		
31. Emri i nënës	<input type="text"/>	32. Mbiemri i nënës <small>Përpara martesë</small>	<input type="text"/>
33. Shtetësi të tjera <small>Nëse ka</small>	<input type="text"/>		
Ky formular është miratuar me vendim nr.3 të Autoritetit			
30-01-2017			

FORMULAR APLIKIMI PËR INFORMIM PËR ZYRTARËT PËRPARA EMËRIMIT/ZGJEDHJES NË POSTE TË LARTA			
AUTORITETI PËR INFORMIMIN MBI DOKUMENTET E ISH-SIGURIMIT TË SHTETIT (AIDSSH)			
Nëse keni pyetje, lutemi kontaktoni: E-mail: info@autoritetidosjeve.gov.al Web: www. autoritetidosjeve.gov.al		HAPËSIRË E REZERVUAR VETËM PËR PUNONJËSIT E AUTORITETIT PËR INFORMIMIN MBI DOKUMENTET E ISH-SIGURIMIT TË SHTETIT	
Shënim: Ju lutem plotësoni me kujdes dhe qartë informacionin e kërkuar në fushat më poshtë, ME GËRMA KAPITALE DHE NË NGJYRË BLU.			
SEKSIONI A: INFORMACION MBI APLIKANTIN			
1. Emri	<input type="text"/>	2. Mbiemri	<input type="text"/>
3. Emra të tjerë <small>Nëse ka</small>	<input type="text"/>		
4. NID <small>Nr. i identifikimit personal</small>	<input type="text"/>	5. Gjinia	<input type="checkbox"/> Mashkull <input type="checkbox"/> Femër
6. Emri i Babait	<input type="text"/>	7. Mbiemri i babait	<input type="text"/>
8. Emri i nënës	<input type="text"/>	9. Mbiemri i nënës <small>Përpara martesë</small>	<input type="text"/>
10. Datëlindja	<input type="text"/>	11. Vendlindja	<input type="text"/>
12. Shtetësia	<input type="text"/>	13. Shtetësi të tjera <small>Nëse ka</small>	<input type="text"/>
14. Adresa	<input type="text"/>		
15. Qyteti	<input type="text"/>	16. Rrethi	<input type="text"/>
17. Kodi Postar	<input type="text"/>	18. E-mail	<input type="text"/>
19. Nr. Tel. Celular	<input type="text"/>	20. Nr. Tel. Fiks	<input type="text"/>
SEKSIONI B: INFORMACION SPECIFIK MBI APLIKIMIN			
21. Funkzioni aktual	<input type="text"/>		
22. Funkzioni për të cilin kandidon	<input type="text"/>		
23. Subjekti në të cilin kandidon	<input type="text"/>		
24. Arsyeja e kandidimit	<input type="checkbox"/> Përpara emërimit	<input type="checkbox"/> Ngritje në detyrë	<input type="checkbox"/> I zgjedhur
SEKSIONI C: DOKUMENTACIONI I PARAQITUR			
<input type="checkbox"/> Fotokopje e kartës së identitetit.			
<input type="checkbox"/> Kopje e noteruar e vendimit të ndryshimit të emrit, nëse ka emra të tjerë (plotësuar pika 3).			
<input type="checkbox"/> Argumentimi nga Subjekti për trajtimin e kërkesës me përparësi.			
Shënim: Ky formular plotësohet dhe nënshkruhet nga aplikanti, dhe institucioni kërkuar e dërgon pranë Autoritetit.			
Nënshkrimi i Aplikantit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ky formular është miratuar me vendim Nr. 3 të Autoritetit			
30-01-2017			

FORMULAR APLIKIMI PËR KËRKUES PËR QËLIME KËRKIMORE-SHKENCORE INSTITUCION/MEDIA/STUDIUES			
Nëse keni pyetje, lutemi kontaktoni: E-mail: info@autoritetidosjeve.gov.al Web: www. autoritetidosjeve.gov.al		HAPËSIRË E REZERVUAR VETËM PËR PUNONJËSIT E AUTORITETIT PËR INFORMIMIN MBI DOKUMENTET E ISH-SIGURIMIT TË SHTETIT	
Shënim: Ju lutem plotësoni me kujdes dhe qartë informacionin e kërkuar në fushat më poshtë, ME GËRMA KAPITALE DHE NË NGJYRË BLU.			
SEKSIONI A: INFORMACION MBI APLIKANTIN			
1. Aplikanti <input type="checkbox"/> Institucion <input type="checkbox"/> Individ <input type="checkbox"/>			
Nëse aplikanti është institucion plotëso fushën 2, nëse është individ plotëso fushat 3-17			
2. Emri i Institucionit <input type="text"/>			
3. Emri	<input type="text"/>	4. Mbiemri	<input type="text"/>
5. Emri i Babait	<input type="text"/>	6. NID <small>Nr. i identifikimit personal</small>	<input type="text"/>
7. Gjinia	<input type="checkbox"/> Mashkull <input type="checkbox"/> Femër	8. Datëlindja	<input type="text"/>
9. Vendlindja	<input type="text"/>		
11. Adresa	<input type="text"/>		
12. Qyteti	<input type="text"/>	13. Rrethi	<input type="text"/>
14. Kodi Postar	<input type="text"/>	15. E-mail	<input type="text"/>
16. Nr. Tel. Celular	<input type="text"/>	17. Nr. Tel. Fiks	<input type="text"/>
SEKSIONI B: INFORMACION SPECIFIK MBI APLIKUESIN			
18. Aplikuesi paraqet kërkesë për informacion në cilësinë e:			
<input type="checkbox"/> Institucion <input type="checkbox"/> Studiues			
<input type="checkbox"/> Media <input type="checkbox"/> Shoqëri Civile/ OJF			
<input type="checkbox"/> Nxënës/ Student <input type="checkbox"/> Tjetër			
19. Aplikuesi paraqet kërkesë për informim për:			
<input type="checkbox"/> Kërkime shkencore <input type="checkbox"/> Edukim qytetar			
<input type="checkbox"/> Detyrë kursiv/ Punime Diplome <input type="checkbox"/> Tjetër <input type="text"/>			
Specifiko			
Ky formular është miratuar me vendim të Autoritetit			
05-05-2017			



# Processing Requests- 2017

## From individuals

✓ **194 completed**

✓ **86 in progress**

## From Researchers and Media

✓ **10 completed**

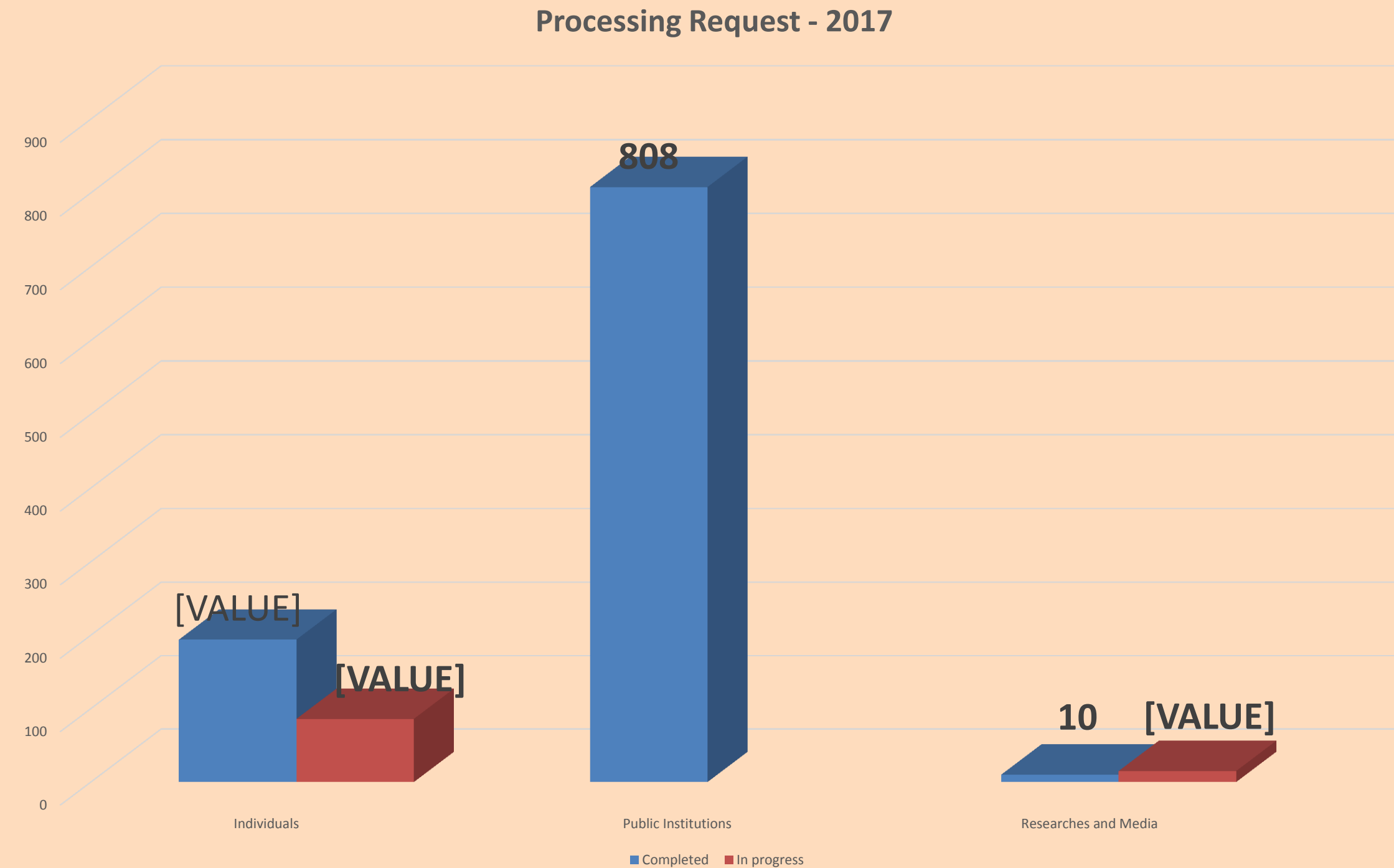
✓ **15 in progress**

## From public institutions

✓ **808 completed**

795 uninvolved

13 involved



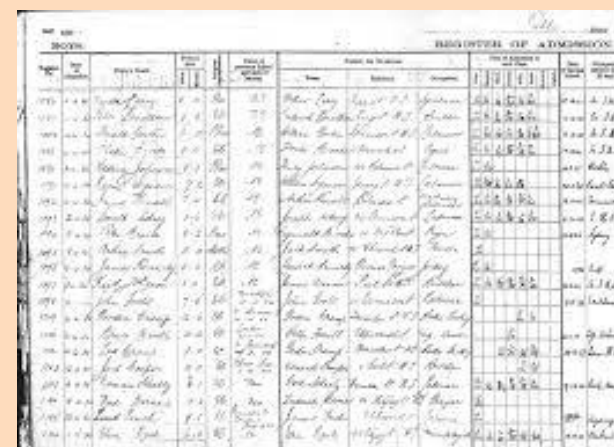
# Searching Archival Information

# Traditional Finding Aids

# Electronic Finding Aids

- 1. Inventories of files**
- 2. Alphabetical Catalogs**
- 3. Indexes**
- 4. Registers**

1. Inventories of files(pdf files)
2. Indexes

[illegible]



# Projects

- 1. “Even walls have ears”**
- 2. “Museumization of Tepelena’s camp”**
- 3. Exploration of the impact of former State Security Service as the most powerful weapon of maintaining Party-State power over science and its most prominent representatives.**

# **What are our challenges?**

- **Create a well organized and secured archive based on national and international standards**
- **Finding new and effective ways to search archival information**
- **Making information accessible to public and all other interested groups**
- **Inform and educate the public**
- **Learning from best experiences coming from similar institutions**

**Thank you for your attention!**