

*Official Gazette of RS, no. 31/2008*

Pursuant to Article 64 paragraph 3 of the Law on Asylum (Official Gazette of RS, no. 109/07),

the Commissioner of the Commissariat for Refugees hereby passes the following

## **REGULATION**

### **on the Manner of Keeping and the Content of Records of Persons Accommodated in the Asylum Centre**

#### ***Article 1***

This Regulation regulates in more detail the manner of keeping and the content of records of persons accommodated in the Asylum Centre (hereinafter: the Centre).

#### ***Article 2***

The Commissariat for Refugees shall keep records of persons accommodated in the Centre.

The records shall be kept in paper or electronic form.

The entry or recording of data in the records shall be performed in the Centre, which is a part of the Commissariat for Refugees.

#### ***Article 3***

Records shall be kept on the following forms:

OB-1 - Family Form;

OB-2 - Individual Form and

OB-3 - Absence Registration Form.

The forms referred to in paragraph 1 of this Article shall be of 210 x 297 mm.

The forms referred to in paragraph 1 of this Article are printed along with this Regulation and constitute its integral part.

#### ***Article 4***

The forms referred to in Article 3 paragraph 1 of this Regulation shall constitute a family file of persons accommodated in the Centre (hereinafter: the File).

In addition to the forms referred to in Article 3 paragraph 1, the File shall also consist of photocopies of documents and enactments relating to the accommodation of persons in the Centre.

#### **Article 5**

The files shall be assigned a family number, which shall be entered in the Family Form.

The family number shall consist of seven digits, of which the first and second shall designate the number of the Centre, the third and fourth the calendar year and, since the File is formed in the same order in which the family is received in the Centre, the fifth, sixth and seventh digits shall designate that order, which shall start from 001 in each calendar year.

The individual number of a person that is entered in the Individual Form shall consist of the family number to which a dash shall be added as well as two digits designating the number under which that person was registered on the Family Form.

For each person accommodated in the Centre who registers his/her absence, the number of the absence registration shall be entered in the Absence Registration Form.

#### **Article 6**

The File shall be formed on the same day the person was received in the Centre, but not later than on the next working day, bearing the date of reception in the Centre.

#### **Article 7**

The authorised person entering and recording the data in the records shall be responsible for the completeness and accuracy of the data and formation and keeping of the File.

#### **Article 8**

The data on persons accommodated in the Centre shall represent an official secret and shall only be available to authorised persons.

#### **Article 9**

After the final leaving of the Centre, the File shall be filed away.

#### **Article 10**

This Regulation shall come into force on the following day from the day of its publication in the Official Gazette of the Republic of Serbia and shall apply as of the day the Law on Asylum starts to apply (Official Gazette of RS, no. 109/07).

No. 700-110-3/1-2008-01  
Belgrade, 17 March 2008

Commissioner,  
**Dragiša Dabetić**, sgnd.