

Pursuant to Article 44 paragraph 1 item 1) and Article 81 of Law on Culture ("Official Gazette of the Republic of Serbia" Nos. 72/2009, 13/2016 and 30/2016 – rev., as well as Article 21 item 1) of Law on Public Services ("Official Gazette of the Republic of Serbia", Nos. 42/91, 71/94, 79/2005 – as amended, 81/2005 - rev. as amended, 83/2005 - rev. as amended and 83/2014 – as amended), and in accordance with the Provincial Assembly Resolution on transferring the founder's rights over the cultural institutions founded by the Autonomous Province of Vojvodina to the Government of the Autonomous Province of Vojvodina ("Official Gazette of AP Vojvodina", No. 18/2010), the Board of Directors of the Archives of Vojvodina, at the meeting held on 6 June 2018, passed the following

STATUTE

OF THE ARCHIVES OF VOJVODINA

II NAME, SEAT AND STAMP

Article 3

The name of the Archives is: The Archives of Vojvodina, a cultural institution (hereinafter referred to as: the Archives.

The seat of the Archives is: Novi Sad, 2a Žarka Vasiljevića St.

Resolutions on changing the Archives' name and seat are passed by the Board of Directors subject to the Founder consent.

III LEGAL STATUS

Article 5

The Archives is a cultural institution established by public funds.

The Archives is a cultural institution engaged in cultural activity in the field of research, protection, and use of cultural heritage, protection and use of archival holdings and registry material.

The Archives began operating in 1926. The Archives Day is June 9, which is also the date when the International Archives Day is celebrated.

The rights and duties of the Founder are held by the Government of the Autonomous Province of Vojvodina ("Official Gazette of AP Vojvodina" No. 18/2010).

The Archives is registered in the Court Register of the Commercial Court in Novi Sad under court registry entry no. 5-88.

Article 6

The Archives has the status of a legal entity with the rights, obligations, and responsibilities belonging to it based on the Law and the provisions of this Statute. The Archives operates in its own name and on its own behalf within the activity determined by this Statute.

In legal transactions, the Archives acts in its own name and on its own behalf and is liable for its obligations with all its assets.

IV AGENCY AND REPRESENTATION

Article 7

The Archives is represented and acted for and on behalf of by the Director without limitations.

Should the Director be absent and unable to act, the Archives is represented by an employee appointed by the Director subject to the approval of the Board of Directors.

The employee referred to in paragraph 2 of this Article has all the powers of the Director in accordance with the law.

V ACTIVITY

Article 9

91.01 The activity of the Archives includes:

documentary and information activities of libraries of all types, reading rooms, auditoriums and special rooms for watching films and video materials, which provide services to users such as students, scientists, employees, as well as the work of archives engaged in protecting archival holdings and document material, that is, recording, taking over, storing, sorting, processing, publishing, borrowing archival holdings, issuing certificates of facts contained in archival holdings and providing services to users of archival holdings:

- * preparing collections, regardless of whether they are specialized or not
- * creating catalogs of collections and miscellanies, or informative resources on archival holdings
- * collecting, processing, protecting, preserving and providing access to library and information materials, books, maps, magazines, films, records, image and sound recording media, tapes, artworks, etc. or borrowing archival holdings
- * providing all forms of library and information services on the spot and remotely
- * activities of photo and movie archives and accompanying services

Within the aforementioned, the activity of the Archives includes:

1. Researching and recording archival holdings and registry material enjoying provisional protection;

2. Proposing and determining archival holdings and registry material;
3. Keeping a register and documentation on archival holdings and registry material;
4. Providing expert assistance on arranging and keeping and maintaining archival holdings and registry material to owners and users of archival holdings and registry material;
5. Taking care of the use of archival holdings and registry material for purposes determined by the Law on Cultural Property;
6. Proposing and monitoring the implementation of measures for the protection of archival holdings and registry material, digitization, restoration and conservation of archival holdings;
7. Collecting, arranging, storing, maintaining and using archival holdings and registry material, **digitization, restoration and conservation of archival holdings**;
8. Implementation of measures for microbiological and technical and physical protection of archival holdings and registry material;
9. Publications on archival holdings and registry material and on the results of work on their protection;
10. Exhibiting archival holdings and registry material, organizing forums, consultations, lectures and other appropriate forms of cultural and educational activity;
11. Exercising professional supervision over archiving, keeping, expert maintenance and selection of archival holdings, as well as over extracting worthless registry material outside the archives;
12. Ordering measures to be taken to remedy identified deficiencies in terms of protection of archival holdings and registry material;
13. Taking over, storing and maintaining archival holdings;
14. Arranging and processing archival holdings;
15. Publishing archival holdings;
16. Carrying out scientific and expert research aimed at creating wholes and presentations of archival holdings; establishing an educational - scientific unit;
17. Protecting archival holdings for the bodies and organizations of the Autonomous Province of Vojvodina;
18. Other activities in the field of protection of archival holdings and registry material.

Article 10

The Archives performs the function of a home institution in the field of protection of archival holdings and registry material which:

1. Monitors and studies the protection of archival holdings and registry material in the Province and proposes measures for its improvement;
2. Monitors the development of the archival service and proposes measures for its improvement in the Province;
3. Provides insight into the state of cultural property (archival holdings and registry material) and takes measures related to their protection and use in the Province;

4. Keeps records of the institutions for the protection of archival holdings and registry material in the Province;
5. Exercises expert supervision over the work of the archives and the creation of archival holdings in the Province, and orders measures for the elimination of identified deficiencies;
6. Keeps records for archival holdings and registry material by types, as well as documentation on cultural property in the Province;
7. Creates an electronic database of archival holdings in the Province by types;
8. Supervises, monitors and takes measures for the protection of archival holdings of exceptional importance in the Province;
9. Determines archival holdings of great importance in the Province;
10. Organizes education and expert examination for archivists in the Province;
11. Adopts professional instructions on the conditions and manner of keeping, using and maintaining archival holdings and registry material and ensures implementation thereof in the archives in the Province;
12. Helps and encourages the professional development of the archive employees working on the protection of archival holdings and registry material;
13. Provides expert assistance and promotes work on the protection of archival holdings and registry material;
14. Proposes the proclamation of archival holdings of great importance to the Archive of Serbia. Submits to the Archive of Serbia a proposal for determining archival holdings of exceptional importance, which is then referred to the National Assembly of the Republic of Serbia for adoption;
15. Initiates and proposes a network of archival institutions;
16. Initiates adoption of amendments to the normative acts regulating the activity of protection and use of archival holdings.

Article 11

In addition to its predominant activities referred to in Articles 9 and 10 of this Statute, the Archives performs the following activities:

- 58.11 Book publishing
- 58.14 Publishing of journals and periodicals
- 58.19 Other publishing activities
- 58.29 Publishing of other software
- 59.20 Recording and publishing of sound records and music
- 62.01 Computer programming
- 62.02 Information technology consultancy activities
- 62.03 Computer equipment management
- 62.09 Other information technology services

- 63.11 Data processing, hosting, etc.
- 63.12 Web portals
- 70.21 Communication and public relations activities
- 73.11 Advertising agency activities
- 74.20 Photography services

Article 12

Funds for performing the Archives predominant activity are provided from the budget of the Province, or the founder.

VII BODIES OF THE ARCHIVES

Article 15

The bodies of the Archives include:

- the Director, as an executive body
- the Board of Directors, as a managing body; and
- the Supervisory Board, as a supervisory body

BOARD OF DIRECTORS

Article 26

The Board of Directors is the managing body of the Archives.

The Archives' Board of Directors has 7 members.

The number of members and the composition of the Board of Directors is determined by the founder, with a maximum of one third of the Board of Directors members being appointed from the employees in the Archives, at the proposal of the representative trade union of the institution, and if there is no representative trade union, at the proposal of the majority of employees, and at least **one of the Board of Directors members** appointed from the employees must be from the holders of the predominant, i.e. program activity.

Every 4 years the Board of Directors appoints and dismisses the founder from prominent cultural activity experts and each of the founders may be appointed not more than two times.

The Chairman and members of the Board of Directors may be entitled to compensation for work, under the conditions and according to the criteria established by the Founding document.

Article 27

The Board of Directors performs the following tasks:

1. Manages the Archives and is responsible for the activities and operations of the Archives;
2. Decides on the operations of the institution;
3. Adopts the Statute;
4. Establishes a business and development policy and monitors its implementation;
5. Adopts the Work Program on the proposal of the Director of the Archives;
6. Adopts the annual Financial Plan and determines the global allocation of funds for individual purposes in accordance with the law;
7. Approves the Work and Operations Report;
8. Adopts annual accounts;
9. Proposes status changes, in accordance with the law;
10. Proposes the candidate for the director to the founder;
11. Passes other general acts of the institution, as prescribed by law and the Statute (Rules of Procedure of the Board of Directors, etc.);
12. Concludes Employment Agreement with the Director in accordance with the law;
13. Performs other duties determined by the law, this Statute and other general acts.

Approval of the acts referred to in paragraph 1, items 3, 5, b, 7, 8 and 9 is given by the founder.

SUPERVISORY BOARD

Article 28

The Supervisory Board supervises the operations of the institution.

The Supervisory Board is appointed and dismissed by the Founder. The Supervisory Board has 3 members.

A maximum of one-third of the members of the Supervisory Board is appointed from the employees in the Archives, at the proposal of the representative trade union of the institution, or at the proposal of the employees.

The Supervisory Board is appointed and dismissed by the Founder every 4 years and each of the members may be appointed not more than two times.

The Chairman and members of the Supervisory Board may be entitled to compensation for work under the conditions and according to the criteria established by the Founding document.

A member of the Board of Directors of the Archives cannot be appointed a member of the Supervisory Board.

VIII FINANCING

Article 31

The funds for performing the activities of the Archives are provided:

- from the Budget of the Republic of Serbia,
- from the Budget of the Autonomous Province of Vojvodina,
- directly from the service users, and
- from other sources in accordance with the law.

IX WORK PROGRAM

Article 35

The development and operations of the Archives are determined by the annual Work Program.

The annual Work Program is adopted for a period of one calendar year.

The annual Work Program, including the calculation of all the expenses necessary for the implementation of the Work Program, is submitted by the Archives to the Provincial Secretariat for Culture, Public Information and Relations with Religious Communities, no later than October 1 of the current year for the following year.

XI TRANSPARENCY OF WORK

Article 37

The work of the Archives is available to the public.

Transparency is provided by:

- participation of the Founder's representatives in the work of the Archives,
- constant and occasional publication of the work results,
- informing through the press, radio, television and other media about the issues related to the work of the Archives,
- organizing the official website.

Data and information on the work of the Archives are provided by the Director or the person authorized by the Director.

Article 52

Upon its entry into force, this Statute will supersede the Statute of the Archives of Vojvodina no: I 010 - 1/1-13, adopted on November 21, 2013, which ceases to have effect.

Article 53

This Statute enters into force on the date of the Founder's giving consent.

Chairman of the Board of Directors of the Archives of Vojvodina

Prof. Vladan Gavrilović, PhD

Signature illegible

[ROUND STAMP: Republic of Serbia,
Autonomous Province of Vojvodina,
THE ARCHIVES OF VOJVODINA, NOVI SAD]