



## **On approval of the Rules for classifying information as official information of limited distribution and working with it**

### *Invalidated Unofficial translation*

Decree of the Government of the Republic of Kazakhstan dated December 31, 2015 No . 1196. Expired by Government Decree No. 429 of 24.06.2022 (effective from the date of its first official publication).

#### *Unofficial translation*

**Footnote. Expired by Government Decree No. 429 of 24.06.2022 (effective from the date of its first official publication).**

In accordance with paragraph 4 of Article 13 of the Law of the Republic of Kazakhstan “On Administrative Procedures” dated November 27, 2000 the Government of the Republic of Kazakhstan **RESOLVES**:

1. To approve the attached Rules for classifying information as official information of limited distribution and working with it.
2. To recognize as invalid some decisions of the Government of the Republic of Kazakhstan in accordance with the Annex to this Resolution.
3. This Resolution shall come into effect from the day of its signing.

*Prime Minister  
of the Republic of Kazakhstan*

*K. Massimov*

Approved by Resolution of the  
Government of the  
Republic of Kazakhstan  
No. 1196  
dated December 31, 2015

## **Rules for classifying information as official information of limited distribution and working with it**

**Footnote. Rules as amended by Resolution No. 809 of the Government of the Republic of Kazakhstan dated 30.11.2020.**

### **Chapter 1. General Provisions**

1. These Rules for classifying information as official information of limited distribution and working with it (hereinafter - the Rules) have been developed in accordance with the Law of the Republic of Kazakhstan dated November 27, 2000 On Administrative Procedures and determine the procedure for classifying information as official information of limited distribution and work with it, documentation, recording, reproduction, storage, use, selection for permanent storage and assigning for

destruction of documents, files and publications containing official information of limited distribution, regardless of its type and (or) information medium.

2. These Rules shall not apply to the procedure for working with official information containing state secrets of the Republic of Kazakhstan.

3. Official information of limited distribution includes information concerning the activities of a state body, the open publication of which may violate the procedure for observing administrative procedures related to the need for ensuring a state body's independence in decisionmaking.

Open publication shall be understood to mean the publication of materials in the open press (including posting on an Internet resource), their transmission by radio and television, announcement at open conferences, meetings, symposia, demonstration in films, exhibiting in museums, at exhibitions, public defense of research and development works, depositing of manuscripts.

4. Persons using official information of limited distribution in their work must precisely and accurately fulfill all the information protection requirements, keep and not disclose information received by them in the line of duty.

5. In accordance with the laws of the Republic of Kazakhstan, officials admitted to work with official information of limited distribution shall be held liable for breaching the requirements of these Rules.

6. Control over the relevancy of affixing on documents and publications of the mark "Restricted" (hereinafter - "RST") at their registration, and also the procedure for handling (accounting, destruction, storage, control over their circulation and restrictive requirements for their use) with machine information media containing information marked "RST" shall be assigned to the documentation management service (hereinafter - DMS) of the state body.

7. The following concepts shall be used in these Rules:

1) information – data on persons, objects, facts, events, phenomena and processes, obtained or created by the information holder, recorded on any medium and having details that enable its identification;

2) information of limited distribution - information referring to state secrets, personal, family, medical, banking, commercial and other secrets protected by law, as well as official information marked "For official use";

3) protection of information of limited distribution - the adoption of legal, organizational and technical measures aimed to exclude unlawful disclosure, access, destruction, alteration, copying and other illegal actions in relation to such information;

4) confidential information - all types of information (including commercial, banking, tax, notarial, medical, personal, lawyer's secrets), in respect of which, in accordance with the regulatory legal acts of the member states of the Eurasian Economic Union, access is limited (confidentiality is established) , that is, a mandatory

requirement for the person who gained access to this information has been established not to transfer (not disclose) such information to third parties without a written consent of its holder;

5) disclosure of information of limited distribution - actions (inaction), as a result of which the information of limited distribution in any possible form (oral, written, other form, including with the use of technical means) without the written consent of the holder of the specified information becomes known to third parties who are not provided with access to such information by the information holder in accordance with the legislation of the Republic of Kazakhstan, international treaties, resolutions of the Supreme Eurasian Economic Council and these Rules;

6) official information - information created in the course of activities of a state body, organization within the powers provided for by the legislation of the Republic of Kazakhstan, international treaties, resolutions of the Supreme Eurasian Economic Council, and in relation to which the need exists (was established) for protection due to the possible damage caused by its mishandling.

## **Chapter 2. The procedure for classifying information as official information of limited distribution marked "Restricted"**

8. Documents and publications containing official information of limited distribution shall be marked "RST".

The assignment of data to information of limited distribution shall be made by the executive and the person who signed the document, based on the list of information for official use, developed in the state body (hereinafter - the list of information).

The list of information (additions and changes thereto) shall be approved by the order of the head of the state body.

The list of information shall be developed on the basis of the following criteria:

1) information that does not contain state secrets related to the organization and maintenance of the secrecy regime, as well as control over its observance, including recording forms;

2) information, the publication or disclosure of which has a direct impact on the work of a state body, including the process of protecting information from destruction, blocking or alteration through unauthorized access to electronic information resources, including access passwords;

3) information transferred to the state body by the legitimate information holder under the terms of confidentiality;

4) information, the publication or disclosure of which violates the rights, freedom and legitimate interests of individuals and legal entities;

5) information containing data on interdepartmental and intradepartmental correspondence carried out in the process of developing solutions, meetings in state

bodies held in the process of developing solutions, the disclosure of which may violate the order of observing administrative procedures related to the need for ensuring the independence of the state body, organization in the decisionmaking, including on the issues referred to in Article 6 of the Law of the Republic of Kazakhstan dated November 16, 2015 "On Access to Information" (hereinafter - the Law "On Access to Information");

6) information on the results of inspections carried out within the framework of state control and supervision, on which a final decision has not been made;

7) information received from foreign states or international organizations, for which no mutual agreement was adopted on the conditions for their disclosure.

9. These criteria shall not cancel the existing and (or) newly received departmental lists of official information of restricted distribution marked "RST", nor shall they limit the right to classify other information containing information of restricted distribution, if this does not contradict regulatory legal acts in the field of state secrets protection, informatization, information protection and information security, departmental lists of information subject to classification in state bodies, developed as prescribed by the legislation of the Republic of Kazakhstan.

10. If the information is not included in the list of information, but in the executive's view can be used to the detriment of the state body's interests, he together with the head of the structural unit of the state body, to whose competence this information is attributed, shall submit reasoned proposals to the management on the need to protect this information and on making the appropriate additions to the specified list.

### **Chapter 3. Procedure for working with official information of limited distribution marked "RST" and "Confidential"**

11. Transmission of service information of limited distribution through technical channels of open types of communication (telephone, facsimile communication of general use, radio communication, satellite and cellular (mobile (mobile) communication, Internet) shall be allowed subject to compliance with the requirements of paragraph 12 of these Rules.

Sending to the competent authority of a third party the official information of limited distribution, marked "Confidential", and from which the mark "RST" has been removed, shall be allowed by the head of the state body in accordance with paragraph 50 of these Rules and in compliance with the requirements provided for in paragraphs 27 and 28 of these Rules.

12. Transmission, processing and storage in electronic form shall be carried out in compliance with the requirements for the protection of official information of limited distribution in accordance with the uniform requirements in the field of information communication requirements and ensuring uniform requirements.

It shall be allowed to process and store official information of limited distribution in electronic form in secure local networks and (or) secure information systems, categorized as state secrets.

The heads of the state body shall take all the necessary organizational, technical and legal measures to ensure the protection of official information, regardless of the type, form, content and presentation, information medium, including the use of appropriate means of cryptographic information protection and (or) secure information systems categorized as state secrets.

13. Acceptance and accounting (registration) of documents marked "RST" and "Confidential", publications and information recorded on computer media marked "RST", shall be carried out by the documentation management service of the state body.

14. All correspondence arriving at the state body with the marks "RST" and (or) "Confidential" shall be subject to primary processing, preliminary examination, registration and submission for consideration by the management. The indicated correspondence shall be accepted, opened, verified (with the exception of those marked "Personally") and processed by the DMS servants, who, in accordance with the service instructions, are entrusted with working with such documents.

In the case of receiving correspondence marked "RST" and (or) "Confidential" in paper form, it must be sealed in an envelope (package). At the same time, the integrity of the packaging, the number of sheets and copies of documents and publications, as well as the presence of the attachments specified in the cover letter shall be checked.

In the event of absence (incompleteness) in envelopes (packages) of documents marked "RST" and (or) "Confidential" and publications marked "RST" or attachments to them, an act shall be drawn up in an optional form in two copies: one of which is directed to the sender, the second remains in the DMS.

Envelopes (packages) shall not be subject to destruction if they are the only possible way to determine the exact address of the sender, the time of sending and receiving the document, as well as receipt of additional paid mail.

Mistakenly received documents and publications marked "RST" shall be returned to the sender.

Upon receipt of documents and publications marked "RST" and (or) "Confidential" on electronic media, the presence of malware shall be checked.

15. Outside the working hours, documents, publications and information marked "RST" and (or) "Confidential", recorded on computer media, shall be accepted by the duty officer of the state body, who, without opening, shall transfer them to the head of the DMS.

It shall be forbidden to deliver documents and publications marked "RST" and (or) "Confidential" to the state bodies that do not have regular duty officers outside working hours.

16. All incoming, outgoing and internal documents, as well as publications marked "RST" shall be registered. Documents shall be accounted by the number of sheets, publications (books, magazines, brochures), copies.

The main accounting requirement is the one-time assignment of a registration number to documents (publications) marked "RST" and (or) "Confidential". The exception is documents that are transferred to the next office year, incomplete or requiring a long term of execution, which shall be subject to re-registration.

17. Documents marked "RST" and (or) "Confidential", as well as publications marked "RST" shall be recorded separately from unclassified documentation in the general electronic document management system, and in the absence of electronic documents management- in the registration logs of incoming, outgoing and internal documents in accordance with Appendix 1 to these Rules. With an insignificant number of documents and publications of limited distribution, it shall be permitted to keep records together with unclassified documents (in a separate section of the registration log).

Sheets of the logs shall be numbered, stitched and sealed with an indication on the last sheet of the count of the numbered sheets (in numbers and in words), the servant's position, his signature and print name.

After the ending of the logs, the number of registered documents shall be additionally indicated (in numbers and words) on the last sheet, indicating the number of the first and the number of the last registered document, as well as the number of lettered and omitted numbers. After the indicated data, the servant's position, his signature and print name shall be affixed.

The movement of documents marked "RST" and (or) "Confidential", as well as publications marked "RST" shall be duly reflected in the corresponding registration forms.

18. Each registered document, as well as a cover letter to publications marked "RST", shall bear the registration number and the mark "RST" or "Confidential" with the added abbreviation "RST" or "Conf", with addition of the abbreviation "RST" without a space in words.

The registration number consists of a serial number, which can be supplemented with an index of the case according to the nomenclature of cases, information on the correspondent, executors, date of receipt, and others.

19. The entire issue of documents and publications of limited distribution, received for distribution, shall be registered under one number.

Additionally duplicated copies of the document and publication shall be recorded under the number of this document and publication, of which a note shall be made on the duplicated document and publication and in the corresponding registration form. If the registration form is maintained, the additionally duplicated and registered

documents and publications in it can be taken into account under a new number, on which a note shall be made on the original document and publication. In all the cases, the numbering of additionally reproduced copies shall be made from the last number of previously accounted copies.

20. On the first sheet in the upper right corner of the document, the note "For official use" or the abbreviation "RST" and (or) the mark "Confidential" shall be printed and the number of the printed copy shall be indicated. If the cover letter for the attachments marked "RST" does not contain official information of limited distribution, the details "For official use without attachment - unclassified" and the copy number shall be printed in its upper right corner.

On the front or back side of the last sheet of each copy of the document and the cover letter, the destination of copies of the sent document and its duplicate copies (statement of distribution) shall be indicated, the name of the document executor, his contact details, the item on the list of information for official use, in accordance with which the document (edition) bears the restrictive mark "RST", the number of the order of the head of the state body that approved the specified list, and the date of its adoption in accordance with the form of Appendix 2 to these Rules.

21. Signed (approved) documents marked "RST" and (or) "Confidential" shall be transferred for registration to the DMS servant, who records them.

22. Abstractive information publications executed in a log or bound card form, which contain information about documents and publications marked "RST", shall be issued with the same mark. Abstractive information cards and sheets withdrawn from these publications that do not contain official information of limited distribution shall be accounted for and stored as unclassified materials.

The fact of the withdrawal of cards and sheets shall be certified by the signatures of two DMS servants on the cover of these publications.

23. At the end of the printing of the publication marked "RST", the printed forms shall be annulled, and the corresponding files (at computer typing) shall be deleted, about which an act shall be drawn up in an optional form signed by the representative of the commissioning state body and the printing house (printing and publishing center) - the executor.

24. The distribution of duplicated documents marked "RST" and (or) "Confidential", as well as publications marked "RST" shall be carried out by the documentation management service (DMS) on the basis of lists signed by their heads (registers or distribution lists) indicating the account numbers of the sent copies.

25. Documents marked "RST" and (or) "Confidential", files and publications marked "RST" shall be transferred to other organizations within the Republic of Kazakhstan, as a rule, by courier (special) communication or couriers. Documents to be sent with "RST" and (or) "Confidential mark", files and publications marked "RST"

must be placed in thick paper envelopes or packed. The use of envelopes with transparent "windows" for mailing shall be prohibited.

26. On the packing (envelope or package), the addresses and names (open or conditional) of the recipient and the sender, the numbers of the attached documents with the added marks "RST" and (or) "Confidential" shall be indicated.

It shall be prohibited to indicate the names and positions of managers and employees, as well as the names of structural units on envelopes (packages) with documents marked "RST" and (or) "Confidential", as well as publications marked "RST".

27. The transfer of documents and publications marked "RST" to individuals and legal entities of the Republic of Kazakhstan shall be subject to confidentiality of official information of limited distribution and other conditions of non-disclosure of this information communicated at the transfer or in accompanying documents to them.

28. The transfer of documents and publications marked "RST" to foreign legal (natural) persons and their representatives shall be allowed in each individual case only with the written permission of the head of this state body.

Such documents shall be preliminarily considered at a meeting of the central expert commission, created by a state body, which makes a conclusion on the advisability of their transfer or the possibility of removing the "RST" mark if by the time of transfer the information contained in them lost its original significance.

If the documents and publications marked "RST" contain information related to the competence of other state bodies, their transfer abroad can be carried out only with the consent of the heads of these state bodies.

It shall be forbidden to send abroad the publications marked "RST" by way of book exchange.

29. At the request of an authorized body in the field of foreign trade and trade activities or a body designated by the Eurasian Economic Commission as responsible for conducting investigations, or a competent third party body, or a member state of the Eurasian Economic Union, state bodies within their competence shall submit through the authorized body in the field of foreign trade and trade activities to the body designated by the Eurasian Economic Commission as responsible for conducting investigations, to the competent authorities of a third party and a member state of the Eurasian Economic Union the information required for conducting investigations and applying trade and compensatory measures, the data containing official information of limited distribution, bearing the mark "RST", in the manner and terms established by the legislation of the Republic of Kazakhstan.

When sending the specified information marked "RST" for its subsequent redirection to the authorized body in the field of foreign trade and trade activities, the state bodies shall indicate in their cover letter the number and date of the head's



permission to transfer the information directed to the Eurasian Economic Commission, to the competent authorities of a third party or a member state of the Eurasian Economic Union.

30. The procedure for the execution, passage of documents marked "RST" and (or) "Confidential", control over their execution shall be similar to the procedure for working with unclassified documents.

The nomenclature of cases shall include the headings of all registration accounting forms and reference, thematic and other card files for documents marked "RST".

31. Documents marked "RST" and (or) "Confidential" after their execution shall be formed into cases. The headings of these cases shall be included in the nomenclature of cases of the state body's unclassified records.

32. Cases marked "RST" shall be formed in the corresponding structural units of the state body under the DMS supervision.

33. When forming cases, the following requirements must be observed:

- 1) placing in the case only executed and correctly executed documents;
- 2) placing in the case all documents related to the solution of this specific issue;
- 3) grouping in the case the documents of one office-work year, with the exception of carry-over cases;

4) forming separately into cases the documents of a permanent and temporary storage period;

5) placing in the relevant cases the printouts from documents on electronic media requiring special legal confirmation (official seal, signature, stamps of authorization and approval), on the grounds common for paper documents;

6) not to file documents to be returned, extra copies and drafts;

7) the volume of the case shall not exceed 180 pages;

8) plans, reports, estimates shall be formed in the relevant cases of the year, on which or for which they were drawn up, regardless of the date of drawing up, signing (approval);

9) attachments to documents, regardless of the date of their approval or preparation, shall be attached to the documents to which they relate, attachments of more than 180 sheets shall constitute a separate volume with a mark in the document.

34. The cover of the case completed by office work must contain the following details:

- 1) the mark "RST";
- 2) the official name of the organization;
- 3) the name of the place in which the state body is located;
- 4) the name of the structural unit of the state body;
- 5) the index of the case according to the nomenclature of cases;
- 6) the title of the case;

7) the number of the case volume;

8) outside dates for the case (for administrative documents, minutes, transcripts, correspondence), for administrative documents, minutes, transcripts - sequential numbers of the first and last document;

9) storage period of the case.

35. During the examination of the value of documents marked "RST" on the covers of cases of permanent and temporary (over 10 years) storage periods, additional details shall be put: number of the archive fund, the number of summary inventory of cases, case number and number of sheets in the case. The specified categories of cases shall be bound or filed into four punctures and supplied with an internal list of documents according to the form of Appendix 3 to these Rules, an inventory sheet of the case according to the form of Appendix 4 to these Rules.

An internal inventory of documents shall be placed at the beginning of the case, the certifying sheet -at the end.

36. Cases marked "RST", including large-format documents (drawings, diagrams and others), shall be stored in hard folders or cases (boxes).

37. Documents marked "RST" and (or) "Confidential", depending on the service need, shall be formed into cases separately or together with other unclassified documents on the same issue. When one or more documents marked "RST" and (or) "Confidential" are included in the case, the whole case shall acquire a limited distribution status.

When a large number of the same types of documents and files (orders, plans, reports, instructions, and others) are generated in a state body, both with the marks "RST" and (or) "Confidential", and without these marks, they shall be formed into cases separately.

38. When carrying out an examination of the value of documents, completed cases marked "RST" shall be reviewed by the Central expert commission (expert commission) of the state body per sheet.

39. The storage periods for documents marked "RST" and (or) "Confidential" shall be determined by the list of standard documents generated in the activities of state and non-state organizations, indicating the storage period, approved by the authorized body in the field of archiving and documentation management.

40. Officials shall be admitted to work with cases marked "RST" in accordance with the lists approved by the heads of the documentation management service, and to documents of limited distribution - according to the instructions contained in the resolutions of the heads of state bodies.

41. It shall be prohibited:

1) to place information from documents and publications of limited distribution in international (global) data transmission networks, the Internet;

2) to use them for open speeches or publication in the open press, radio and television broadcasts;

3) to exhibit the documents and publications marked "RST" and (or) "Confidential" at open exhibitions, at stands, in showcases or other places of public viewing, except when sending to the competent authority of a third party of the official information of limited distribution, which has the mark "Confidential", from which the mark "RST" has been removed with the permission of the head of the state body in accordance with paragraph 50 of these Rules and in compliance with the requirements provided for in paragraphs 27 and 28 of these Rules.

42. Employees of third-party organizations may familiarize themselves with and work with documents and publications marked "RST" and (or) "Confidential" only with the permission of the head of the state body in charge of these documents, upon a written request of the organizations in which they work, indicating the subject of the task they perform.

43. Cases and publications marked "RST" shall be issued to executors (researchers) and are accepted from them against receipt in the registration card of the issued cases and publications according to the form of Appendix 5 to these Rules.

44. Copies, as well as extracts from documents marked "RST" and (or) "Confidential" and publications marked "RST" shall be made by the employees of this state body with the written permission of the head of the documentation management service.

Copies for a third-party organization from documents marked "RST" and (or) "Confidential" and publications marked "RST" shall be made on its written request with the permission of the head of the state body that prepared these documents and publications.

Copying for third-party organizations of documents marked "RST" and (or) "Confidential" and publications marked with "RST", received from other organizations, shall be made only in agreement with the latter.

45. Editions marked "RST" shall be included only in the service catalogues issued by state bodies.

46. Publications marked "RST" shall be given to individuals in public libraries only upon written requests from the heads of organizations for which these individuals work, indicating the subject of the work. The obtained permits shall be valid for one year from the date of their signing upon presentation of the service certificate of the employee of the state body (if any).

Withdrawal of documents and files marked "RST" shall be carried out in accordance with the legislation of the Republic of Kazakhstan with the obligatory leaving in the case of certified copies of documents and protocol of withdrawal of the originals.

47. In departmental libraries, publications marked "RST" shall be issued to:

1) servants of this state body - with the permission of the head of the documentation service;

2) servants of third-party organizations - at the written request of these organizations with the permission of the head of the state body that stores the said publications.

48. Publications marked "RST" shall be issued on interlibrary loan (within the Republic of Kazakhstan) as prescribed by paragraph 46 of these Rules.

49. Cases of permanent and temporary storage with the mark "RST" shall be periodically examined for the purpose of possible removal of this mark. Examining shall be carried out:

1) when submitting information at the written request of an individual in accordance with the Law "On Access to Information";

2) when transferring cases from structural units to the departmental archive of a state body;

3) in the process of storing files in the departmental archive;

4) when preparing files for permanent storage for transfer to the appropriate state archive after 10 or 15 years of departmental archival storage;

5) when transferring copies of documents and files to foreign individuals and (or) legal entities.

50. The decision on removing the "RST" mark from the information specified in article 16 of the Law "On Access to Information" shall be taken by the head of the state body after consideration of this issue by the Central expert commission (expert commission) of the state body.

51. The decision on removing the "RST" mark shall be formalized by an act of an optional form, drawn up in two copies and approved by the head of the state body. The act shall list the headings of the cases, from which the "RST" mark is to be removed.

One copy of the act drawn up upon the submission of information at the written request of an individual and (or) legal entity in compliance with the Law "On Access to Information" shall be directed to the documentation service (DMS), the second - to the structural unit of the state body in which this information was stored.

One copy of the act, drawn up when transferring cases from structural units to the departmental archive, shall be directed to the documentation service, the second - to the departmental archive of the state body.

Both copies of the act, drawn up in the process of storing cases in the departmental archive, shall remain in its records management.

One copy of the act drawn up during the preparation of permanent storage files for transfer to the appropriate state archive shall be sent to the state archive, the second remains in the departmental archive.

One copy of the act drawn up when transferring documents and files to foreign individuals and (or) legal entities shall be transferred to the DMS, the second remains in the departmental archive.

52. On the covers of the cases, the mark “RST” shall be lifted by a stamp or handwritten note indicating the date and number of the act that constituted the ground for its removal.

Similar notes shall be made in the corresponding inventories of structural units or sections of the inventories of cases.

53. For permanent storage in the appropriate state archives, the cases marked “RST” shall be transferred only after the removal of the indicated mark and with the corresponding notes in the section of the inventory of cases of permanent storage.

54. Examination of the value of documents marked “RST” and (or) “Confidential” and cases marked “RST”, consideration and approval of its results shall be carried out in accordance with the legislative acts of the Republic of Kazakhstan.

55. When transferring cases from structural units to the departmental archive, the headings of the cases marked "RST" shall be entered into the corresponding inventory of the structural divisions along with the headings of other cases.

56. Preparation of cases for storage in the departmental archive (registration, putting additional details on the covers of cases, compilation of inventories of structural units, acceptance and transfer of the inventoried cases) shall be carried out in accordance with the legislative acts of the Republic of Kazakhstan.

57. Cases marked "RST", consigned to destruction, shall be executed in a separate act or included in the general act on the selection for destruction of documents not subject to storage, drawn up in accordance with the form of Appendix 6 to these Rules together with other unclassified documents consigned to destruction. In this event, in column 2 of the act, after the headings of the cases with the "RST" mark, the mark "RST" shall be put.

It shall be permitted to destroy documents marked "RST" and (or) "Confidential", files and publications marked "RST" by burning them in the presence of the staff of the departmental archive (departmental library) of the state body.

58. Documents marked “RST” and (or) “Confidential”, files and publications marked “RST”, consigned to destruction, must be shredded to the extent excluding the possibility to read the text.

It shall be permitted to destroy documents marked "RST" and (or) "Confidential", files and publications marked "RST" by burning them in the presence of the staff of the departmental archive (departmental library).

59. After the destruction of documents marked "RST" and (or) "Confidential", files and publications marked "RST", the mark "Destroyed." Act dated (date) No." shall be put.

60. Bulletins, newsletters, abstractive information publications, telephone and address directories, as well as duplicate and copied issues of documents, verbatim records and typographical defects marked "RST" shall be destroyed without an act, but with a mark in registration forms, certified by the signatures of the executive and the employee in charge of their accounting and storage.

61. Cases completed with office work with the mark "RST" shall be stored in the office premises of the structural units of the state body before they are transferred to the departmental archive.

Publications marked "RST" shall be kept in the departmental library, in its absence - in the departmental archive of the state body.

They shall be stored in securely locked and sealed metal cabinets or safes. At the same time, proper conditions shall be provided to ensure their physical safety.

It shall be prohibited to store publications marked "RST" in subsidiary premises.

62. Issued for work cases marked "RST" shall be returned to the appropriate structural unit or departmental archive of the state body.

63. It shall be forbidden to withdraw from files or move documents marked "RST" and (or) "Confidential" from one case to another without the permission of the head of the documentation management service. In the registration forms, and also in the internal inventories of the documents of the case, all the withdrawals or movements shall be duly marked.

Documents, files and publications marked "RST" may be taken out of the state body premises only with the written permission of the head of the state body.

Persons sent on business to other localities shall not be prohibited to have with them throughout the journey the documents marked "RST" and (or) "Confidential", files or publications marked "RST". These documents shall be sent in advance to the address of the business trip destination.

64. At the replacement of servants in charge of the accounting and storage of documents marked "RST" and (or) "Confidential", cases and publications marked "RST", an act of acceptance and transfer of these documents shall be drawn up, approved by the head of the structural unit of the state body, executed in accordance with the form of Appendix 7 to these Rules.

65. The presence of documents marked "RST" and (or) "Confidential", cases and publications marked "RST" shall be checked at least once a year by a commission appointed by the order of the head of the state body. The commission must include persons who are in charge of their accounting and storage.

In departmental libraries and archives, storing a large number of documents marked "RST" and (or) "Confidential", files and publications marked "RST", the presence and condition of documents shall be checked at least once every five years. The results of the check shall be drawn up by an act on checking the presence and condition of

documents marked “RST” and (or) “Confidential”, cases and publications marked “RST” in accordance with the form of Appendix 8 to these Rules, one of the copies of which shall be passed to the appropriate state archive.

Checking the presence and condition of documents marked "RST" and (or) "Confidential", cases and publications marked "RST" shall be bindingly carried out:

- 1) before and after moving them to another premise (building);
- 2) after emergencies that caused their movement (evacuation) or access to the storage facilities and office premises of unauthorized persons;
- 3) when the head of the documentation management service (departmental archive, departmental library) is replaced;
- 4) upon reorganization (liquidation) of a state body.

66. The head of the state body and the head of the documentation service (departmental library, departmental archive), national security bodies shall be immediately notified about the loss of documents, marked "RST" and (or) "Confidential", cases and publications marked “RST”, or disclosure of the information contained in them.

For an official investigation of the fact of the loss of documents marked "RST" and (or) "Confidential", cases and publications marked "RST", or establishing the fact of disclosure of information contained in them, a commission shall be appointed by the executive document of the head of the state body.

The conclusion of the commission on the investigation results shall be approved by the head who created this commission.

For the lost documents marked "RST" and (or) "Confidential", cases and publications marked "RST", an act shall be drawn up on checking the presence and condition of documents marked "RST" and (or) "Confidential", files and publications marked "RST", and the corresponding notes shall be entered in the registration forms.

Acts on the lost cases of permanent storage, after their approval by the head of the state body, shall be transferred to the departmental archive of the state body for inclusion in the fund.

Violation of the procedure for working with official information of limited distribution, marked "RST" and (or) "Confidential", which did not cause and did not entail the disclosure or loss of this information, may constitute a ground for disciplinary, civil, administrative and (or) criminal liability of the culprits in accordance with the current legislation of the Republic of Kazakhstan and (or) international treaties (agreements) ratified by the Republic of Kazakhstan.

**Registration log of incoming documents**

No.	Date of acceptance	Correspondent, date and index of incoming document	Type of document, heading or summary of incoming document	Resolution or to whom the document is directed for execution	Receipt on the document acceptance, date	Mark on document execution	Note
1	2	3	4	5	6	7	8

A3 sheet (420X197)

**Registration log of outgoing and internal documents**

No.	Date and index of outgoing (internal) document	Correspondent	Heading or summary of the document	Mark on document execution and referral to the case	Note
1	2	3	4	5	6

A3 sheet (210X297)

Appendix 2  
to the Rules for classifying  
information as official information  
of limited distribution  
and working with it  
Form

RST

Printed in 2 copies

copy No.1 – to the address

copy No.2 – to the case

item of the list

Exec.

Tel.

Appendix 3  
to the Rules for classifying  
information as official information  
of limited distribution  
and working with it  
Form

**Internal inventory  
of documents of case No. \_\_\_\_**

No.	Reference number	Date of the document	Heading of the document	Number of sheets of the case	Note



1	2	3	4	5	6

Total \_\_\_\_\_ sheets of the documents  
(in figures and letters)

Number of sheets of internal inventory \_\_\_\_\_  
(in figures and letters)

Position name of the person, who filled out internal inventory of documents of the case

\_\_\_\_\_ (Print name)  
(personal signature, date)

A4 sheet (210X297)  
Appendix 4  
to the Rules for classifying  
information as official information  
of limited distribution  
and working with it  
Form

**Inventory sheet of the case**

Fund No. \_\_\_\_\_ Inventory No. \_\_\_\_\_ Case No. \_\_\_\_\_

Filed into the case and numbered \_\_\_\_\_ sheet (s), including:  
lettered numbers of sheets \_\_\_\_\_

—  
omitted numbers of sheets \_\_\_\_\_

numbered blank sheets \_\_\_\_\_

+ sheets of internal inventory \_\_\_\_\_

—  
taken into account documents in the form of attachments and supplements, not  
subject to numbering

\_\_\_\_\_

—  
(types of documents and their number)

Specificities of formation, execution, physical condition and accounting of documents of the case	sheet numbers
1	2
1. Brochures and other print publications 2. Leaflets 3. Newspaper clippings 4. Postcards 5. Envelopes 6. Postage stamps	

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>7. Fiscal stamps</li><li>8. Postal and other impresses</li><li>9. Special postal marks</li><li>10. Wax, mastic seals</li><li>11. Photo documents</li><li>12. Maps, plans, drawings and other scientific and technical documentation</li><li>13. Drawings, prints, watercolors</li><li>14. Autographs of prominent figures</li><li>15. Glued together sheets</li><li>16. Loss of part of sheets</li><li>17. Fading text</li></ol> |  |
|--|--|

Position name of the person,  
who filled out inventory sheet of the case \_\_\_\_\_ Print name  
(personal signature, date)

Note:

1. Case inventory sheet is compiled to take into account the number of sheets in the case and fix their numbering.

2. Case inventory sheet shall be compiled on a separate sheet (sheets) and filed at the end of the case.

3. In the case inventory sheet, the number of enumerated sheets of the case shall be indicated in numbers and in words, and separately, through the sign "+" (plus), the number of sheets of the internal inventory of the case documents.

4. In the case inventory sheet, the following features of the numbering, design and physical condition of the case documents shall be indicated:

1) postal means (stamps of all kinds, envelopes, postcards, letterheads, impresses, stamps, seals);

2) seals and their prints;

3) autographs of prominent state and public figures, figures of science, technology and culture;

4) photo documents;

5) drawings, prints, watercolors;

6) large-format documents;

7) glued sheets, damage to documents;

8) sheets with pasted photos, documents;

9) envelopes with attachments and the number of enclosed sheets (items);

10) documents with independent numbering (including printed materials), and the number of their sheets (pages).

5. If on one sheet of the case, there are several features of the document execution, then in column 2 of the case inventory sheet the number of this document shall be put against each position of column 1.

6. If the document contains several notes and other materials on one sheet, then in column 2 in brackets after the number of the sheet of the case, their number shall be indicated.

7. In the presence of objects in the case, the numbering of which is not possible, due to the material they are made of (glass, metal, others), then in column 2 the numbers of sheets shall be indicated between which the given item is placed.

8. All subsequent changes in the content and condition of the case (damage, replacement of original documents with copies, attachments of new documents) shall be noted in the inventory sheet of the case with reference to the relevant act.

9. The inventory sheet shall not be numbered.

A4 sheet (210X297)  
Appendix 5  
to the Rules for classifying  
information as official information  
of limited distribution  
and working with it  
Form

**Registration card of issued cases and publications marked “RST”**

Name of the case or publication					
No.	Case number, copies and number of sheets	Structural unit, name of the employee	Receipt		Note
			On acceptance and date	On return and date	
1	2	3	4	5	6

A5 sheet (148X210)  
Appendix 6  
to the Rules for classifying  
information as official information  
of limited distribution  
and working with it  
Form

Official name  
of the organization

Approved  
Position name  
of the head of the organization  
\_\_\_\_\_ Print name  
(personal signature) signatures  
Date

**Act on consignment to destruction of non-storable documents**

(date) \_\_\_\_\_ No. \_\_\_\_\_

Place of compilation

Archival documents consigned to destruction \_\_\_\_\_

(number and name of the archive fund)

on the basis of \_\_\_\_\_

(reference to regulatory and procedural documents to conduct examination)

Ordinal number	Names of the document group	Names of the document group	Names of the document group	Names of the document group	Names of the document group	Note
1	2	3	4	5	6	7

Total \_\_\_\_\_ storage items over \_\_\_\_\_ year (s).

(in figures and letters)

Number of storage items, outside dates and brief description of documents, remaining in storage \_\_\_\_\_

(surname, initials, signature of the head of the department (archives))

(date and number)

(position, surname, initials, signature of the person who processed the documents)

Documents transferred to \_\_\_\_\_ for recycling against acceptance-delivery

(name of organization)

invoice \_\_\_\_\_ No. \_\_\_\_\_

(date) (signature of archivist)

Changes entered in accounting documents.

(position, surname, initials, signature of the person, who organized cases, documents)

Agreed  
by report of expert-examination  
commission (expert commission)  
of local executive body (archive)  
dated \_\_\_\_\_ year

No. \_\_\_\_\_

A4 sheet (210X297)

Appendix 7  
to the Rules for classifying  
information as official information

Official name  
of the organization (official name  
of superior state body)

Approved  
Position name  
of the head of the organization  
\_\_\_\_\_ Print name  
(personal signature) signatures  
Date

**Act on acceptance and transfer of documents**

No. \_\_\_\_

Place of compilation

On acceptance and transfer of documents, cases and publications marked "RST"

In accordance with the order dated \_\_\_\_\_ No. \_\_\_\_\_  
\_\_\_\_\_ transferred, \_\_\_\_\_ accepted

(surname, initials) (surname, initials)

in the presence of commission, formed on this order, consisting of the chairman \_\_\_\_  
\_\_\_\_\_ and members \_\_\_\_\_

(surname, initials) (surname, initials)

the following documents and cases marked

"RST" for \_\_\_\_\_ years and registration forms to them:

No.	Name and number of nomenclature (inventory) of cases	Number of copies of the nomenclature (inventory) of cases	Number of documents and cases marked "RST"	Number of copies of publications marked "RST"	Note
1	2	3	4	5	6

In total accepted \_\_\_\_\_ documents and cases marked "RST",  
(in figures and letters)

publications \_\_\_\_\_

(in figures and letters)

copies, nomenclatures (inventories) of cases in \_\_\_\_\_ copies.

(in figures and letters)

Condition of documents and cases, nomenclatures (inventories) of cases: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(general characteristic of condition)

Simultaneously transferred

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(names of types of registration accounting forms)

Condition of work with documents, cases and publications marked "RST"

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(general characteristic)

Transferred \_\_\_\_\_ Print name

(personal signature)

Accepted \_\_\_\_\_ Print name

(personal signature)

Chairman of the commission \_\_\_\_\_ Print name

(personal signature)

Members of the commission \_\_\_\_\_ Print name

(personal signatures)

A4 sheet (210X297)

Appendix 8

to the Rules for classifying  
information as official information  
of limited distribution  
and working with it

Form

Official name  
of the organization (official name  
of superior state body)

Approved  
Position name  
of the head of the organization  
\_\_\_\_\_ Print name  
(personal signature) signatures  
Date

**Act No. \_\_\_ on checking the presence and condition of documents, cases and publications marked "RST"**

Place of compilation

Checking of presence and condition of documents, cases and publications marked "RST"

By the order of \_\_\_\_\_

(position name of the head of the organization)

\_\_\_\_\_ dated " \_\_\_\_ " \_\_\_\_\_ year No. \_\_\_\_\_

\_\_\_\_\_  
(title of the order)

the commission consisting of chairman \_\_\_\_\_

\_\_\_\_\_ (surname, initials)

and the commission members \_\_\_\_\_

\_\_\_\_\_ (surnames, initials)

established that:

1. Total listed on summary inventories of cases (nomenclatures of cases, registration forms) \_\_\_\_\_ documents, cases and publications

(in figures and letters)

marked "RST", of which:

1) available in place are \_\_\_\_\_

\_\_\_\_\_ (in figures and letters)

2) not found \_\_\_\_\_, including

(indices (numbers) of documents, cases, publications)

those constituting the National Archives of the Republic of Kazakhstan \_\_\_\_\_

\_\_\_\_\_ (in figures and letters)

2. Found documents, cases and publications not included in the summary inventories of cases (nomenclatures of cases, registration accounting forms) \_\_\_\_\_

\_\_\_\_\_ (in figures and letters)

3. Of the total number of available documents, cases and publications:

requiring disinfection and disinfestation \_\_\_\_\_

(in figures and letters)

requiring restoration \_\_\_\_\_

(in figures and letters)

requiring binding or filing \_\_\_\_\_

(in figures and letters)

with physical and chemical damages \_\_\_\_\_

(in figures and letters)

4. Description of the state and conditions of storage of documents, cases and publications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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5. Resolution of the head of the documentation service (departmental library)  
based on inspection results

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Annex  
to the Resolution of the  
Government of the  
Republic of Kazakhstan  
No. 1196 dated  
December 31, 2015

**List of certain terminated decisions of the Government of the Republic of Kazakhstan**

1. Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 51 for official use “On approval of the Rules of work of state bodies with official information”.

2. Resolution of the Government of the Republic of Kazakhstan dated December 31, 2013 No. 1478 for official use “On amendments and supplements to the Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 51 for official use “On approval of the Rules for the work of government bodies with official information”.

3. Resolution of the Government of the Republic of Kazakhstan dated October 19, 2015 No. 834 for official use “On amendments and supplements to the Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 51 for official use “On approval of the Rules of work of state bodies with official information”.