



On approval of the Rules for replenishment, storing, recording and using documents of the National Archival Fund and other archival documents by state and special state archives

Invalidated Unofficial translation

Resolution of the Government of the Republic of Kazakhstan dated September 20, 2018 No. 576. Abolished by the Decree of the Government of the Republic of Kazakhstan dated 09/11/2023 No. 780

Unofficial translation

Footnote. Abolished by the Decree of the Government of the Republic of Kazakhstan dated 09/11/2023 No. 780 (effective after ten calendar days after the date of its first official publication)

In accordance with subparagraph 2) of paragraph 1-1 of Article 18 of the Law of the Republic of Kazakhstan "On the National Archival Fund and Archives", the Government of the Republic of Kazakhstan **HEREBY RESOLVES:**

Footnote. The preamble is in the wording of the Resolution of the Government of the Republic of Kazakhstan dated 29.03.2022 No. 174 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

1. To approve the attached Rules for replenishment, storing, recording and using documents of the National Archival Fund and other archival documents by state and special state archives.

2. This resolution shall come into effect ten calendar days after the day of its first official publication.

*Prime Minister
of the Republic of Kazakhstan*

B. Sagintayev

Approved by
Resolution № 576 of the
Government of
the Republic of Kazakhstan
dated September 20, 2018

Rules for the acquisition, storage, accounting and use of documents of the National Archival Fund and other archival documents by state and special state archives

Footnote. The Rules are in the wording of the Resolution of the Government of the Republic of Kazakhstan dated 29.03.2022 No. 174 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Chapter 1. General provisions

1. The rules for the acquisition, storage, accounting and use of documents of the National Archival Fund and other archival documents by state and special state archives (hereinafter - the Rules) shall determine the procedure for the compilation, storage, accounting and use of documents of the National Archival Fund (hereinafter - NAF) and other archival documents by state and special state archives (hereinafter - archives).

The procedure for the activities of the archives of the state bodies of the Republic of Kazakhstan, in addition to these Rules shall be determined by regulatory legal acts of the state bodies which have archives.

2. Basic concepts used in these Rules:

1) information letter - a document drawn up on the letterhead of the organization at the request of the user or on the initiative of the organization archive, containing information about the documents stored in the archive on a specific problem, topic;

2) archival collection - a set of documents united according to one or several characteristics, formed in the activities of fund creators;

3) archival fund - a set of historically or logically interconnected archival documents;

4) acquisition source of the archive - an individual or legal entity whose documents are duly received for state storage in the archive;

5) archival certificate - a document drawn up on the letterhead of an organization, containing the information necessary for individuals and legal entities, indicating archival ciphers and sheet numbers of the storage units of those archival documents on the basis of which it was compiled, having legal force (original);

6) archival copy - a copy that literally reproduces the text of an archival document, indicating the archival cipher and sheet numbers of the storage unit, drawn up in accordance with paragraph 455 of these Rules;

7) archival document - a document that is stored or subject to storage due to its significance for society and the state, as well as having value for the owner;

8) thematic selection of copies of archival documents - a systematic set of copies of archival documents or their parts on a specific topic, prepared by the organization archive at the request of the user or on the initiative of the archive of the organization;

9) depository storage of archival documents - storage of archival documents in the archive on the terms determined by the agreement between the owner of the documents and the relevant archive, with the owner retaining the right of ownership to archival documents;

10) accounting of archival documents (hereinafter- accounting) - establishing the number and composition of archival documents in accounting units and fixing the

belonging of each accounting unit to a certain complex and their total number in accounting documents;

11) user of archival documents - an individual or legal entity accessing archival documents in order to obtain information for the purpose of its use;

12) regulating of archival documents (hereinafter - regulating) - a set of works on the formation of archival documents into storage units (files), description and execution of such storage units (files) in accordance with the legislation of the Republic of Kazakhstan on NAF and archives;

13) thematic list of archival documents - a systematic short or annotated list of titles of archival documents, storage units on a specific topic, indicating their dates and archival ciphers, compiled at the request of the user or on the initiative of the archive of the organization;

14) archival index - an archival reference book, which is an alphabetical, systematic or otherwise compiled list of the names of items mentioned in archival documents, indicating their search data;

15) archival extract - a document drawn up on the form of a letter from an archive, verbatim reproducing a part of the text of an archival document relating to a specific fact, event, person, indicating the archival cipher and sheet numbers of the storage unit;

16) archival cipher - a designation consisting of the abbreviated name of the archive (its official abbreviation), numbers of the archive fund, inventory of cases, documents, storage unit and applied to each storage unit in order to ensure its accounting and identification;

17) archive database - a set of data organized in accordance with the main indicators describing the object of accounting (archival fund, archival collection, storage unit, accounting unit, group of storage units, accounting units), as well as the relationship between their objects;

18) a particularly valuable document - an archival document of the NAF, which has an enduring historical, cultural and scientific value of particular importance for society and the state;

19) audiovisual documentation - a set of documents containing visual and/or audio information created using technical means;

20) management documentation - a set of documents used in the implementation of main functions of the organization's management (organization, planning, regulation, control);

21) FA system - a complex of interrelated and complementary archival reference books created on a single scientific and methodological basis on the composition and content of archival documents on paper and (or) electronic media;

22) finding aid (hereinafter - FA) - a set of descriptions of archival documents in archival directories designed to search for archival documents and information about documents contained in them;

23) scientific and technical documentation - a set of documents fixing the process and results of scientific, scientific-technical, production and technical, design, construction and other activities;

24) accounting unit - a unit of measurement for the number of archival documents in the archive;

25) fund creator - an individual or legal entity, in whose activities the documents of NAF are formed;

26) state examination of the documents value (hereinafter - examination of the documents value) - examination of documents based on the criteria for their value in order to establish the terms for storing documents on paper and (or) electronic media and select them for inclusion in the NAF;

27) description of documents - a structured presentation of information about the composition, content, physical and technical condition, access conditions and reference data of archival documents, ensuring their search and multi-aspect use;

28) metadata - structured data describing the context, content and structure of an electronic document, intended for its identification and search, as well as management processes throughout the entire life cycle of documents;

29) storage unit - an accounting unit, which is a physically separate document or a set of documents that has an independent value;

30) keyword - a term that characterizes in a generalized or compressed form the content of the object of description (fund, storage unit or accounting unit, document);

31) authorized body - the central executive body exercising leadership in the field of archiving and documentation management;

32) state accounting of NAF documents (hereinafter - state accounting) - a system of accounting for NAF documents at the level of the region, city of republican significance, the capital and the state as a whole, including information on the number and composition of archival funds, the number of storage units;

33) NAF document - an archival document that has passed the state examination of the documents value, put on state accounting and subject to permanent storage;

34) file - an identified object on an electronic medium supported by the operating system in the environment of which the object is created and (or) access to it is provided;

35) formation of cases - grouping of executed documents into cases in accordance with the nomenclature of cases and systematization of documents within the case;

36) inventory of document cases (hereinafter-the inventory) - an archival reference book, designed to disclose the composition and content of storage units, fix their systematization and accounting;

37) case certification sheet - a document containing information about the features of the content and formation of a particular case in the organization's archive, including the number of numbered pages of each case;

38) electronic archive - a set of archival electronic documents;

39) electronic archival document - documented information presented in electronic form and certified by an electronic digital signature (hereinafter - EDS), which can be identified and is subject to storage due to the significance of this information for society and the state;

40) information system of an electronic archive (hereinafter – IS EA) - an organizationally ordered set of information and communication technologies, service personnel and technical documentation that implements certain technological actions through information interaction and designed to solve specific functional tasks in the field of archiving and documentation support;

41) electronic media - a material media designed to store information in electronic form, as well as recording or reproducing it using technical means;

42) electronic document - a document in which information is presented in electronic digital form and certified by means of an EDS;

43) information package of electronic documents (files) - an information object of a certain structure, transmitted via network communications or telecommunications as a whole;

44) migration of an electronic document - the process of transferring electronic documents from one software and hardware environment or from one information carrier to another environment or to another carrier while maintaining their authenticity, integrity, reliability and ease of use;

45) conversion of an electronic document - transformation of the original electronic document by changing its format while maintaining the structure and content;

46) electronic file - an independent unit of storage of electronic documents and their metadata, logically combined in the process of aggregation.

Chapter 2. The procedure for acquisition of archives with documents of the National Archival Fund and other archival documents

3. The acquisition of archives with NAF documents and other archival documents shall be carried out by establishing the sources of its acquisition, attributing archival documents, archival funds and collections to the composition of the NAF, determining the composition of archival documents to be accepted into archives, receiving and transmitting archival documents to archives.

Paragraph 1. The procedure for compiling lists of acquisition sources

4. The list of acquisition sources includes:

- 1) central state bodies and local state bodies;
- 2) state legal entities that temporarily store NAF documents;
- 3) non-state legal entities that temporarily store state-owned NAF documents.

Non-state legal entities, as well as individuals shall be included in the list of acquisition sources on the basis of an agreement.

5. The inclusion of organizations specified in paragraph 4 of these Rules in the list of acquisition sources shall be based on the following criteria:

- 1) functional and targeted purpose of organizations, taking into account the special role of the organization and its typicality in the management system;
- 2) completeness of information about the activities of the organization in the archival funds of other organizations.

Individuals shall be included in the list of acquisition sources based on the following criteria:

- 1) contribution of an individual to the development of science, culture and other fields of activity;
- 2) the role of an individual as a participant, eyewitness of outstanding events in the life of society and the state;
- 3) family, friendship, creative ties, place of work, position held by an individual;
- 4) typicality of archival documents for the era;
- 5) the composition and content of documents of the personal archive of an individual.

6. Lists of acquisition sources shall be compiled by the archive in the form approved by the authorized body in the field of archiving and documentary management (hereinafter - the authorized body). The state archives of regions, cities of republican significance, the capital shall draw up summary lists of acquisition sources of the region (city of republican significance, the capital).

7. Lists of acquisition sources shall be considered by the expert and inspection commission (hereinafter - EIC) of the archive, the Archive of the President of the Republic of Kazakhstan or the local executive body (hereinafter - LEB) and shall be sent for agreement to the central expert and inspection commission (hereinafter - CEIC) of the authorized body, after agreement shall be approved by the authorized body. Within ten working days after the agreement by the authorized body of the list of acquisition sources, the employees of the archives shall enter the relevant data into the IS EA.

The decision on inclusion of the organization in the list of acquisition sources and exclusion from it shall be brought to the attention of the management of the organization.

8. The procedure for compiling and approving the list of acquisition sources of the archive shall be determined by the legal acts of the state body in which it was created, agreed with the CEIC.

9. The work on clarification of the lists of acquisition sources shall be carried out on an ongoing basis. Changes and additions to the list of acquisition sources shall be made by decision of the EIC in the following cases:

- 1) creation, reorganization and/or liquidation of a legal entity;
- 2) termination of an agreement on cooperation between a non-state legal entity and an individual with the archive;
- 3) making a decision of the CEIC or EIC of the local executive body to transfer the organization to the list of acquisition sources of another archive;
- 4) termination of the creation of NAF documents in the organization's activities.

Revision and re-approval of the lists of acquisition sources shall be carried out at least once every five years.

10. The archive generates a list of potential sources of acquisition, which include non-state legal entities in which NAF documents are formed, but agreements on their transfer to state storage have not been concluded.

The list of potential sources of acquisition within ten working days after the approval of the list of acquisition sources by the authorized body, the employees of the archives shall enter the relevant data into the IS EA.

11. For each organization that is a source of acquisition, an observation file shall be conducted, which includes documents characterizing its legal status, activities, organization of documentation support for the management and storage of archival documents.

To account for work with acquisition sources, the archive shall maintain accounting and reference files and databases.

12. The archive shall provide methodological and practical assistance, including on a paid basis, within its competence to the documentation services, departmental archives and expert commissions of the sources of its acquisition.

Paragraph 2. The procedure for conducting an examination of the value of documents

13. The inclusion of archival documents in the composition of the NAF shall be carried out on the basis of an examination of the value of documents.

14. Examination of the value of documents shall be carried out on the basis of:

- 1) the legislation of the Republic of Kazakhstan on NAF and archives;

2) standard or branch (departmental) lists of documents indicating the periods of storage, typical (exemplary) nomenclature of cases and nomenclature of cases of the organization for the corresponding period;

3) methodological documents of the authorized body, the Archive of the President of the Republic of Kazakhstan, LEBs of regions, cities of republican significance and the capital, and archives.

15. The examination of the value of documents in the archive shall be carried out:

1) upon expiration of the terms of temporary storage of archival documents, including personnel documents received in the archive from liquidated organizations;

2) upon receipt of documents in an unordered form;

3) if there is a significant number of duplicate and low-value documents in the archive fund;

4) if there are documents and files in the archival fund (archival funds) that are not subject to storage;

5) in the process of processing inventories;

6) at the request of individuals and legal entities to classify their documents as NAF documents;

7) for NAF documents - in case of export of documents abroad;

8) by a court decision;

9) when converting electronic documents;

10) before and after the migration of electronic documents.

16. Examination of the value of documents shall be carried out by the archive with the participation of the owner of archival documents in accordance with the Rules for the receipt, storage, accounting and use of documents of the National Archival Fund and other archival documents by departmental and private archives, approved by the Resolution of the Government of the Republic of Kazakhstan dated September 19, 2018 No. 575.

17. When conducting an examination of the value of documents, each paper-based storage unit shall be viewed sheet by sheet, photographic documents shall be viewed, audio documents shall be listened to, film and video documents shall be viewed and listened to on the editing table or on the screen, electronic documents shall be viewed file by file in accordance with the inventory of electronic files.

18. As a result of the examination of the value of documents, the archive shall draw up inventories of cases, documents of permanent storage, inventories of cases, documents of long-term (over 10 years) storage, inventories of cases by personnel and acts on the allocation for destruction of documents that are not subject to storage in the forms approved by the authorized body, and shall be coordinated with the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the LEB.

Electronic documents shall be accompanied by similar inventories of electronic files and acts on their allocation for destruction in the forms approved by the authorized body, and shall be coordinated with the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the LEB.

19. As a result of an examination of the value of documents received for storage in an unordered form, the archive shall draw up inventories of permanent storage, inventories of long-term (over 10 years) storage, inventories of personnel and an act on the allocation for destruction of documents that are not subject to storage without agreement with the sources of acquisition.

20. After the expiration of the period of temporary storage of electronic documents in the archive, an examination of the value shall be carried out in order to include electronic documents in inventories of electronic files for permanent storage or in acts on the allocation for destruction of electronic documents that are not subject to storage.

21. Electronic documents and cases with expired storage periods are allowed to be destroyed only after the approval of the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the LEB of the act on allocation for destruction of electronic documents that are not subject to storage.

22. When electronic documents are destroyed, all copies of electronic documents shall be removed from the archive. Electronic media suitable for reuse, after erasing the information recorded on them, shall be used to re-record information. Electronic media that are unsuitable for use shall be decommissioned and destroyed in accordance with the requirements in the field of information and communication technologies and information security.

A note on their write-off shall be entered into the accounting documents of the archive, IS EA.

23. If there is information in electronic documents, the distribution and (or) provision of which is limited, the following methods of its destruction shall be applied:

 exposure to the surface of an electronic carrier by a magnetic field (demagnetization);

 mechanical destruction of electronic carrier together with information (grinding, melting, use of chemicals). To ensure complete information security, this method is preferable.

24. The inventory of permanent storage includes documents that are part of the NAF.

25. The act on allocation for destruction of documents that are not subject to storage, drawn up when describing documents, processing inventories, shall enter into force after agreeing on inventories of permanent storage and inventories of personnel in accordance with paragraph 18 of these Rules.

26. When documents with repetitive information are allocated for destruction, the archive shall conduct their comprehensive verification with documents left for permanent storage, and/or with the archival fund of a higher authority, and/or subordinate organizations, and/or with archival funds of homogeneous organizations which activities are related with a certain territory.

Copies of particularly valuable documents and duplicate copies of documents with visas, resolutions, marks and corrections shall not be subject to destruction.

27. To work with documents of voluminous, complex and several homogeneous archival funds, work plans shall be drawn up for the examination of the value of documents and approximate lists of documents subject and not subject to permanent storage. To the groups of documents in the lists of documents subject to and not subject to permanent storage, explanations shall be given about the composition and content of documents remaining in permanent storage, and about documents selected for destruction.

28. Documents deposited in the period up to 1917 inclusive, personal files and documents of a biographical nature completed in office work before 1956 inclusive, shall not be subject to destruction.

The destruction of documents deposited in the period from 1917 to 1956 shall be carried out in agreement with the authorized body.

29. Archival documents to be destroyed shall be subject to processing in accordance with paragraphs 282-283 of these Rules.

Paragraph 3. The procedure for receiving, transferring archival documents

30. Acceptance of NAF documents from acquisition sources shall be carried out by the archive in accordance with the schedule approved by the head of the archive, in agreement with the head of the organization that is the source of acquisition.

Unscheduled acceptance of NAF documents, as well as archival documents which temporary storage periods have not expired, shall be carried out in cases of liquidation of the acquisition source or a threat to the safety of archival documents.

Acceptance for depositary storage of documents not included in the composition of the NAF shall be carried out by concluding an agreement.

Terms of acceptance of documents from non-governmental organizations shall be determined in the agreement.

31. Archival documents shall be accepted into the archive in an orderly manner with FA and insurance copies for especially valuable documents (if any).

When receiving archival documents, the physical, sanitary and hygienic, technical condition of documents and insurance copies for particularly valuable documents shall be checked, as well as the completeness of accounting documents.

Reception of archival documents, the terms of temporary storage of which have not expired, shall be drawn up by an act of acceptance and transfer of documents for permanent storage and shall be carried out according to the nomenclature of cases, in its absence - according to the inventory compiled by the organization.

32. The acceptance of cases and documents shall be carried out individually, especially valuable cases shall be accepted with their sheet-by-sheet verification. In all copies of the inventory, marks shall be made on the acceptance of archival documents to the archive. In the absence of storage units specified in the inventory, a new final entry shall be made in it. The numbers of missing storage units and the reasons for the absence shall be specified in the act of acceptance and transfer of documents for storage and the certificate attached to the act. The acquisition source takes measures to search for archival documents not received for storage. Lost original archival documents shall be replaced by copies if available.

The acceptance of archival documents shall be drawn up by an act of acceptance and transfer of documents for storage in the form approved by the authorized body, drawn up in two copies. One copy remains in the archive, the other one - in the acquisition source. Together with archival documents, three copies of the inventory of cases and documents shall be transferred to the archive.

At the first acceptance of archival documents from the acquisition source, a historical reference to the archival fund shall be accepted.

33. Documents of individuals classified as part of the NAF shall be accepted into the archive under contracts of donation, sale and purchase, will or court decision based on the decision of the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the LEB.

The acceptance of these documents into the archive shall be drawn up by the act of acceptance for storage of documents of personal origin in the form approved by the authorized body.

If a decision is made based on the results of an examination of the value of documents on the full or partial return of these archival documents, an act of return of archival documents of personal origin shall be drawn up in two copies in the form approved by the authorized body. One copy of the act remains in the archive, the other, together with the documents shall be returned to their owner or possessor.

34. Documents of permanent and long-term (over 10 years) storage, received by the archive in an unordered form before the compilation of the inventory, shall be filed in a hard cardboard cover or bound, taking into account the possibility of free reading of the text of all documents, dates, visas, resolutions and other marks on them.

On the cover of the case, the names of the fund creator, its structural unit, number (index) of the case, title of the case, date of the case (volumes, parts), number of sheets in the case, storage period of the case, archival code of the case shall be indicated.

Documents classified as cultural values and especially valuable documents shall be stored in hard folders with three flaps, ties or in cardboard cases (boxes or tubes).

35. Audiovisual documents shall be accepted into the archive for permanent storage in the following set:

1) film documents - image negative, double-negative (countertype), phonogram negative, magnetic original phonogram, positive copy, magnetic phonogram of noise and music, intermediate positive image (lavender), installation videos and passports for color film documents, reference copy;

2) photographic documents - a negative, a control photo print or a positive in the absence of a negative;

3) phonodocuments and video documents – original and copy.

At the same time text accompanying documentation shall be accepted:

1) for film documents - editing sheets, annotations, permits for finished works, acts of technical condition, color and light passport records;

2) for photographic documents - annotations;

3) for phono documents and video documents - editing sheets, acts of technical condition, texts of performances, catalogs, lists of speakers, programs of evenings, concerts, reviews, articles and others.

36. Scientific and technical documentation shall be accepted for storage according to inventories compiled by groups: scientific-research, design, technological, design estimates, patent license, cartographic, geodetic, geological, telemetric, land management, forest management and other documentation on various information media.

37. Acceptance of electronic files for state storage shall be carried out through telecommunication channels in accordance with the regulations for information interaction between information systems.

Electronic documents shall be transferred to the state storage in the PDF/A-1 storage format and contain the following files:

1) files of electronic signatures;

2) files of electronic signatures verification confirming the positive result of electronic signatures verification;

3) file of the metadata of an electronic document.

38. Based on the results of acceptance, an act of acceptance and transfer of electronic documents, an act on migration and rewriting of electronic documents in the form approved by the authorized body shall be drawn up.

39. Electronic files shall be transferred to the state storage one by one according to the inventory of electronic files of permanent storage in the form approved by the

authorized body, with a cover letter indicating the numbers and names of the inventories, the method of transfer (identifier of the information package or data on electronic media).

Inventories of electronic files of permanent storage must be preliminarily agreed by the CEIC of the authorized body or the EIC of the local executive body.

40. The information package contains the following metadata at the electronic file level:

- serial number of an electronic file in the inventory of electronic files of the structural unit;

- electronic business index;

- title of an electronic file;

- deadlines for electronic documents of the electronic file;

- number of electronic documents of the electronic file;

- volume of electronic documents of the electronic file;

- language(s) of electronic documents of the electronic file.

The integrity of metadata at the level of an electronic file shall be confirmed by the indication in the information package of their complete data composition.

41. The information package contains the following metadata at the level of an electronic document of temporary (up to 10 years), long-term (over 10 years) and permanent storage:

- name of the type of an electronic document (order, letter, estimate, etc.);

- date of an electronic document;

- right to access an electronic document (access is allowed to everyone; access is established by the founder);

- date of removal of access restrictions (if any);

- registration index of an electronic document;

- language of an electronic document;

- data on the author of an electronic document (name of position of the performer, name of the organization that prepared an electronic document);

- information about the files of an electronic document (names, volume, complete composition of the data);

- information about the algorithm for generating the full composition of the data (hash algorithm - a cryptographic algorithm for calculating the value of the hash function) (designation of the algorithm, reference to the technical regulatory legal act).

The integrity of metadata at the level of an electronic document shall be confirmed by the complete composition of the data specified in the internal inventory.

In case of violation of integrity of the metadata, an act on violation of integrity of an electronic document shall be drawn up in the form approved by the authorized body.

42. If necessary, additional metadata describing the features of creation and reproduction of electronic documents shall be used for the description at the level of an electronic document:

- links to other documents forming a general management context;
- information about the information technology (version of the software product) with which the electronic document was created;
- information about the technical and software tools required to reproduce an electronic document;
- information about the protection of an electronic document.

43. When transferring electronic documents for permanent storage, a four-level description system shall be used:

- at the level of a fund;
- at the level of the inventory of electronic files;
- at the level of an electronic file;
- at the level of an electronic document.

44. To describe electronic documents at the level of a fund, the following composition of metadata is required:

- name of an organization;
- number of state registration of an organization or an account number of a payer;
- communication data of an organization (postal address, telephone, telefax numbers, including code for automatic long-distance (international) telephone communication, official e-mail address);

historical and archival reference to the fund, compiled in accordance with the legislation in the field of archiving and documentation.

45. Documents created by the archive as a result of initiative documentation of events of the present or the past (questionnaires, photographs, records of memories, conversations, interviews, and so on) shall be included in the NAF and entered into the inventory.

46. Acceptance of secret documents from acquisition sources shall be carried out in accordance with the legislation of the Republic of Kazakhstan on state secrets.

47. Archival documents accepted by the archive from a liquidated organization, which was the source of acquisition, shall be allocated for destruction after the expiration of the established storage periods. Archival documents that have a shelf life marked "EIC" in accordance with standard or industry lists shall be allocated for destruction only after an examination of their value.

48. Documents on the personnel of a liquidated organization, regardless of the form of ownership, in the absence of a legal successor or a higher organization, shall be accepted for storage in the archive in an orderly manner in accordance with the laws of the Republic of Kazakhstan.

49. The transfer of state-owned archival documents from one archive to another shall be carried out on the basis of a decision of the authorized body or LEB or in agreement with the authorized body in connection with clarification of the profile of the archive, as well as the results of an examination of the documents value.

When transferring, an act of acceptance and transfer of documents for storage shall be drawn up in two copies, three copies of inventories, a file of the archival fund and a sheet of the archival fund shall be simultaneously transferred.

Paragraph 4. Acquisition of an archive with archival documents of foreign origin that are important for the Republic of Kazakhstan, or their copies as originals

50. Acquisition of an archive with archival documents of foreign origin that are important for the Republic of Kazakhstan consists in:

1) identification of archival and published information about these documents abroad;

2) identification of state, non-state and other legal entities and individuals who have documents on the history of Kazakhstan;

3) development of a bibliography of reference books and other publications about foreign state and non-state archives that store documents on the history of Kazakhstan;

4) compiling lists of archival funds, collections, corpora and individual documents by countries, archives, owners;

5) identification of information about documents on the history of Kazakhstan received in the form of copies as originals;

6) timely informing the authorized body about the identification and purchase of documents of foreign origin on the history of Kazakhstan or their copies as originals;

7) carrying out work on the equivalent exchange of copies of archival documents in accordance with international treaties and agreements of the authorized body, local authorities with archival organizations of foreign countries;

8) acceptance of archival documents or copies as originals for permanent storage.

51. The authorized body shall coordinate the work of archives to identify and acquire archival documents or their copies as originals on the history of Kazakhstan abroad.

52. Acceptance of archival documents or copies received from abroad as originals in the archive shall be carried out on the basis of an agreement between the owner of these documents and the archive on the sale, donation of original documents or their copies, exchange of documents copies. The conclusion of an agreement shall be carried out taking into account the legislation of the respective country.

The agreement stipulates special conditions for the use of transferred archival documents or copies as originals. Acceptance of documents shall be drawn up by an act of acceptance and transfer of documents for storage.

53. Documents received from abroad in the form of originals or copies as originals, accepted for permanent storage in the archive, regardless of their origin, shall be included in the composition of NAF and shall be subject to state accounting.

Chapter 3. The procedure for storing documents of the National Archival Fund and other archival documents Paragraph 1. Funding of archival documents

54. In the archive, NAF documents and other archival documents shall be organized according to archival funds. In relation to certain types of archival documents, their non-stock organization shall be allowed in accordance with paragraphs 93-94 of these Rules.

55. Types of archival funds:

1) archival fund of an organization, consisting of archival documents formed in the course of its activities;

2) archival fund of personal origin, consisting of archival documents formed in the course of life and activity of an individual, a family, included in the NAF;

3) a joint archival fund, consisting of archival documents formed in the course of the activities of two or more organizations, as well as individuals who have historically and/or logically determined relationships with each other.

When classifying documents according to archival funds, the principle of non-fragmentation (indivisibility) of funds shall be applied. Documents of the archival fund of an organization, an individual represent a historically established set of documents. The unity of origin, the close historical and logical connections existing between the documents of such funds, shall determine the requirement to respect their integrity.

In accordance with the principle of non-fragmentation (indivisibility) of archival funds, the acquisition of archives shall be carried out in such a way that archival documents of one fund are completely concentrated in one archive.

56. The archival collection shall be equated to the archival fund.

57. Work on determining, clarifying the fund affiliation of archival documents, determining the legal independence of the fund creator and the chronological framework of the fund documents, the chronological boundaries of archival funds shall be carried out in the sources of acquisition at the stage of office work in the process of forming cases in accordance with the nomenclature of cases and selecting documents for transfer to state storage to the archive, in the archive - when describing the unordered archival documents, processing unsatisfactorily compiled inventories, creating joint archival funds and archival collections, correcting funding errors.

58. Information about the belonging of documents to a certain archival fund shall be indicated on the cover of the case.

59. The fund affiliation of scientific and technical documentation shall be determined by the following criteria:

1) for research and technological documentation - by the name of a developer, taken from the title page;

2) for design and project documentation - by the corner stamp on the drawings, the title page of text documents, the application stamp, the composition of the project or specification.

Scientific and technical documentation created by the organization that developed the project (theme) goes to permanent storage as part of the fund of an organization of the general designer.

60. In case of reorganization of an organization, completed cases shall be included in the archive fund of the organization being reorganized, and unfinished cases shall be transferred to the successor for the completion of office work and included in the archive fund of the successor.

61. In case of detection of documents erroneously included in the archival fund, they shall be separated and attached to the documents of those archival funds to which they relate.

62. From the archival fund of personal origin, archival documents of the organization shall be separated and attached to the corresponding archival fund, provided that this archival fund is stored in this archive and the archival documents of the organization are not related to the activities of the individual who formed the archive fund of personal origin.

Archival documents of these public associations shall not be subject to separation from the archive fund of personal origin of leaders or members of public associations.

63. Archival documents formed into an archival fund (combined archival fund) shall not be subject to refunding.

Refunding of archival documents shall be allowed only in cases of detection of funding errors that make it difficult to search for archival documents, provided that the documents of the fund have not been introduced into scientific circulation.

Refunding shall be carried out by decision of the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the local executive bodies.

64. Each archival fund shall be assigned the official name of the corresponding fund creator, indicating its subordination, all renamings in chronological order, as well as location.

65. The name of the combined archival fund shall be formulated according to one of the following features:

- 1) generalized name of the archival funds included in it;
- 2) name of the governing body and generalized name of organizations subordinate to it;

- 3) listing the names of successive organizations;
- 4) last name of an organization with the addition "and its predecessors".

The specific names of all organizations which documents are included in the combined archival fund shall be given in the accounting documents.

66. The name of the archive fund indicates its chronological boundaries.

67. The name of the archival collection indicates the signs of combining documents and its compiler (an individual or legal entity).

68. Depending on the time of formation and the legal status of the acquisition source, its archival documents shall be accepted into the archive as a new archival fund or a continuing part of an existing archival fund.

69. The basis for creation of new archival funds shall not be:

- 1) renaming or changing the administrative-territorial boundaries of activities or functions of the organization;

- 2) reorganization (merger, accession, separation, allocation, transformation) of an organization.

70. The chronological boundaries of the archival fund shall be:

- 1) for the archival fund of an organization - the official dates of their creation and liquidation established on the basis of legal acts (if there are several legal acts, the date of the organization's formation is taken as the date of the earliest of them);

- 2) for the joint archival fund - the date of creation of the earliest and liquidation of the latest activity of organizations, the documents of which were included in the joint archival fund;

- 3) for the archival fund of personal origin - the dates of birth and death of an individual, family members or clan;

- 4) for an archival collection - the dates of the earliest and latest document.

71. The chronological boundaries of the archival fund may not coincide with the latest dates of archival documents that make it up:

- 1) in the archival fund of an organization - due to the possible absence of archival documents of the initial and/or final stages of the organization's activities, inclusion in the fund of earlier archival documents transferred to complete the proceedings by the predecessor of the organization;

- 2) in the archival fund of personal origin - owing to documents collected by the fund creator, holding commemorative and anniversary events and others.

72. The procedure for funding archival documents of the archive shall be determined by the legal acts of the state body in which it was created, agreed with the CEIC.

Paragraph 2. Organization of archival documents within the archival fund

73. Within the archival fund, archival documents shall be organized by storage units. Storage units shall be systematized, entered into the inventory and drawn up in a manner that ensures their accounting, search and use.

74. In the archive, the systematization of storage units shall be carried out during the compilation and processing of inventories.

75. The scheme of systematization of storage units is the basis for internal organization of documents of the archival fund and is fixed by the inventory (s).

76. The systematization of storage units within the archival fund by sections (subsections) of the systematization scheme shall be carried out taking into account one or more of the following features:

1) structural (in accordance with belonging of the storage unit to structural divisions);

2) chronological (by periods or dates to which storage units belong);

3) functional, sectoral, thematic, subject matter (taking into account the functions of the organization or issues related to the content of the storage unit);

4) nominal (by types and varieties of documents);

5) correspondent (by the name of organizations or the names of individuals, as a result of correspondence with which units of storage were formed);

6) geographical (in accordance with certain territories, settlements and other geographical objects with which the content of documents, their authors, correspondents are associated);

7) copyright (by the names of organizations or the names of individuals who are the authors of the documents).

77. Structural and chronological features shall be applied in two versions of the systematization scheme: chronological-structural and structural-chronological.

78. Chronological-structural scheme of systematization shall be applied in relation to the funds of an operating organization (taking into account the further replenishment of documents of these archival funds) and liquidated organizations with a frequently changing structure.

When systematized according to this scheme, storage units shall be grouped in the archive fund, according to the time of their creation (periods or dates), and within each chronological group - according to the structural divisions of an organization.

79. Structural-chronological scheme of systematization shall be applied in relation to the funds of organizations that had a stable structure, changes in which occurred rarely, as well as when systematizing the storage unit of liquidated organizations.

When systematized according to this scheme, storage units shall be grouped by structural subdivisions of the fund creator, within each structural group - by the time of their creation (periods or dates).

80. Chronological and functional features shall be applied in two versions of the systematization scheme: chronological-functional or functional-chronological.

Chronological-functional or functional-chronological systematization schemes shall be applied in relation to the funds of organizations with a frequently changing structure or without it.

When systematizing storage units according to chronological-functional scheme, they shall be grouped first according to a chronological basis, and then according to the functions of the fund creator.

When systematizing according to functional-chronological scheme, storage units shall be grouped first according to the functions of activity of the fund creator, and then according to a chronological basis.

81. Chronological and thematic features shall be applied in two versions of the systematization scheme: chronological-thematic or thematic-chronological.

Chronological-thematic or thematic-chronological schemes for systematizing storage units shall be applied in relation to small archival funds, as well as individual collections.

82. Chronological and nominal signs shall be applied in two versions of the systematization scheme: chronological-nominal and nominal-chronological.

Chronological-nominal and nominal-chronological schemes shall be applied to systematize storage units of archival funds of unstructured organizations.

83. When systematizing the unit of storage of audiovisual and electronic documentation, object and format features shall be additionally used.

84. Storage units shall be grouped sequentially according to the features, the use of which is appropriate for all or individual groups of archival documents of the archival fund.

85. Documents on personnel, scientific and technical documentation in the archival funds of scientific-research organizations, manuscripts in publishing houses, medical histories in medical organizations, acts of inspections in the funds of control bodies shall be allocated into special groups and systematized separately from management documentation.

86. Archival documents of personal origin shall be systematized in accordance with the systematization scheme developed by the archive.

87. The units of storage in the united archival fund shall be arranged according to the importance of the founders, the chronology of their creation, and the alphabet of names. For archival funds of organizations of the same type, a general systematization scheme shall be used.

88. Within the archival collection, archival documents of the same type (variety) shall be grouped according to the author's attribute with the arrangement of groups of storage units in alphabetical order of the names of organizations or the names of

individuals. Within an archival collection created on a thematic basis, grouping of archival documents shall be carried out according to topics or issues arranged in order of their importance or chronology.

89. In accordance with the systematization scheme, storage units shall be grouped as follows:

1) storage units refer to the year from which office work began, or in which they entered this organization (structural unit) from another organization (structural unit) to continue office work;

2) storage units containing plans, reports, estimates and materials refer to the year on which or for which they are drawn up, regardless of the date of their compilation, storage units of long-term plans refer to the initial year of their validity, and reports for these years - by the last year of the reporting period;

3) storage units started by office work in one structural unit and transferred for continuation to another structural unit refer to the unit in which they were completed;

4) within a year or a chronological period, storage units shall be arranged according to the importance of the organization's functions or in order of importance and logical relationship of types and varieties of documents;

5) storage units, representing personal files, shall be systematized by the years of dismissal and the alphabet of the names of employees.

90. Storage units within the last (final) systematization schemes shall be distributed according to their significance or chronology.

91. The systematization of electronic documents generated in electronic document management systems shall be carried out in the same way as the systematization of documents on paper.

92. Documents on electronic media shall be systematized by types of information media (magnetic tapes, laser and hard disks, CDs, diskettes), within types - by formats for presenting information, then - by the nature of the recorded information.

Paragraph 3. The procedure for non-fund organization of audiovisual documents and documents on electronic media

93. The organization of various sources of acquisition of audiovisual documents created in the activity according to their types, one or several external features (chromacity, information carrier material, its format, sound information recording system, and others) is a non-fund organization of archival documents.

94. Film and video documents shall be systematized:

1) by types (films, special issues, newsreels, individual films and TV spots);

2) by years of issue;

3) accounting units (sets);

4) chromacity (color, black and white);

5) film format (8 millimeters (hereinafter - mm), 16 mm, 35 mm, 70 mm and others).

A physically separate roll of film or magnetic tape with a recording of visual and/or sound information is taken as the unit of storage of film documents.

A part of a storage unit, one or several storage units with a record of a certain film, a special issue, a newsreel, a separate movie or TV story shall be taken as a unit of accounting for film documents.

A physically separate roll of film or magnetic tape with a recording of visual and/or audio information shall be taken as a storage unit for film documents.

Storage units shall be arranged according to the elements of the set, and within them - in order of the numbers of the film document parts.

A film document set consists of the original and copies related to the same film, special issue, newsreel, film and television story.

A separate inventory shall be drawn up for film and video documents of a certain type. Within the inventory, film documents shall be systematized according to the time of their production, production numbers, material and format of the information carrier, and other features.

95. A part of a storage unit, one or several storage units with a recording of a certain plot, a work of literature and art (several works of literature and art, combined according to the author's, thematic or other characteristics) shall be accepted as a recording unit for video documents.

A physically separate roll of magnetic tape, a cassette, a disk with a recording of visual and audio information shall be accepted as a storage unit for video documents.

96. Photo documents shall be systematized by types:

- 1) negatives of various chromacity (color or black and white) and sizes;
- 2) slides (transparencies) of various chromacity;
- 3) positives, photo prints;
- 4) photo albums;
- 5) filmstrips;

6) photographic documents on digital or other machine-readable media, which are designated by the letter "E".

The sizes of negatives are indicated by numbers from 2 to 8: the number "2" corresponds to a negative measuring 2.5 centimeters (hereinafter referred to as cm) x 3.5 cm; "3" - 6 cm x 6 cm; "4" - 6 cm x 9 cm; "5" - 9 cm x 12 cm; "6" - 10 cm x 15 cm ; "7" - 13 cm x 18 cm; "8" - 18 cm x 24 cm. When systematizing small volumes of negatives of sizes 6-8, they can be combined into one group.

A separate inventory shall be drawn up for photographic documents of a certain type. Within each inventory, photographic documents shall be systematized by authors, object or place of shooting, and other features.

One or more units of storage with the recording of a certain filmstrip shall be accepted as a unit of accounting for photographic documents.

A physically separate frame (negative, double-negative, positive, slide (transparency), several panoramic shots, photo print, filmstrip roll, photo album) shall be taken as a storage unit for photographic documents.

97. A part of a storage unit, one or several storage units with a record of an electronic document shall be taken as a unit of accounting for archival documents on electronic media.

A physically separate medium with a record of a part of a document, one or several documents shall be accepted as a unit of storage of archival documents on electronic media.

98. Phonodocuments shall be systematized according to the types of sound information recording:

- 1) phonographic;
- 2) gramophone;
- 3) optical;
- 4) magnetic;
- 5) laser.

A separate inventory shall be drawn up for phono documents of a certain type of recording.

Within the inventory, phono documents shall be systematized according to the organization that issued them, production numbers, content, format of the recording medium, and other features.

Within the types, phono documents shall be arranged by accounting units and sets.

A part of a storage unit, one or several storage units with a recording of sound information about a certain event, a work of literature and art (several works of literature and art, combined according to the author's, thematic or other characteristics) shall be accepted as the recording unit of phono documents.

Physically separate rolls of film, magnetic or paper tape, cassettes, wax rollers, discs with sound information shall be taken as a storage unit for phono documents.

A set of a sound document consists of the original and copies related to a specific accounting unit.

99. Storage units within accounting units shall be arranged in the order of production numbers indicated on the labels, and inside the set in the following sequence - originals, copies.

Paragraph 4. The procedure for storing archival documents

100. Archival documents shall be stored in conditions that ensure their safety.

101. The conditions for the storage of archival documents shall be provided by:

- 1) construction, reconstruction and repair of archive buildings;
- 2) the creation of fire-prevention, security, temperature-humidity, light and sanitary-hygienic regimes in the building and premises of the archive;
- 3) the use of special means of storage and movement of archival documents (racks, cabinets, safes, boxes, folders, and others).

102. In the area of the archive building, it is not allowed to exceed the following sanitary standards for the average daily concentration of harmful impurities in the atmospheric air:

- 1) sulfuric acid - 0.1 milligram per cubic meter (hereinafter - mg / m³);
- 2) sulfur oxides - 0.05 mg/m³;
- 3) nitrogen oxides - 0.085 mg/m³;
- 4) chlorine - 0.03 mg/m³;
- 5) hydrogen sulfide - 0.008 mg/m³.

103. The construction and reconstruction of the archive building shall be carried out in accordance with regulatory technical documents containing requirements for buildings and project documentation.

104. The archive building is a complex of main and auxiliary premises intended for the collection, purchase, acquisition, ordering, storage, accounting and use of archival documents.

The building of the archive is equipped with systems and means of security and fire alarms.

105. The premises of the archive include:

- 1) archives;
- 2) working premises of archive employees;
- 3) premises for reception and temporary storage, acclimatization of archival documents;
- 4) premises for isolation, disinfection and disinfestation of affected archival documents;
- 5) rooms for dust removal, binding and restoration of archival documents;
- 6) premises for copying and restoring archival documents, film processing and technical control of audiovisual documents;
- 7) premises for storage of accounting documents;
- 8) premises for storing archival documents on electronic media;
- 9) premises of the reading room with areas for issuing cases and reference and search facilities, temporary storage;
- 10) scientific reference library;
- 11) methodical office;
- 12) showroom.

106. The placement of the archive in buildings and premises adapted for the storage of archival documents shall be carried out on the basis of the results of an examination of conformity of the building (premises) for placement of the archive by the decision of the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the local executive body.

The examination establishes the degree of fire resistance of the building, the durability of its main structures and the strength of interfloor ceilings, taking into account potential loads, the condition of the building's premises (floor, basement, attic), the presence and condition of heating and ventilation systems.

Placement of archives shall not be allowed:

- 1) in dilapidated buildings, wooden buildings;
- 2) in buildings with damp main, basement, attic rooms;
- 3) in buildings with stove heating;

4) in buildings occupied by public catering services, food warehouses, organizations storing flammable and aggressive substances or using fire hazardous and chemical technologies.

107. The premises intended for the storage of archival documents in buildings adapted for the storage of archival documents shall be isolated from the rest of the premises of the building.

108. The archival repository is located as far as possible from the laboratory, production, household premises of the archive and is isolated from the ventilation ducts common with them. The archival repository is separated from the neighboring premises of the archive by fireproof walls and ceilings with a fire resistance limit of at least two hours. The laying of water supply and sewerage pipes, technological or domestic water outlets shall not be allowed in the archive storage.

109. The archive is located in compliance with the condition of convenient access to elevators and landings.

110. To cover the walls, floors, ceilings, internal fittings of the archives, the manufacture of equipment and storage facilities for archival documents, it is not allowed to use materials that collect dust and/or emit aggressive chemicals.

111. The archival repository shall be equipped with natural or artificial ventilation, an air conditioning system that provides air recirculation with an exchange rate of 2-3, stability of the temperature and humidity regime, air purification from dust and aggressive impurities.

Free air circulation is provided in the archives, which excludes the formation of unventilated zones of a stable microclimate.

The height of the archive from floor to ceiling is not less than 2.5 meters and not more than 4 meters.

112. It is not allowed to store phono-, video- and electronic documents on media with a magnetic working layer in an archive with parasitic constant or alternating magnetic fields with a strength of more than 400 amperes.

113. The archival repository of archival documents on a nitro basis is isolated from other archive storages. In the lower zone of the archival repository of archival documents on a nitro base, an additional air exhaust is provided.

114. The fire regime in the building of the archive and archival repositories shall be carried out in accordance with the legislation of the Republic of Kazakhstan.

115. The security regime of the archive is ensured by a set of measures to ensure engineering and technical fortification, equipping the building (premises) of the archive with security alarms, organizing a security post (s), sealing the premises, observing internal and access control regimes, storing keys to office premises.

Requirements for archival repositories and other premises of the archive, in which secret archival documents are stored and works with them are carried out, shall be established in accordance with the legislation of the Republic of Kazakhstan.

116. The building of the archive is to be equipped with security alarms. Archival repositories, material assets, as well as emergency and escape exits from the archive building, the main entrance in the absence of a round-the-clock security post shall be subject to sealing.

117. Archival repositories and other premises where archival documents are permanently or temporarily stored, shall be equipped with doors with increased technical strength against possible burglary, equipped with high security locks.

Hinged metal bars are installed on the windows of the basement floors and basements.

All copies of the keys (with the exception of those related to the premises of the archive, which are subject to special requirements of the secrecy regime) shall be recorded in the register of keys to the locks of the premises of the archive, the maintenance of which is entrusted to the responsible archive worker by the head of the archive. In the specified journal, it is noted who of the archive workers has the keys to each of the premises, with the employee's receipt for receiving a copy of the key.

All rooms of the archive, equipped with locks, have at least two sets of keys, one of which is constantly in the archive security service.

The procedure for storing keys during working and non-working hours, obtaining keys from the security service, handing over keys and premises for protection shall be established by the head of the archive.

The archival repository during working hours, if employees are not working in it, shall be locked. During working hours, the keys to the archival repository shall be kept by the head of the archive depository or the person his/her deputy.

118. The head and employees of this archival repository, the head of the archive and his/her deputies, the chief custodian of archival funds have access to the archival repository. A surname list of persons entitled to access to the archival repository shall be kept at the security post. Other employees of the archive shall be allowed in the archival repository only if accompanied by the head of the archival repository or his/her deputy. Other persons shall be allowed in the archival repository in exceptional cases only with the written permission of the head of the archive and accompanied by the head of the archive or his/her his deputy.

119. Removal of archival documents, material assets and books of the scientific reference library, as well as FA from the archive shall be allowed only with special passes.

120. The following temperature and humidity conditions for long-term storage are provided in archival repositories:

- 1) for paper documents - temperature +17 - +19 ° C, relative air humidity 50-55%;
- 2) for film documents on black and white film media:
on a nitro basis - temperature +10° C, relative air humidity 40-55%;
on a safe basis - temperature + 15 ° C, relative air humidity 40-55%;
for film documents on color film media - temperature -5 ° C, relative air humidity 40-55%;
- 3) for black-and-white photographic documents – temperature +15° C, relative air humidity 40-55%;
for color photographic documents - temperature -5 ° C, relative air humidity 40-55%;
- 4) for documents on magnetic tape and disk media - temperature +8 - +18°C, relative air humidity - 45-65%;
- 5) for documents on electronic media - temperature +15 - +20°C, relative air humidity 50-65%.

121. The organization of storage of electronic documents (files) includes:
guaranteed storage of electronic documents (files) within the established storage periods;
ensuring the availability and physical safety of all storage facilities; ensuring the integrity of all storage objects;
providing conditions for the reproduction of electronic documents (files) in the long term;
control over the movement of electronic documents (files) (overwriting on a new electronic media, etc.).

Storage of electronic documents (files) in the archive shall be carried out:

- 1) on physically separate media - in two copies, one of which is the main one, the other is the working copy (in this case, the main and working copies shall be stored in

different archives (rooms) under the temperature and humidity conditions recommended by the media manufacturers);

2) in IS EA - on the archive's own equipment or in data processing centers of state bodies.

Mandatory conditions for storing electronic documents (files) on physically separate media shall be:

- 1) the use of media designed for long-term (over 10 years) storage of information;
- 2) the availability of hardware and software tools that allow them to reproduce, migrate and convert, as well as control physical and technical condition;
- 3) migration to new media and conversion to modern formats;
- 4) organization of control over their authenticity, integrity, reliability, suitability for use.

Regulatory conditions for the storage of electronic documents (files) in the IS EA shall be provided by:

1) its compliance with the requirements of the legislation of the Republic of Kazakhstan in the field of creation, development, commissioning of state information systems and storage of information in them;

2) compliance with the requirements of information security and information protection during its operation;

3) backup migration of electronic documents, including when using cloud technologies, and their conversion into modern formats.

122. The conditions for storing electronic documents (files) must ensure:

compliance with temperature and humidity, sanitary and hygienic, fire and security storage conditions;

the use of special storage facilities (server equipment, metal cabinets, boxes, cases, and others).

123. The main parameters that determine the reliability of the storage conditions for electronic documents (files) shall be:

pollution of the environment;

temperature storage conditions;

relative humidity of the environment;

exposure to electromagnetic fields;

providing the engineering infrastructure of the data center with necessary conditions for its operation;

monitoring of the service life of electronic media.

124. To ensure the optimal temperature and humidity conditions for storing electronic documents (files) in the repository, it is necessary to ensure compliance with the following requirements:

for magnetic tape and disk media, the air temperature should be from +8 to +18 ° C , the relative air humidity should be maintained in the range from 45 to 65%;

for optical discs, the temperature should not exceed + 25 ° C, the relative air humidity should be 20-50%;

for server equipment, the air temperature should be from + 18 to + 24 ° C, the relative air humidity should be 30-50%.

The rate of change in air humidity should not exceed 6% per hour.

Atmospheric pressure should be between 84 and 107 kPa.

125. Measures are being taken to optimize the temperature and humidity regime in an archive with an unregulated climate, using optimal heating and ventilation of the premises, as well as mechanical means of humidifying or dehumidifying the air. Sharp seasonal and/or daily fluctuations in temperature ($\pm 5^{\circ}\text{C}$) and relative air humidity ($\pm 10\%$) shall not be allowed.

In case of a prolonged violation of the temperature and humidity regime (from three days or more), accompanied by an increase in the relative humidity of the air to 79-90%, measures shall be taken to normalize it (intense ventilation, drainage of the archive).

126. During the period of technological processing of archival documents, their temporary storage (up to two months) shall be allowed in rooms with an unregulated temperature and humidity regime at a temperature of $20 \pm 5^{\circ}\text{C}$ and a relative air humidity of $50 \pm 20\%$.

The temperature-humidity regime of storage of archival documents is controlled by regularly measuring the temperature and relative humidity of indoor and outdoor air at the same time.

In air-conditioned rooms, measurement shall be carried out at least once a week, in archives with an unregulated climate - twice a week, in case of violations of the regime - once a day.

127. The readings of control and measuring devices shall be recorded in registration logs, which also reflect the verification of correctness of the devices readings and the measures taken to normalize the temperature and humidity regime in cases of its violation.

128. The nomenclature of control and measuring devices used, the procedure for measuring and registering indoor and outdoor air parameters shall be determined by regulatory and methodological documents.

The control and measuring devices are mounted on a single panel placed in the main aisle of the archive on a rack, away from heating and ventilation systems (control point), at least one control point per room or per tier.

129. Storage of archival documents shall be carried out in the dark. Archival documents shall be placed in bindings, folders, boxes, cabinets, on closed racks, as

well as in compliance with the light regime established by paragraph 131 of these Rules.

130. Archival repositories shall be provided with natural or artificial lighting and shall be located in rooms with or without windows.

131. Natural lighting in the archives shall be allowed by diffused light, provided that diffusers, automatic luminous flux regulators (special glasses), protective filters, blinds, curtains, and coatings applied to the glass shall be used on the windows.

For artificial lighting in the archival repositories, incandescent lamps in closed shades with a smooth outer surface shall be used.

132. Electrical wiring in archives is laid hidden, hermetic or semi-hermetic sockets are used for portable equipment (vacuum cleaners, lamps, etc.). Cords of portable equipment are equipped with rubber insulation. The archives are equipped with general and floor-by-floor electric switches. Knife switches, electrical distribution boards and fuses that provide power to the sockets and turn them off are installed outside the archive. At the end of work in the archives, the equipment and electrical sockets are sequentially de-energized.

It is allowed to use fluorescent lamps with a truncated ultraviolet part of the spectrum of the type LW (white light lamps), LCW (cold white light lamps), LWW (warm white light lamps). The level of illumination in the range of the visible spectrum does not exceed 20-50 lux on the vertical surface of the rack, at a height of 1 meter from the floor, and 100 lux on desktops.

133. Protection of archival documents from the destructive effect of natural and artificial light shall be carried out in all premises of the archive for any type of work with archival documents.

134. Archival repositories and other premises of the archive shall be kept in conditions that exclude the possibility of appearance of insects, rodents, mold and dust.

135. Wet cleaning, dust removal of racks, cabinets, storage facilities (boxes, folders, packages) with vacuum cleaners shall be carried out in the archival repository at least once a year. The basement parts of the racks, floors, skirting boards, window sills shall be subject to treatment with aqueous solutions of antiseptics (formalin - 2%, catamine AB - 5%).

It is not allowed to stay in outerwear, wet and dirty shoes, store any foreign objects, use food products in the archive.

136. Archival documents shall be placed strictly in an orderly manner in the space provided for this (racks, cabinets, and so on).

137. Windows in the premises of the archive that open in the warm season, ventilation openings in the walls, ceilings, floors of the archive, external openings of the ventilation systems shall be protected by grids with a cell diameter of not more than 0.5 mm.

138. In order to detect insects and mold fungi, archival documents (selectively) and premises of archives shall be subjected to entomological and mycological examination twice a year (at the beginning and at the end of the heating season). When biological pests are detected, immediate measures shall be taken to process archival documents, storage facilities, archives.

Sanitary days are planned for carrying out sanitary and hygienic work.

139. Archival repositories shall be equipped with stationary or mobile metal racks. It is allowed to use stationary wooden racks that are in the appropriate sanitary and biological condition and treated with flame retardants.

Metal cabinets, safes, shelving cabinets, as well as stationary compartments with metal partitions and shelves shall be used as auxiliary or special equipment.

140. Paper-based archival documents shall be placed on racks, in metal cabinets horizontally or vertically in boxes, folders, cases.

141. Film documents, roll microfilms shall be stored in a horizontal position in metal or plastic boxes on herringbone-type racks or on stationary racks. Film documents on a non-flammable triacetate base shall be stored in loose-fitting metal or plastic boxes with holes to prevent accumulation of acetic acid vapors released by the film base inside the box.

142. Documents on magnetic tape shall be wound on cores, reels or cassettes of the appropriate size, packed in a plastic film bag and a factory box, or placed in a plastic case (container) with cutouts for labels.

143. Compact discs shall be placed in their original packaging and then placed in a boxed container.

144. Microfilms, motion pictures shall be framed with standard protective leader tapes wound tightly into a roll on the cores with a photographic layer outward without protruding turns at the ends of the roll, and shall be placed in metal boxes.

145. Video documents shall be stored in a vertical position in their original packaging.

146. The storage of archival documents on media with a magnetic working layer on ferromagnetic metal racks is excluded.

Steel racks shall be used in exceptional cases, only if the rack circuits are demagnetized and closed (connecting the metal parts of the rack with an electric wire and their effective grounding).

147. Graphic scientific and technical documentation shall be stored in folders with valves folded up to A4 format. Drawings on whatman paper, ostralone, film shall not be folded and shall be stored in tubes.

148. Each unit of storage of an audiovisual or electronic document shall be placed in non-hermetic individual packaging, which excludes the free movement of an archival document inside it.

149. In an archival repository with natural light, shelving and open-type cabinets shall be installed perpendicular to walls with window openings. In a windowless archival repository, racks and cabinets shall be installed taking into account the characteristics of the room, the design of the equipment and the norms for its placement. The placement of racks, cabinets and other equipment for storing archival documents close to the outer walls of the building and heat sources is excluded.

150. Stationary racks and cabinets shall be installed in archival repositories in compliance with the following standards:

- 1) distance between rows of racks (main aisle) - at least 120 cm;
- 2) distance (aisle) between racks - at least 75 cm;
- 3) the distance between the outer wall of the building and the racks parallel to the wall - at least 75 cm;
- 4) the distance between the wall and the end of the rack or cabinet (bypass) - at least 45 cm;
- 5) the distance between the floor and the bottom shelf of the rack (cabinet) - at least 15 cm, in the basement floors - at least 30 cm.

Distances (aisles) for equipment with drawers shall be calculated taking into account the standard size of the equipment.

Paragraph 5. Placement of archival documents in the archival repository

151. Archival documents in the archives shall be arranged in an order that ensures their comprehensive accounting, storage and operational search. The order of arrangement of archival funds in the archive shall be determined by the plan (scheme) for the placement of archival funds, approved by the head of the archive. The plan (scheme) for the placement of archival funds provides for the distribution of archival funds across the archives, indicating their numbers for each rack of the archives. The plan (scheme) for the placement of archival funds shall be located in the structural unit that records archival documents, or at the the employee responsible for accounting of archival documents, and the relevant sections of the plan (scheme) for the placement of archival funds are located in archival repositories.

152. The following archival documents shall be subject to separate storage:

- 1) secret;
- 2) classified as cultural property, decorated with precious metals and stones, having precious metals and stones attached;
- 3) on a nitro basis;
- 4) affected by biological pests;
- 5) temporary periods of storage, transferred for storage to the archive in connection with the liquidation of the acquisition source.

153. Placement of secret archival documents in the archival repository shall be carried out in accordance with the legislation of the Republic of Kazakhstan on state secrets.

Archival documents classified as cultural values or decorated with precious metals and stones, or having precious metals and stones attached to them, shall be removed from the archival funds and shall be subject to safe storage. A substitute card and a copy of the archival document shall be inserted in place of the withdrawn archival document.

154. Audiovisual and electronic documents shall be stored in separate rooms, depending on the regulatory storage regimes for their media.

It is allowed to place archival documents on different media in one archive storage, but requiring the same storage modes.

155. Electronic media shall be placed in fireproof cabinets, boxes, cases, cells, and electronic documents (files) - on special devices.

156. When working with electronic media, it is not allowed to touch the working surfaces of electronic media with your hands. When cleaning and manually processing electronic media, you can only handle them with gloves on the edges or protective case

When processing optical discs, it is necessary that gloves, wiping material, wipes are resistant to the effects of the cleaning agents used. The most suitable glove material is cotton. It is also allowed to use non-plasticized polyethylene, fluorine-containing polymers and latex. The composition of the material of gloves should not include dyes.

157. The archival fund of use shall be placed in the archives depending on the type of copy carrier.

Copies of the archival fund of use on paper, including photocopies, shall be stored together with original archival documents on paper on separate shelves or in cabinets in the order of numbers of archival funds and cases.

Copies of the archival fund of use on a film basis shall be placed in archives with appropriate storage modes. A piece of film is inserted into each bottle, on which one case or part of it is filmed. As an exception, if the volume of the case is small, no more than three copied cases can be in one segment.

158. The main and auxiliary accounting documents of the archive shall be placed in an isolated room or working room of the employee (s) responsible for accounting documents of the archive.

159. The first copies of the inventories of cases, documents shall be placed in an isolated room or working room of the employee (s) responsible for accounting documents of the archive in compliance with the storage regimes established for original archival documents on paper.

The second copies of the inventories of cases, documents shall be placed in an isolated area of the archive on a rack or in a cabinet.

The third copies of the inventories of cases and documents shall be placed in the reading room.

160. All premises of the archive, floors, tiers of the archive building, as well as racks, safes, cabinets and shelves shall be numbered.

In each separate room, racks and cabinets shall be numbered independently from left to right from the entrance. Shelves on racks and in cabinets shall be numbered from top to bottom, from left to right.

161. In order to fix the place of storage and search for archival documents in the archive, cards of stock and shelf topographic indexes shall be compiled in the forms approved by the authorized body.

162. Cards of the fund topographic index shall be compiled separately for each archival fund and arranged in the order of numbers of archival funds. If necessary, a card with a continuation is created for one archival fund.

Shelving topographic index cards shall be compiled for each shelving and shall be arranged in order of shelving numbers within a separate archive room. One copy of the topographic indexes shall be kept by the employee (s) responsible for accounting for the documents of the archive, the second - in the archives.

Maintaining topographic indexes shall be carried out on paper or in an automated mode in accordance with the established details.

Changes in the placement of archival documents shall be reflected in a timely manner in all copies of topographic indexes, as well as in the plan (scheme) for the placement of archival funds.

163. A label shall be drawn up for each primary means of storing archival documents, which indicates the name and numbers of the archival fund, inventory and storage units located in the box.

Paragraph 6. Checking the availability and condition of archival documents

164. Checking the availability and condition of archival documents shall be carried out in order to establish the actual availability of archival documents in storage and to identify missing archival documents for organizing their search, identifying and eliminating shortcomings in accounting for archival documents, identifying and accounting for archival documents that require restoration, conservation and preventive maintenance. and technical processing.

165. Scheduled cyclic and extraordinary checks of the availability and condition of archival documents shall be carried out.

A scheduled cyclic availability check shall be carried out at the following intervals established for a certain category of documents:

- 1) for documents of the National Archival Fund classified as cultural property - annually;
- 2) for especially valuable documents - once every 10 years;
- 3) for audiovisual and electronic documents - once every 5 years;
- 4) for nitro-based film documents - once every 2 years;
- 5) for electronic media - once every 3 years.

Checking the availability of electronic documents in the IS EA shall be carried out automatically.

The frequency of verification of other archival documents shall be determined by the archive, depending on the intensity of use and the state of accounting for archival documents, but at least once every 20 years.

An extraordinary check of the availability and condition of archival documents shall be carried out for all or certain groups of archival documents in case of natural disasters, mass movements and other circumstances, as well as when changing the head of the archival repository.

166. To ensure the safety of electronic documents (files), works shall be carried out , including:

- checking the availability and condition of electronic media;
- migration of electronic documents from electronic media, which the service life has expired, to free electronic media;
- checking the control characteristics of electronic documents.

167. Checking the availability and condition of secret archival documents shall be carried out in accordance with the legislation of the Republic of Kazakhstan.

168. At the beginning of checking the availability and condition of archival documents, a reconciliation of accounting documents shall be carried out, including establishing the completeness of the accounting documents of the checked archival funds and archival documents, reconciling their comparable indicators, clarifying the order of numbering storage units according to the inventory (book of accounting and description) and checking the correctness of their compilation summary records.

169. One-time checks of the availability and condition of electronic media shall be carried out:

- after moving the electronic media of the archive to another storage;
- after emergencies;
- when changing the head of the archive (the person responsible for state accounting and archive storage).

170. Checking the availability and condition of archival documents in the archive shall be carried out by a commission created by the decision of the head of the archive and consisting of at least three archive workers.

171. When checking the availability of storage units, archival documents of which are taken into account according to internal inventories, the availability of archival documents with an internal inventory, the availability of sheets in storage units to be stored in an unbound (without filing) form shall be checked.

Archival documents classified as cultural property shall be checked sheet by sheet.

Archival documents issued to the reading room and working premises of the archive shall be checked on a general basis, their ciphers are established according to substitute cards and books for issuing archival documents from archives. Archival documents issued for temporary use shall be checked against the books and certificates of issue and shall be considered available.

172. When checking the availability and condition of archival documents, it is necessary:

1) to maintain the order of arrangement of archival documents on the shelves and in the primary storage facilities;

2) to return to their places, discovered during the inspection, incorrectly placed storage units of this archival fund;

3) to remove from the checked archival fund (complex of archival documents) and transfer to the chief custodian or head of the archival repository incorrectly placed storage units of other archival funds;

4) to remove storage units contaminated with mold or other biological pests;

5) to withdraw storage units that are not included in the inventory (book of accounting and description), and place them at the end of the archival fund (complex of archival documents) for further processing and description within the time limits established by the head of the archive;

6) to withdraw archival documents deregistered, but not withdrawn from the archives in a timely manner;

7) to identify archival documents with physical defects.

173. In the course of checking the availability and condition of archival documents, it is not allowed:

1) to enter in the inventory (book of accounting and description) unaccounted storage units;

2) to make corrections or entries in inventories and other accounting documents.

174. The results of checking the availability and condition of archival documents and the deficiencies discovered during it shall be recorded in the checklist for the presence and condition of archival documents (hereinafter-the checklist) and the act of checking the availability and condition of archival documents in the form approved by the authorized body.

The check sheet shall be compiled directly during the check for each inventory separately. When checking archival funds that are small in volume, it is allowed to compile one check sheet for all inventories.

If, during the verification of the presence and condition of archival documents, deficiencies are found that are not provided for by the columns of the verification sheet, as well as during the sheet-by-sheet verification of cases, clarifications and additional details shall be entered into the sheet. Checklists shall be numbered in gross order within the archival fund for each check and signed by members of the commission.

175. On the basis of the check sheet (sheets) an act of checking the availability and condition of archival documents shall be drawn up. Simultaneously with the act of checking the availability and condition of archival documents, if necessary, an act on technical errors in accounting documents shall be drawn up, an act on the discovery of archival documents, an act on irreparable damage to documents in the forms approved by the authorized body.

176. The availability of electronic documents and media issued from the repository shall be checked by comparing their numbers on the substitute cards of issued electronic documents and media with entries in the book of issuance of electronic media from the repositories, compiled in the form approved by the authorized body.

If irreparable defects are detected, the electronic media shall be removed from the storage and written off according to the act of writing off electronic documents and media in the form approved by the authorized body.

For each written-off electronic document and carrier, a card of the written-off electronic document and carrier shall be formed in the form approved by the authorized body.

177. Upon completion of the verification of availability and condition of archival documents, at the end of the inventory (book of accounting and description), the stamp "verified", the date, position and signature of the persons who carried out the verification shall be affixed.

In case of detection in the final record of the inventory (book of accounting and description) of unaccounted letter and missing serial numbers that have dropped out in accordance with the established order of storage units, the final record shall be recompiled.

178. For all storage units that are missing during the verification of availability and condition of archival documents, records of undetected archival documents shall be drawn up in the form approved by the authorized body. Maintaining a card file of undetected archival documents shall be carried out centrally on paper or in an automated mode in accordance with the cards for recording undetected archival documents.

The results of the verification of physical condition of archival documents shall be entered into the record card of the physical (technical) condition of archival documents in the form approved by the authorized body.

179. The verification of availability and condition of archival documents, electronic documents (files) shall be considered completed after making changes to all accounting documents. After the verification of availability and condition of archival documents, boxes with archival documents, fireproof cabinets, boxes, cases, cells when storing documents on electronic media of rarely used funds shall be sealed.

180. The search for archival documents that were not detected during the verification of availability and condition of archival documents, electronic documents (files), shall be organized from the moment their absence is detected and shall be carried out within one year directly in the archive and other organizations. The search period shall be extended by the head of the archive on the basis of a memorandum from the head of the relevant structural subdivision of the archive.

181. Archival documents detected during the search shall be transferred to the chief custodian or head of the archival repository, who returns them to their place. In the verification sheet in the column "Note", in the file cabinet of undetected archival documents, a note shall be made about the discovery of archival documents, which shall be certified by the signature of the head of the archival repository.

182. Archival documents, the reasons for the absence of which are documented, shall be deregistered in accordance with paragraph 282 of these Rules.

For archival documents not detected during the search, an act shall be drawn up on the non-detection of documents, the search paths of which have been exhausted in the form approved by the authorized body, and a certificate of the search, which, together with an act of verification of availability and condition of archival documents, shall be submitted to the authorized body to resolve the issue on deregistration of such archival documents.

183. The decision on deregistration of archival documents shall be issued by order of the head of the archive on the basis of a written consent of the authorized body.

In the file cabinet of undetected archival documents, a note shall be made about the deregistration of archival documents. Changes shall be made to all accounting documents, included in the "Information on changes in the composition and volume of archival funds", which shall be sent to the authorized body for making changes to the State fund catalogue.

184. Verification of the availability and condition of archival files, documents issued from archives during the year, shall be carried out regularly within the time limits established by the management of the archive. Its results shall be documented by an act of verification of availability and condition of archival documents.

185. If an unjustified absence of archival documents is revealed, their operational search shall be carried out. If the search fails, the missing archival documents shall be included in the file of undetected documents for their further search.

Paragraph 7. The procedure for checking and accounting for the technical and physical-chemical condition of archival documents

186. Reception and placement in archival repository of archival documents received by the archive without a preliminary check of their physical condition shall not be allowed. Before being transferred to the archive, archival documents received by the archival repository shall be placed in the reception and temporary storage room, freed from transport containers, laid out on racks and tables, temporary cells, boxes.

187. An assessment of physical and technical condition of the received archival documents, as well as their insurance copies, shall be carried out no later than three months from the date of receipt of archival documents in the archive.

188. As a result of assessing the physical condition of archival documents on paper, the following archival documents shall be identified:

- 1) affected by biological pests;
- 2) with high humidity;
- 3) with damage to paper and text;
- 4) dusty.

Metal, cardboard, paper and other bookmarks, gaskets, paper clips located in files, folders, boxes shall be subject to removal.

189. When assessing the technical condition of audiovisual and electronic documents, insurance copies, the possibility of reading information from a material carrier, the compliance of technical characteristics of these documents with the information contained in the accompanying documentation shall be established. At the same time, the type of the base of film and photo document shall be revealed. Archival documents on a nitro base shall be subject to immediate stability testing followed by recopying on a safe base, if necessary, with the restoration of the emulsion layer.

190. Upon detection of defects, an act of arbitrary form shall be drawn up, reflecting the nature of defects and measures to eliminate them. Elimination of defects shall be carried out at the expense of the source of acquisition.

191. Received archival documents affected by biological pests (insects, active mold) shall be sent for sanitary and hygienic treatment (disinfection, disinsection).

If moistened archival documents are found, they shall be acclimatized until completely dry. Acclimatization shall be carried out in the reception and temporary storage room for 7-14 days (depending on the degree of moisture) with intensive air ventilation and placement of storage units in expanded form on tables, racks.

The quality of the paper and text of the received archival documents shall be checked selectively for a general assessment of their condition.

192. Dusting of incoming archival documents shall be carried out in a special room using fume hoods. Boxes, folders, covers, case backs shall be subject to dust removal.

193. Received audiovisual documents, including those on electronic media, shall be subject to rewinding, dust removal, decontamination, acclimatization and packaging.

Acclimatization of audiovisual and electronic documents on film and disk bases before placing them in the archive shall be carried out in an open package at a temperature of $20\pm 3^{\circ}\text{C}$ and a relative air humidity of $35\pm 15\%$, for color film and photographic documents - at a relative air humidity of $35\pm 15\%$. The duration of acclimatization of film documents and roll microfilms is at least 10 days, archival documents on magnetic tape and disk media - at least 3 days, photographic documents and microfiches - at least 24 hours.

194. Checking the physical-chemical and technical condition of archival documents during storage shall be carried out in order to identify damaged archival documents and archival documents with a potentially dangerous physical or biological state.

Checking the physical-chemical and technical condition of archival documents shall be carried out in the course of verification of availability and condition of archival documents, when preparing archival documents for issuance from the archive, during works related to a single (sheet by sheet) viewing of archival documents.

195. Checking the physical condition of archival documents on paper during storage shall be carried out in order to identify archival documents wet, affected by biological pests (mold, insects), with defects in paper and text.

Moistened archival documents (files, groups of files) shall be subject to immediate separation, extraordinary processing (drying, acclimatization). In case of mass moistening of archival documents, measures shall be taken to drain the archives and normalize the storage mode.

Archival documents affected by biological pests (mold, insects) shall be subject to immediate isolation.

The presence of defects in paper and text shall be established visually during a sheet-by-sheet review of cases. Defects are classified on the basis of a single alphanumeric indexing according to the typical features of paper defects (alphabetic indexing) and text (numerical indexing), taking into account the methodological recommendations of the authorized body.

Archival documents, most of the text of which is not available for reading as a result of damage, and it is not possible to restore them, shall be selected for destruction. In cases when at least partial restoration of the text of damaged archival documents is possible, they shall be left in permanent storage, scanned, restored or photocopied.

196. Checking the technical condition of audiovisual documents during storage shall be carried out in order to determine:

- 1) the state of their packaging;
- 2) availability of standard leaderboards;
- 3) the technical condition of their surface and perforation tracks and gluings;
- 4) the presence of contamination and mechanical damage;
- 5) stability of the nitro base;
- 6) perforation pitch of films and magnetic tapes 35 mm and 16 mm wide;
- 7) physical and mechanical characteristics (warping, peeling of the emulsion or shedding of the working layer, etc.);
- 8) the presence of defects of chemical and biological origin (damage by microorganisms, insects and rodents, traces of salt crystallization and decomposition of residual products of chemical-photographic processing);
- 9) electroacoustic characteristics of audio and video documents;
- 10) parameters of video documents in the video channel;
- 11) image quality of film, photo, video documents;
- 12) the presence of demagnetized sections and mechanical damage to individual sections of the machine carrier;
- 13) the presence of acetic syndrome of the triacetate film.

197. Checking the technical condition of electronic documents (files) during storage shall be carried out in order to determine:

- 1) the state of the package (only for physically separate media);
- 2) presence of malicious software;
- 3) reproducibility;
- 4) the presence of external damage (only for physically isolated carriers);
- 5) needs for migration to new media (only for physically isolated carriers);
- 6) needs for conversion to other formats;
- 7) the level of parameters characterizing electronic documents (for example, the number of failures in reading information per unit of time).

198. Checking the technical condition of film documents (negative of the image, countertype (double-negative), positive copy) shall be carried out by viewing on a film-checking or sound editing table with comparison with the editing sheet.

When checking the technical condition of a positive copy by viewing it on a reflective screen under optical projection conditions, the quality of the image, the evenness of the plans in terms of density, color inside the part and the evenness of the parts inside the copy visually and by auditory assessment, frame stability, image contrast, the absence or presence of image defects shall be established in accordance with the card for recording the technical condition of the film document.

Control of the intermediate positive (lavender), the negative of the re-recording phonogram, the magnetic original of the phonogram, the magnetic phonogram of noise and music shall be carried out by checking on the film-checking table.

As a result of checking the technical condition of film documents, a list of the main defects found on film documents shall be drawn up in the form approved by the authorized body.

199. Checking the electro-acoustic characteristics of phono documents (frequency distortion, copy effect level, background and noise levels, the presence of cracks and clicks, pause noise) shall be carried out by ear on professional tape recorders with control units for listening, power amplifiers, loudspeakers and other necessary equipment. The state of the surface shall be determined (ferromagnetic coating, warping of the film, the presence of curvature of the edges, mechanical damage and traces of contamination of a chemical or biological origin), the presence of initial and final leader, the quality of the existing gluings on phono documents according to the registration card of the technical condition of the phono document.

200. Control of photographic documents shall be carried out by viewing photographic documents and control prints on an editing or translucent table. The technical condition of the surface (absence of scratches, dirt, abrasions and other defects), photographic quality (sharpness, contrast, range of optical densities, absence of veil, the presence of imprinted defects, and so on) shall be determined.

In cases where it is visually difficult to determine the types of defective formation, the photo document shall be viewed under a magnifying glass microscope.

201. Checking the technical parameters of video documents shall be carried out using a complex of control and measuring equipment - video recorders of the appropriate type, determined by the recording format, standards and video recording systems.

202. Checking the technical parameters of electronic documents shall be carried out using special equipment and software designed to work with the corresponding type of archival documents.

203. NAF documents with a high degree of destruction of material carriers that threaten the physical integrity of documents shall be recognized as being in an unsatisfactory physical condition.

The decision to recognize the NAF document as being in an unsatisfactory physical condition, to put it on a special record for organizing urgent special processing carried out in accordance with paragraphs 205-206 of these Rules, shall be made by the head of the archive based on the expert opinion of the restorer and the head of the structural subdivision responsible for the storage of archival documents.

204. Archival documents, the physical condition of which excludes the possibility of restoring their material carriers and using the documentary information contained in them, shall be recognized as irreparably damaged archival documents.

The decision to recognize an archival document as irreparably damaged and remove it from the register shall be made by the CEIC based on the conclusion of the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the LEB, the expert opinion of the restorer and the head of the structural subdivision responsible for storing archival documents, and the act of irreparable damage to documents. On the basis of a written decision of the CEIC, an order shall be issued by the head of the archive to remove irreparably damaged archival documents from the register.

Deregistration and destruction of irreparably damaged NAF documents classified as cultural property shall not be allowed.

205. Accounting of the physical and technical condition of archival documents on paper basis shall be carried out:

- 1) in the certification sheet of the case in the form approved by the authorized body ;
- 2) in the sheet for checking the availability and condition of archival documents and the act of checking the availability and condition of archival documents;
- 3) in the record card of archival documents with media damage;
- 4) in the record card of archival documents with damaged text.

206. Accounting of the physical and technical condition of audiovisual documents shall be carried out:

- 1) in the record card of the technical condition of the film document;
- 2) in the record card of the technical condition of the photo document;
- 3) in the record card of the technical condition of the audio document;
- 4) in the record card of the technical condition of the video document.

Accounting of NAF documents that are in unsatisfactory physical condition shall be kept in control and accounting cards or in the accounting book.

Accounting of the physical and technical condition of archival documents shall be carried out on paper or in an automated mode.

Paragraph 8. The procedure for the physical-chemical and technical processing of archival documents

207. Physical-chemical and technical processing of archival documents shall be carried out in order to:

- 1) eliminate the causes of accelerated aging and destruction of archival documents;
- 2) restore their properties, technical characteristics, durability;
- 3) reproduce documentary information on more stable media.

208. The main types of physico-chemical and technical processing of paper-based archival documents are:

1) disinfection, disinsection, deratization of archives as a set of measures for bioprophylaxis, bioprotection and destruction of biological pests in archives and on archival documents;

2) restoration (restoration and conservation processing), as a set of works and technological operations to restore the properties and durability of the originals of archival documents;

3) reproduction of archival documents in order to create an insurance fund of copies of especially valuable documents and a fund for use, photo restoration of archival documents with faded and low-contrast text, replacement of originals with short-lived or destroyed media copies to preserve documentary information;

4) binding of archival documents;

5) dust removal of archival documents;

6) processing of archival documents in the mode of rescue operations, including the use of means and methods of drying, disinfection, disinfestation, freezing, restoration, reproduction, decontamination and other types of targeted processing.

209. For archival documents on magnetic tape, the following types of physico-chemical and technical processing are used:

1) surface cleaning from dust and dirt particles using special cleaning equipment;

2) replacement of dry and warped adhesives;

3) registration of rolls of magnetic tape with a protective magnetic tape on both sides of 2-2.5 meters;

4) rewinding in order to relieve internal stresses in rolls of magnetic tapes that have arisen due to temperature and humidity fluctuations during storage and transportation of archival documents.

210. For archival documents on disk media, the following types of physical-chemical and technical processing are used:

1) dedusting;

2) wiping with an antistatic agent.

211. For film-, photographic documents, microforms and phonograms to films the following types of physical-chemical and technical processing are used:

1) dedusting;

2) removal of wax, grease and other contaminants;

3) strengthening of glues and cuts;

4) perforation repair;

5) alteration of rough, warped patches and glues;

6) repair of damaged frame fields.

212. Electrotechnical cleaning is used for gramophone originals of audio documents.

213. Works on physical-chemical and technical processing of archival documents shall be carried out in a planned and unscheduled manner.

The planned processing of archival documents shall be carried out based on the results of checking the availability and their condition in the order of priority established in the archive, taking into account their belonging to different value groups, the characteristics of the physical state of archival documents of various types and the capabilities of the archive. First of all, physical-chemical and technical processing of documents classified as cultural property and especially valuable documents shall be carried out.

Unscheduled physical-chemical and technical processing shall be carried out in emergency rescue situations associated with local or mass destruction of archival documents by fire, water, chemical or radioactive substances. Urgent measures to extract, isolate, sanitize archival documents and their storage sites shall also be taken when archival documents are affected by biological pests.

214. The nomenclature, procedure for carrying out and technology of works on the physical-chemical and technical processing of archival documents shall be determined by these Rules.

Paragraph 9. The procedure for issuing archival documents from the archival repository

215. Archival documents that have a fund of use shall not be issued from the archival repository.

Originals of particularly valuable documents, including those classified as cultural property, as well as NAF documents that are in an unsatisfactory physical condition, shall not be issued from the archival repository, with the exception of restoration works, and their embroidery shall also be prohibited. Scanning shall be carried out on special technical equipment that does not require deletion of cases.

216. Archive documents shall be issued from the archival repository of the archive to the users in the reading room of the archive, to the archive employees for official purposes in the working premises with the written permission of the head of archival repository or the head of the security department.

For fund creators, judicial, law enforcement and other authorized bodies, archival documents shall be issued for temporary use from the archival repository of the archive, and access to electronic documents (files) shall be carried out with the written permission of the head of the archive or his/her deputy.

Archival documents shall be issued to organizations for exhibiting from the archival repository of the archive on the basis of an agreement on holding an exhibition and the corresponding order of the head of the archive.

To the employees of the archive laboratory, specialized organizations for carrying out works on the creation of an insurance fund and a fund for the use and special

processing of archival documents, archival documents shall be issued from the archival repository of the archive on the basis of a corresponding agreement with a specialized organization.

217. Issuance of archival documents from the archival repository, their acceptance back, sheet-by-sheet check of the availability and condition of archival documents before issuing them from the archival repository and upon return shall be carried out by an employee of the archives.

A sheet-by-sheet check of the availability and condition of archival documents returned by users in the reading room shall be carried out by an employee of the reading room.

218. A sheet-by-sheet check of the availability and condition before issuing archival documents from the archival repository and upon their return shall be subject to:

- 1) documents classified as cultural property and especially valuable documents;
- 2) archival documents that have precious stones and metals in their design or attachments;
- 3) unbound archival documents;
- 4) cases that have not previously been issued from the archives and do not have certification sheets;
- 5) cases containing autographs, graphic documents, postal and official signs, seals, postcards, envelopes with addresses, stamps.

The composition of other cases subject to sheet-by-sheet check shall be determined by the head of the archive based on the decision of the expert-methodological commission of the archive.

A mark on the conducted sheet-by-sheet check shall be placed in the certification sheet of the case.

In place of units of storage and inventories issued from the archival repository, a substitute card shall be inserted in the form approved by the authorized body.

219. Archival documents issued from the archival repository have an archival code, numbered sheets, a certificate sheet of the case and a sheet for the use of documents in the form approved by the authorized body.

220. When issuing archival documents and files from the archival repository, the archival cipher and headings (annotations) shall be checked against the inventory (book of accounting and description), as well as, in established cases, a sheet-by-sheet check of archival files.

When issuing documents on electronic media from the repository, the integrity of all storage objects that make up the issued document on electronic media shall be checked.

When reconciling the archival cipher of archival documents with the inventory (book of accounting and description), the correctness of the design of the cover and title page of the case, the primary means of storing an audiovisual, electronic document, the correctness of the heading and cipher of the storage unit shall be checked. If significant corrections are required, the cover and title page shall be replaced while retaining the old cover.

When preparing for issuance from the archival repository of individual archival documents withdrawn from files, on the reverse side of each sheet, outside the text of the archival document, a stamp with an archive code and the date of issue shall be affixed.

221. Archival documents shall be issued from the archival repository for a period not exceeding:

1) one month to users in the reading room and archive workers, with the exception of especially valuable and audiovisual documents issued for a period of not more than two weeks;

2) three months for fund creators for temporary use;

3) six months to judicial, law enforcement and other authorized bodies;

4) the issuance of secret documents shall be carried out in the manner determined by the legislation of the Republic of Kazakhstan on state secrets;

5) six months for temporary export outside the country in accordance with the Rules for issuing permits for temporary export outside the Republic of Kazakhstan of NAF documents that are in state ownership, approved by the Decree of the Government of the Republic of Kazakhstan dated February 12, 2007 No. 98.

222. The issuance of archival documents and files from the archives for exhibiting shall be carried out on the basis of an agreement on holding an exhibition.

The term for the issuance of archival documents and files for the creation of an insurance fund, a fund for use and for special processing shall be determined by the work plans of the archive and contracts for carrying out relevant works with third-party organizations.

223. Extension of the established deadlines for the issuance of archival documents and files shall be allowed in special cases with the written permission of the head of the archive.

224. The issuance of archival documents and files from the archives shall be registered in the books of issuance of archival documents, copies of the use fund from the archives, which are maintained separately for each archive and type of issue in the form approved by the authorized body.

225. The issuance of archival documents, copies of archival documents from the fund for use, inventories to the reading room shall be drawn up by an order for the issuance of archival documents, copies of the fund for use from the archival repository,

inventories in the form approved by the authorized body, and shall be registered in the book for issuing archival documents, copies of the fund for use from archives to the reading room, in which the employee of the reading room signs. The completed order of the user shall be sent to the reading room along with the issued archival documents and shall be stored in the user's personal file.

226. The issuance of archival documents and files to an archive worker for use for official purposes shall be issued by an order for the issuance of archival documents, copies of the use fund, inventories, which is endorsed by the head of the relevant structural unit. The order shall be registered in the book for the issuance of archival documents, copies of the fund for use from the storage to the working premises, in which the employee who received the archival documents signs for each storage unit.

227. The issuance of archival documents and files to the archive laboratory shall be drawn up by an order for the relevant work and shall be registered in the book for the issuance of archival documents, copies of the use fund from the repository to the laboratory, in which the laboratory worker signs. The order shall be taken into account in the laboratory, the corresponding structural subdivision of the archive and serves as a control document for the progress of all stages of work with archival documents.

228. The issuance of archival documents and cases for temporary use shall be drawn up by an act on the issuance of archival documents for temporary use in the form approved by the authorized body, and shall be registered in the book for the issuance of archival documents, copies of the use fund from storage for temporary use.

229. Inventories shall be issued for a period not exceeding five days. The issuance of inventories, available in one copy and stored centrally, shall be allowed in exceptional cases with the permission of the head of the archive or his/her deputy for a period not exceeding one day.

230. Access and provision of electronic inventories of cases, electronic documents to archive employees and for work in the archive reading room (specially equipped workplace) to employees of state bodies, courts, interested organizations, citizens shall be carried out through a local network, telecommunication channels, IS EA.

For remote access to electronic inventories and electronic documents, the head of the archive shall issue a permit in the IS EA to the user based on his authorization and application in the IS EA.

231. Checking the books for issuing archival documents and cases shall be carried out at least once every six months. If, as a result of checking the issuance books, a fact of violation of the deadlines for the return of archival documents and files is established, its reasons shall be clarified and measures shall be taken to return the archival documents and files. If the non-return of archival documents and cases on time

to the archives is caused by the need for their further use, the issuance shall be drawn up again. In the event of a delay in the return of archival documents and files without valid reasons, measures shall be taken to immediately return them to the archives.

232. In order to control the safety of archival documents and files, the subdivision responsible for the storage of archival documents shall check the safety of archival documents and files issued from the archives. Checks shall be carried out in a planned manner or as necessary in agreement with the head of the archive.

233. When archival documents and cases are returned to the archive, a sheet-by-sheet check of their physical condition shall be carried out in accordance with paragraphs 186-206 of these Rules.

In the book of issuance of archival documents and cases, a note shall be made about the return of archival documents in the presence of the persons who returned them. In case of detection of damage to the returned archival documents, an act shall be drawn up in any form, which is signed by the archive employee and the person returning the archival documents and cases, and submitted to the head of the archive for consideration.

234. The archive notifies the user against signature of his/her responsibility for the safety of the received archival documents and cases.

235. In cases of theft or damage to archival documents and files, including making changes to their text, the archive shall apply with a corresponding application to the internal affairs bodies at the location of the archive, within three days inform the authorized body, the Archive of the President of the Republic of Kazakhstan or the LEB, accept other measures to compensate for damage in accordance with the legislation of the Republic of Kazakhstan.

Paragraph 10. The procedure for transportation and movement of archival documents

236. When transporting archival documents and cases over any distance, measures shall be taken on their protection and safety from the effects of harmful environmental factors through the use of special types of packaging that protect archival documents from precipitation, light, and mechanical damage.

237. For the transportation of archival documents and cases, dense packing shall be used, which excludes the possibility of movement of archival documents and cases inside the package, blows and various concussions.

Photo- and phono documents shall be packed in a vertical position in boxes of a rigid structure of the appropriate size, wrapped in a moisture-proof fabric.

Other audiovisual and electronic documents, graphic and large-format files and documents shall be moved only in the packaging in which they are stored, or in means specially designed for their movement.

238. Intracity transportation of archival documents and cases shall be carried out in closed vehicles, accompanied by an archive worker.

Transportation of archival documents and cases over long distances shall be carried out packed in a covered vehicle.

Paragraph 11. The procedure for identifying and classifying documents related to cultural property and especially valuable documents. Creation of the fund of usage

239. Identification and attribution of NAF documents to cultural property and especially valuable documents shall be carried out in a planned manner by qualified specialists on the basis of industry scientific and methodological developments and manuals.

240. Determination of documents related to cultural property in the composition of the NAF shall be carried out in accordance with the legislation of the Republic of Kazakhstan, the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the LEB and shall be fixed by the accounting documents of the archive in accordance with paragraph 287 of these Rules.

241. The fund of usage shall be made simultaneously with the insurance fund in a set including:

1) for archival documents on a paper basis, one microform of the 2nd generation on a silver halide film (negative or positive), made from a negative microform of the 1st generation, and one microform of the 3rd generation, made from a microform of the 2nd generation;

2) for photographic documents, one positive photo print and one double negative;

3) for film documents, one positive combined copy, one intermediate image positive and one phonogram countertype (for sound film documents). A positive copy and an intermediate positive of the image shall be included in the set of the film document accepted for permanent storage. Additional production of a fund of usage of film documents in the form of video phonograms in Betacam and VHS formats shall be allowed;

4) for phono documents, one copy on a magnetic tape or on a digital medium (DAT-cassette);

5) for video documents, one copy in VHS format.

242. The inclusion of copies of archival documents in the fund of usage, including on electronic media, created in the course of other work, shall be carried out by the archive independently.

The fund of usage includes copies of fully copied storage units. Copies of individual archival documents shall be included in the fund of usage as part of thematic collections of archival documents.

243. Checking the availability and condition of the fund of usage shall be carried out in order to control the safety of copies and organize work for the timely restoration of the usage fund.

The volume and frequency of work on checking the availability and condition of the usage fund shall be determined taking into account its total volume, composition, intensity of issuance of copies and the frequency of their reproduction, as well as storage conditions.

Paragraph 12. The procedure for ensuring the safety of archival documents in emergency situations

244. Taking into account possible emergency situations, the archive shall develop a mobilization plan in accordance with the Law of the Republic of Kazakhstan "On mobilization training and mobilization".

245. In the event of an emergency, the head of the archive shall immediately inform the authorized body and the LEB about this, and, in agreement with them, shall make a decision on the operation of the archive in an emergency mode.

Chapter 4 The procedure for state accounting of documents of the National Archival Fund and accounting of other archival documents Paragraph 1. The procedure for state accounting of documents of the National Archival Fund and accounting of other archival documents

246. The archive shall carry out state registration of documents of the NAF and accounting of other archival documents.

Accounting of documents in the archive shall be based on the principles of centralization, unification, dynamism, completeness, reliability and continuity of accounting documents at all stages of working with documents. These principles are implemented on the basis of:

- 1) establishment of accounting units common for all bases for the formation and sources of acquisition of the NAF;
- 2) the unity of the organization of storage and accounting of archival documents;
- 3) comparability of accounting indicators;
- 4) strict regulation and stability of forms of accounting documents and requirements for their completion;
- 5) prompt introduction of changes in the volume and composition of NAF documents to all accounting documents, reflecting their actual number and composition.

247. The procedure for maintaining documents of the centralized state accounting of NAF documents, including the forms of the passport of the archive and the passport

of the source of acquisition, as well as their submission shall be determined by the rules of centralized state accounting, approved by the authorized body.

248. Archival documents stored in the archive, including undocumented and non-core for this archive, as well as insurance copies of archival documents and copies of the use fund, inventories shall be subject to accounting.

249. Accounting of electronic media placed in each storage shall be kept separately in accordance with the terms of storage of electronic documents recorded on them.

250. Accounting of all electronic media received in the repository shall be kept in the electronic media accounting book in the form approved by the authorized body.

A label shall be affixed to the hard case of the electronic media with recorded electronic documents in the form approved by the authorized body.

For each electronic media registered in the repository, an electronic media card shall be created in the form approved by the authorized body.

251. Accounting shall be carried out by assigning account numbers to storage units, which are an integral part of archival ciphers.

The composition of the archival cipher of the unit of storage of audiovisual documents also includes designations (alphabetic and digital) of the element of the set, the size of the negative, the type of audio information carrier.

The storage unit of electronic documents includes the recording format and the type of information carrier.

252. Accounting of archival documents in the archive shall be carried out by a special subdivision or shall be assigned to a specially designated employee. Entries in accounting documents shall be made only by employees responsible for accounting.

253. In the archive, a scheme for accounting archival documents shall be developed and approved by order of the head of the archive.

The accounting scheme of archival documents in graphical form fixes the accounting procedure.

254. Accounting documents, except for inventories, are intended for official use and shall not be issued to users.

Storage of accounting documents shall be carried out in accordance with paragraphs 158-159 of these Rules.

255. The main accounting units of archival documents, regardless of the type of media, method and technique of fixing information, are the archival fund and storage unit.

Archival documents of personal origin that have undergone only primary processing shall be accounted by documents or sheets.

Unordered archival documents (loose) shall be taken into account at the rate of 150 sheets in one conventional storage unit.

256. The following accounting of archival documents shall be kept:

- 1) a storage unit of archival documents on a paper basis is a case;
- 2) a storage unit of film documents - a physically separate roll of film or magnetic tape with a recording of visual and/or sound information;
- 3) a storage unit of photographic documents - a physically separate frame (negative, double-negative, positive, slide (transparency), several frames of panoramic shooting, photo print, film strip roll, photo album;
- 4) a storage unit of audio documents - a physically separate roll of film, magnetic or paper tape, a cassette, a wax roller, a disk with a recording of sound information;
- 5) a storage unit of video documents - a physically separate roll of magnetic tape, a cassette, a disk with a recording of visual and audio information;
- 6) a storage unit of electronic documents - a physically separate medium with a record of a part of an electronic document, one or more electronic documents;
- 7) an accounting unit of film documents - a part of a storage unit, one or several storage units with a recording of a particular film, magazine, special issue, plot;
- 8) an accounting unit of photographic documents - one or more units of storage with the recording of a certain filmstrip;
- 9) an accounting unit of phono documents - a part of a storage unit, one or more storage units with a recording of sound information about a certain event, a work of literature and art (several works of literature and art, combined according to the author's, thematic or other characteristics);
- 10) an accounting unit of video documents - a part of a storage unit, one or more storage units with a recording of a certain plot, a work of literature and art (several works of literature and art, combined by author, thematic or other features);
- 11) an accounting unit of electronic documents - a part of a storage unit, one or more storage units with a recording of an electronic document.

257. The main and auxiliary accounting documents shall be maintained in the archive.

Accounting documents shall be formed on paper and in electronic format in IS EA.

258. The composition of the main accounting documents of the archive, in addition to the documents established by the Rules for centralized state accounting, approved by the authorized body, includes:

- 1) a book of accounting for the receipt of documents in the form approved by the authorized body;
- 2) a list of funds in the form approved by the authorized body;
- 3) fund list in the form approved by the authorized body;
- 4) an accounting sheet in the form approved by the authorized body;
- 5) inventory of files of documents;
- 6) register of inventories of cases, documents in the form approved by the authorized body;

7) an inventory book of records of cases, documents executed with precious metals and stones, having precious metals and stones in the application, in the form approved by the authorized body;

8) passport of the archival repository (free form);

9) a sheet of accounting and description of a document classified as cultural property, in the form approved by the authorized body;

10) a list of funds containing especially valuable documents, in the form approved by the authorized body;

11) an inventory of especially valuable cases, documents in the form approved by the authorized body, or a list of numbers of especially valuable cases (number book) in the form approved by the authorized body;

12) register of inventories of especially valuable cases, documents in the form approved by the authorized body;

13) a book of accounting for the receipts of the insurance fund and the usage fund on microfiches, a book of accounting for the receipts of the insurance fund and the usage fund on a roll film in the form approved by the authorized body;

14) an inventory of the insurance fund on microfiche, an inventory of the insurance fund on a roll film in the form approved by the authorized body;

15) the case of the fund;

16) certificate sheet of the case;

17) an internal inventory of the documents of the case in the form approved by the authorized body.

259. The composition of auxiliary accounting documents of the archive includes cards and books of movement of funds, inventories, books of accounting for documents transferred to other archives, books of accounting of funds and documents allocated for destruction, books of subspecies accounting of documents.

Auxiliary accounting documents shall be maintained both on paper and in IS EA.

260. State accounting of archival documents dating before 1917 shall be kept separately from the accounting of archival documents dating after 1917, with independent sequential numbering of funds. The exception is specialized archives that store archival documents of personal origin and audiovisual documentation.

The numbers of archival funds which documents are dated after 1917 in the archive have the index "P", separated from the digital designation of the number of the archival fund by a line (P-1, P-2, and so on).

The numbers of the archival funds of the liquidated party archive included in the archival funds of the archive of the region (city of republican significance, capital) have the index "P", separated from the digital designation of the number of the archival fund by a line (P-1, P-2, and so on).

Renumbering of archival funds shall be carried out in exceptional cases on the basis of the decision of the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the LEB, agreed with the authorized body.

261. Changes to accounting documents shall be made on the basis of acts in accordance with paragraphs 280-285 of these Rules.

After making changes to the accounting documents, the acts shall be placed in the file of the fund, in case of non-fund organization of archival documents - in the file of the organization that transferred the documents for storage to the archive.

Acts shall be numbered in the file of the fund by types of acts in gross order, in case of non-fund organization of archival documents - in the file of the organization that transferred the documents for storage to the archive.

262. All primary and repeated receipts of archival documents shall be sequentially entered in the book of accounting for receipts of documents. Each receipt within the reporting year receives a serial number in the gross sequence.

Every year, as of January 1 of the coming year, the number of archival documents received during the year shall be summed up.

263. An archival fund shall be recorded in the list of funds only once (when it first enters the archive). It is not allowed to enter the archival fund into the list of funds before the receipt of its archival documents for storage.

The number assigned to the archival fund according to the list of funds is its account number and shall be stored for it in all accounting documents.

In the archive of documents on personnel, to the number of the archival fund assigned to the set of documents on the personnel of the fund creator, is added through a fraction to the number of the archival fund, for which the documentation on the main activity of the fund creator is taken into account.

To account for archival funds, numbers shall be used in gross sequence, as well as numbers of archival funds, archival documents of which were previously allocated for destruction in accordance with paragraph 285 of these Rules or included in the combined archival funds that were not previously used.

The numbers of lost archival funds transferred to other archives, as well as the numbers of archival funds included in the unified archival fund, which archival documents were previously used, cannot be assigned to newly received archival funds.

264. United archival funds and archival collections are accounted for on a general basis. The joint archival fund, formed from archival funds previously accounted for independently, shall be assigned the number of one of the archival funds included in its composition.

265. The name of the archival fund is entered in the list of funds on the basis of a historical reference or the title page of the inventory.

If the name of the fund creator has changed, then the list of funds indicates his/her last name within the period for which the archival documents were accepted.

The name of an archive fund of personal origin consists of the surname and initials of an individual, his/her pseudonym, title, rank, grade. The name of the archival fund of a family or clan consists of the surnames and initials of the main members of the family or clan and their titles, ranks, grades. Surnames, first names, patronymics, titles, ranks, grades, kinship relations of all members of a family or clan shall be indicated in the fund sheet.

266. Every year, as of January 1 of the coming year, a final entry shall be made to the list of funds on the number of archival funds received and retired during the year, and the total number of archival funds stored in the archive.

The list of funds shall be included in a hard cover, the sheets shall be numbered, a certification sheet shall be drawn up.

The reprint of the list of funds shall be carried out only in case of renumbering of funds in accordance with paragraph 367 of these Rules. In this case, the list of funds includes the numbers, names and reasons for the disposal of all archival funds, the numbers of which are prohibited.

267. A list of the fund shall be compiled for each archival fund.

The list of the fund takes into account all archival documents of the archival fund, including undescribed and secret ones.

It is allowed to recompile the sheet of the fund only in cases of its irreparable damage or inconsistency of its content with the actual state and volume of the archival fund after the processing of the archival fund or the creation of a joint archival fund, clarification of the history of the fund creator.

In case of recomposing the fund sheet, the previously valid fund sheet shall be placed in the fund file. In the upper right corner of both sheets of the fund, a mark is made - "The sheet has been recompiled" indicating the date of recompilation, the position and signature of the person responsible for accounting.

If there is no space left on the fund sheet for subsequent entries, a continuation sheet shall be started, at the top of which "Continuation, f. No. __ sheet 2" is indicated. On the first sheet, a link shall be made "see the continuation of sheet 2 (3, 4, 5 and so on)".

Sheets of funds shall be stored in the order of the numbers of archival funds in the folder. A certification sheet shall be compiled for each folder, which indicates the starting and ending numbers of archival funds and the total number of archival funds, the sheets of which are in the folder.

There are indexes to the sheets of funds for quick search in the archive of archival documents.

268. Accounting sheets for audiovisual documents shall be compiled in case of non-fund organization of archival documents separately for various types of film-, photo-, phono- and video documents. The order of numbering and storage of accounting sheets of audiovisual documents is similar to the order of numbering and storage of sheets of funds.

269. In the inventory, storage units are taken into account in accordance with their systematization by serial account numbers.

Case numbers with text accompanying documentation for audiovisual documents correspond to the account numbers of audiovisual documents.

Inventories shall be assigned account numbers according to the fund sheet, in case of non-fund organization of archival documents - according to the record sheet of audiovisual documents of a certain type.

270. A group index is added to the number of the inventory of scientific and technical documentation, consisting of two Arabic digits separated from each other by a dash: the first digit means the number of the inventory, the second - the group index of management documentation.

It is not allowed to assign identical account numbers to inventories, except for the cases provided for in paragraphs 290-298 of these Rules.

At the end of the inventory, in all its copies, a final entry shall be made, which indicates the number of storage units in storage, the first and last numbers of storage units according to the inventory, available gaps in numbers, letter numbers, retired units and the reason for their disposal.

In the final entry to the inventory of the archive fund, which includes storage units on various media, the number of such storage units shall be additionally indicated.

After each receipt or disposal of archival documents, a new final entry shall be compiled for the inventory, which is signed by its compiler indicating the position and date of compilation.

To the inventory, consisting of several annual sections, volumes, the final entry shall be compiled for each annual section, volume. For each subsequent annual section, in ascending order, a consolidated final record shall be compiled.

Each inventory, inventory volume has a certification sheet.

The completed inventory includes no more than 9999 items of storage.

If the inventory is recompiled, then one copy of the previously valid inventory shall be included in the newly compiled inventory with the last account number, the remaining copies shall be allocated for destruction in accordance with paragraphs 283-284 of these Rules.

271. According to the register of inventories, individual and total records of archive inventories shall be kept. Inventory registers shall be maintained within the archival

repositories of archives and/or archives in general, which is reflected in the document accounting scheme.

Each new inventory shall be assigned the next serial number according to the register of inventories, which is affixed on the cover of the inventory in the upper left corner.

Every year, as of January 1 of the coming year, a final entry shall be made in the register of inventories on the number of inventories received, dropped out during the year in the archive and their total number.

272. The passport of the archival repository shall be compiled annually at the end of the year and reflects the volume of archival funds, files and archival documents placed in it.

The indicators of the archival repository passport shall be determined by the archive independently, taking into account the composition and condition of the archival documents stored in a particular archive.

273. The file of the fund shall be assigned the number of the archival fund, to which it was opened. The fund file consists of the following documents:

1) historical information on the history of the fund creator and the history of the archival fund;

2) acts fixing changes in the composition and volume of the archive fund, including acts on the declassification of documents;

3) a copy of the characteristics of the archival fund, compiled for the guide (handbook);

4) instructions for working with archival documents of the archival fund, including the improvement and processing of inventories, schemes for systematizing archival documents of the archival fund.

Instead of archival documents to be included in the fund file, but being part of the storage units, the fund file includes a certificate listing these storage units and their archival ciphers.

274. The files of the funds of organs of the Communist Party of the Soviet Union, the All-Union Leninist Communist Youth Union, which include archival documents on the history of funds of the primary party and komsomol organizations, shall not be subject to dissolution. In the files of the funds of primary party and komsomol organizations, certificates with information about the location of archival documents on the history of this fund in the file of another fund shall be placed.

275. The files of the funds included in the united archival fund shall be included in the file of the united archival fund.

276. Documents of the fund's file shall be numbered with the drawing up of a certification sheet, filed in a hard cover. An internal inventory shall be compiled for the fund's file. The files of the funds shall be kept in the order of the numbers of the funds.

277. The composition of the documents of the file of the acquisition source in case of a non-fund organization of archival documents is similar to the composition of the documents of the fund file.

278. Accounting archive databases provide:

- 1) information support for accounting;
- 2) maintaining a centralized state accounting of documents in an automated mode;
- 3) prompt submission of information about the presence of documents of one or another fund creator in the archive.

279. In a planned manner, the filling of accounting databases, IS EA shall be carried out as of January 1 following the reporting year. Operational changes to accounting documents, accounting databases, IS EA shall be carried out by the archive on an ongoing basis.

Paragraph 2. The procedure for accounting for the receipt and disposal of archival documents

280. Accounting for the receipt of archival documents on IS EA in the archive is carried out on the basis of:

- 1) an act of acceptance and transfer of documents on paper for storage;
- 2) an act of acceptance for storage of documents of personal origin;
- 3) an act on migration and rewriting of electronic documents in the form approved by the authorized body.

Archival documents are also registered in the cases provided for in paragraph 164 of these Rules.

281. All archival documents accepted into the archive are entered into the book of receipts of documents. Each archival collection that first entered the archive, archival fund, united archival fund, is recorded in the list of funds. Each inventory of documents filed for the first time is recorded in the register of inventories.

282. Accounting for the disposal of archival documents from the archive shall be carried out on the basis of:

- 1) an act on the allocation for destruction of documents that are not subject to storage;
- 2) an act on irreparable damage to documents;
- 3) act of acceptance and transfer of documents for storage;
- 4) an act on the non-detection of documents, the search paths for which have been exhausted;
- 5) an act of returning archival documents to the owner;
- 6) an act on the seizure of original storage units of archival documents in the form approved by the authorized body.

Archival documents are also deregistered in the cases provided for in paragraph 284 of these Rules.

283. The necessary changes shall be made to the main and auxiliary accounting documents of the archive. In case of disposal of all archival documents of the inventory, the number of this inventory shall not be assigned to other inventories and remains free. An appropriate note shall be made in the register of inventories.

In case of disposal of the archive fund (archive collection), the list of funds in the column "Mark of disposal" indicates where the archive fund (archive collection) was disposed of, and the act on the basis of which it was disposed of.

284. When transferring an archival fund from one archive to another, 3 copies of the inventory and the file of the fund shall be transferred. A copy of the inventory remains as an annex to the act of acceptance and transfer of documents for storage and is included in the archival fund of the archive that transferred the archival fund.

285. When all archival documents of the archival fund are allocated for destruction, one copy of its inventories and a sheet of the fund shall be placed in the fund file. The file of the fund is included in the archival fund of the archive.

286. The number of archival documents in an archive changes as a result of:

1) verification of accounting documents, as a result of which errors were identified in the calculation of the number of stored archival documents;

2) checking the availability and condition of archival documents, during which unaccounted, behind lettered or missing numbers of storage units were found;

3) restoration of archival documents, after which one case is divided into several cases;

4) descriptions of archival documents, processing of inventories, during which division or consolidation of storage units is possible;

5) conducting an examination of the value of documents, during which it is possible to allocate storage units for destruction.

287. The basis for making changes to accounting documents, accounting databases and IS EA based on the results of these works shall be:

1) acts on technical errors in accounting documents;

2) acts on the discovery of documents that are not related to this archive, archival fund, unaccounted for, and so on;

3) acts on the division, consolidation of cases, allocation for destruction of documents not subject to storage, inclusion in the case of new documents in the form approved by the authorized body;

4) acts of description of documents, processing of inventories in the form approved by the authorized body;

5) acts of conducting examination of the value of documents, during which it is possible to allocate storage units for destruction.

Paragraph 4. The procedure for accounting of secret and declassified archival documents

288. Accounting for secret archival documents shall be maintained in accordance with the legislation of the Republic of Kazakhstan on state secrets.

In accounting documents and archival ciphers of storage units, secret archival funds, inventories of cases, documents, storage units are designated by the index "s" (secret), "ts" (top secret), "si" (of special importance).

289. Changes to accounting documents based on the results of declassification of archival documents shall be made on the basis of an act on the declassification of documents in the form approved by the authorized body.

290. Archival funds, inventories of cases, documents and storage units, including, along with secret, non-secret (declassified) documents, in accounting documents and archival ciphers of storage units are indicated by the index "ps" (partially secret).

291. When declassifying all units of storage according to a secret inventory, this inventory shall also be declassified, transferred to open storage and taken into account in the fund sheet with the same number, but without the index "s", which is crossed out on the cover and on the title page of this inventory. In the upper right corner of the cover and the title page of the inventory, the stamp "Declassified" is affixed.

292. When declassifying a part of cases and archival documents according to a secret inventory, a separate inventory shall be drawn up for declassified cases and archival documents, the numbers of storage units in which remain the same. For the gross numbering of such storage units, column 2 of the inventory is used. The new inventory, together with declassified cases and archival documents, shall be transferred to open storage, and taken into account in the list of funds under the same number as the secret one, but without the index "s".

293. When declassifying most of the cases and archival documents according to a secret inventory, a copy shall be made from this inventory in the manner prescribed by the legislation of the Republic of Kazakhstan on state secrets. When copying, the headers of storage units left in secret storage are closed. A copy of the inventory of declassified cases and archival documents shall be transferred to open storage. In a copy of the inventory, which remained in secret storage, their numbering shall be preserved. In the list of the fund, such an inventory is taken into account twice: a copy of the inventory that remained in secret storage with the corresponding secrecy indexing, and a copied copy transferred to open storage without the index "s".

294. When declassifying individual storage units according to a secret inventory, they shall be included in the inventory of open storage of the corresponding archival fund by letter numbers or in a gross sequence.

295. In the inventories remaining in secret storage, in the "Notes" column opposite the headings of declassified storage units, the "Declassified" stamp and their new

number shall be affixed if they are included in the inventory of open storage (behind the letter numbers or in the gross sequence).

296. After declassification, new final records shall be compiled for the inventories of open and secret storage about the volumes that units of storage are actually taken into account in them.

297. When declassifying one or more archival documents as part of a secret case, it remains in secret storage. To the archival cipher on the cover of the case, the letter "p" is added to the "s" index. Numbers of sheets of declassified archival documents are listed in the "Notes" column opposite the headings of the partially declassified case, as well as in the internal inventory of the case.

If there is no internal inventory in the case, information about declassified archival documents shall be reflected in the certification sheet indicating the numbers of the corresponding sheets.

298. In the upper right corner of the cover of a declassified case, the stamp "Declassified" shall be affixed. The indices "s", "ts" or "si" in the case number are crossed out.

Paragraph 5. The procedure for accounting of archival documents of personal origin and personnel

299. Accounting of receipts of archival documents of personal origin transferred by the owner to state ownership shall be conducted on the basis of the act of acceptance for storage of documents of personal origin. The act shall be accompanied by inventories of archival documents and a decision of the EIC of the archive, the Archive of the President of the Republic of Kazakhstan or the LEB on the acceptance of these documents in the archive.

300. Accounting of archival documents of personal origin, which are in private ownership, transferred under an agreement for storage to the archive, shall be carried out in accordance with paragraphs 305-309 of these Rules.

301. Changes in the number and composition of archival documents of personal origin as a result of their description shall be documented by an act of description of documents, on the basis of which changes are made to accounting documents.

302. For archival documents that are not subject to storage in the archive, an act of returning documents to the owner shall be drawn up in two copies, one of which, together with the documents, shall be transferred to the owner.

The storage of unaccounted archival documents of personal origin in the archive shall be excluded.

303. Accounting of archival documents on personnel shall be carried out on a general basis in accordance with paragraphs 262-263 of these Rules.

304. Accounting of the number of archival documents on personnel stored in the archive shall be conducted on the basis of their count according to the sheets of funds and inventories of personnel in paper format and inventories of electronic files with fixing the results for each fund and in total for the archive in the book of records of documents on personnel (free form).

According to the results of conducting examination of the value of documents on personnel after the expiration of the 75-year period of their storage, appropriate changes shall be made to the accounting documents and IS EA.

Paragraph 6 The procedure for accounting of archival documents that are in private ownership, accepted under an agreement for storage in the archive

305. Accounting of NAF documents that are in private ownership, accepted under an agreement for storage in the archive, on the basis of an act of acceptance and transfer of documents, shall be carried out in the main accounting documents of the archive.

The book of receipt of documents indicates the owner or the documents possessor (column 3), the number and date of the act of acceptance and transfer (column 4), the date of signing the transfer agreement and the validity period of an agreement.

When an archival fund is included in the list of funds, the index "AG" ("agreement") is added to its number, which shall be stored behind it in all accounting documents and archival ciphers of storage units. The "Notes" column of the list of funds also indicates the owner or possessor of archival documents, the date of signing and the duration of the contract.

306. The number of archival funds accepted under the agreement for storage in the archive is indicated in a separate line in the final entries in the list of funds, the book of receipts of documents.

A copy of an agreement concluded with the owner or possessor of archival documents is included in the fund file.

307. When archival documents of an archival fund are disposed due to the expiration of their storage period in accordance with the agreement, its number cannot be assigned to another archival fund.

308. NAF documents accepted under a contract for storage in the archive, which were in private ownership and transferred to state ownership, shall be accounted for in the main accounting documents on a general basis. In accounting documents and archival ciphers of storage units, the index "AG" is crossed out, the corresponding information is entered in the "Notes" column of the list of funds.

309. Archival documents that are not part of the NAF, including documents on personnel accepted for storage in the archive, shall be accounted separately from the documents of the NAF. To account for them, a separate book of documents receipts, a

list of funds, as well as sheets of funds and other accounting documents shall be maintained in IS EA.

Paragraph 7. The procedure for accounting of copies of archival documents as originals

310. Copies of archival documents as originals shall be included in the established order in the NAF:

- 1) microfilms of archival documents;
- 2) copies of archival documents, the originals of which have been lost or are owned by individuals or legal entities;
- 3) copies of archival documents received from abroad.

311. Copies of archival documents as originals, transferred to the archive by the founder, shall be accounted for as part of his/her fund according to a separate inventory . At the same time, in the column of this inventory "Number of sheets" through a fraction, the number of frames, files captured from one case is also indicated.

312. Copies of archival documents as originals shall be formed into archival collections, which are accounted in the list of funds.

313. Copies of archival documents as originals shall be formed into storage units, which are accounted in inventories by analogy with genuine archival documents on the appropriate media.

314. A physically separate roll of microfilm or a set of microfiche is accepted as a storage unit for copies of archival documents as originals, made in the form of microcopies, regardless of the number of cases and archival documents filmed on it. Each storage unit is accounted for in the inventory under an independent number.

In the final entry to the inventory, the number of storage units of microcopies and the total number of frames that make them up shall be indicated.

Paragraph 8. The procedure for accounting of audiovisual documents, insurance fund and fund of usage

315. The number of sheets in the file and storage units as part of the accounting unit of audiovisual documents is accounted on the basis of their numbering and is recorded in the certification sheet and the corresponding column of the inventory of permanent storage.

The number of photo prints in a photo album is recorded in the internal inventory of the photo album, as well as in the corresponding column of the inventory of photo albums, the number of storage units of other audiovisual documents - in the corresponding columns of the inventories of these documents.

316. When accounting for storage units as part of accounting units for audiovisual documents:

- 1) storage units of filmstrips are arranged in order of roll numbers;
- 2) storage units of film documents are arranged according to the elements of the set , within which they are numbered in order of part numbers;
- 3) storage units of phono documents are arranged in the order of production numbers.

317. The volume of the insurance fund and the fund of usage is measured in storage units and accounting units, as well as:

- 1) in frames - for copies of archival documents on paper and photographic documents;
- 2) in meters - for copies of film documents;
- 3) by playing time - for copies of phono documents;
- 4) in megabytes - for copies of electronic documents.

Insurance copies of documents classified as cultural property, especially valuable documents, usage fund, taken from archival documents on paper (separately on roll film and microfiche), film documents, photographic documents, phono documents, video phonograms, electronic documents shall be accounted separately.

318. Accounting shall be carried out according to the books of accounting for the receipts of the insurance fund and the usage fund and the inventories of the insurance fund on microfiches. Accounting for the receipt and disposal of insurance copies shall be carried out on the basis of orders for the production of insurance copies and copies of the usage fund, acts of acceptance and transfer of insurance copies for special storage and other acts. A final entry shall be made annually to the books of accounting for receipts.

319. Inventories of the insurance fund on microfiche, on roll film shall be compiled in 3 copies. The first copies shall transferred together with insurance copies at the place of storage, the second and third ones remain in the archive.

As insurance copies are copied and transferred for storage, new final entries shall be made to the insurance fund inventories in accordance with paragraph 321 of these Rules.

320. In the inventories, in the "Notes" column, opposite the title of the copied storage unit, the "IF" stamp shall be affixed. In all cases, documents included in the inventory are copied, the stamp "IF" shall be affixed only on the title page and cover of the inventory.

321. A physically separate roll of microfilm shall be accepted as a unit of storage of the insurance fund of documents classified as cultural property and especially valuable paper-based documents on a roll film.

In the book of accounting for the receipts of the insurance fund and the usage fund on a roll film in the gross order (regardless of the fund affiliation of the documents), on the basis of an order for the production of insurance copies, an entry shall be made

about each unit of storage of the insurance fund. According to the accounting book of receipts (column 1), the storage units of the insurance fund shall be assigned account numbers, which are an integral part of their archival ciphers.

For all insurance copies of documents, regardless of their fund affiliation, an inventory of the insurance fund shall be compiled on a roll film, the numbering of the insurance fund storage units in which corresponds to the account numbers assigned to them in the accounting book of receipts.

The archival cipher of the storage unit of the insurance fund is the abbreviated name of the archive (its official abbreviation), the inventory number of the insurance fund, the accounting number of the storage unit of the insurance fund with the addition of the index "IF".

322. One or more microfiches taken from one file and placed in one envelope shall be accepted as a unit of accounting for the insurance fund of documents on a paper basis on microfiche, microfiche as storage units.

According to the book of accounting for the receipts of the insurance fund and the usage fund on microfiches, each receipt shall be assigned a serial number.

Quantitative indicators shall be entered taking into account the fund affiliation of the photographed copies for each archival fund and inventory separately.

Inventories of the insurance fund on microfiches shall be compiled separately for insurance copies of each archival fund, one or more of its inventories.

The registration number of the accounting unit of the insurance fund and the fund of usage of paper-based documents made on microfiches is the accounting number of the filmed case, the archival cipher is, respectively, the archive cipher of the filmed case with the addition of the "IF" index for the insurance fund, "P" (Positive) , "D" (Diazocopy) for the fund of usage.

323. The units of storage of the insurance fund and the fund of usage of audiovisual documents are identical to the units of storage of audiovisual documents.

Insurance copies of film and photographic documents shall be accounted for in the books of accounting for receipts and inventories of the insurance fund and the usage fund.

Insurance copies of phono documents on magnetic tape and gram originals shall be accounted for in various books of receipts and inventories.

324. In the final entries of the books of accounting for receipts and inventories of the insurance fund and the fund of usage of film and photo documents, the number of storage units, respectively, of intermediate positives and countertypes, positives and double negatives, odd (I) and even (II) gram originals, shall additionally be indicated.

In the final entries to the inventories of insurance copies of film, photo, audio documents, their volume in meters, frames, hours of sounding shall also be indicated.

The number of an accounting unit of the insurance fund of film, photo, sound documents shall be transferred to the inventory from the accounting book of receipts. The archival cipher of an accounting unit of the insurance fund of film, photo, sound documents is the abbreviated name of the archive (its official abbreviation), the number of the insurance fund accounting unit with the addition of the "IF" index.

325. Accounting for copies of archival documents created in the process of their use and included in the fund of usage shall be kept in the archive in a separate book of accounting for copies of these documents and in IS EA.

Chapter 5. Using of documents of the National Archival Fund and other archival documents

Paragraph 1. Description of archival documents

326. The description of archival documents of the archive shall be carried out at three main levels in accordance with the organization of its documents: fund, storage unit or accounting unit, document.

The unit of description and the object of description shall be a fund, a unit of storage or a unit of accounting, a document.

Groups of funds, inventories, sets, groups of documents, parts of a document are described as additional objects of description.

327. Principles for describing archival documents:

- 1) correspondence of information to the level of the unit of description;
- 2) interrelation and complementarity of information of different levels of description;
- 3) non-repeatability (non-duplication) of information in descriptions of different levels.

328. The description of archival documents has its own structure and consists of separate elements that are placed in the relevant sections (databases) of the archive and in the IS EA.

Description elements make up the following groups:

- 1) information on identifying the description unit: name (name of the fund, structural part of the fund creator, title of the storage unit or accounting unit, document), reference data (archive code, volume of the description unit, deadlines (start and end dates) of documents in the description unit), type of information carrier;
- 2) historical reference to the fund;
- 3) abstract;
- 4) information on the conditions of access and use;
- 5) additional information: the location of the originals, the availability and location of copies of archival documents, thematically and/or by origin associated with this unit of description, bibliography.

329. Description of archival documents at the fund level consists of the name of the fund, reference data, historical reference to the fund, annotations, bibliography, information about the conditions of access and use.

330. Reference data on the archival fund consists of search data (fund number), the volume of the fund in storage units and/or accounting units by types of documentation, the latest dates of documents for each type of documentation, an indication of the presence of FA within the stock.

331. The historical reference to the fund consists of the history of the fund creator and the history of the fund.

A general historical note shall be compiled for the joint fund.

332. The history of the fund creator of the archival fund of the organization includes the dates of its formation, renaming, reorganization, liquidation, departmental affiliation, structure and functions, names of the predecessor organization and successor.

The history of the fund creator of the archival fund of personal origin consists of brief biographical data (surname, first name, patronymic, pseudonym, maiden name, dates of life, profession, data on official and social activities). For the archival fund of the family, similar information is given according to the degree of kinship about each of the persons sequentially. For a fund consisting of documents of several persons related to creative activity, similar information is given about each of them in alphabetical order of surnames.

333. The history of the fund includes the date of its first entry into the archive, the volume and deadlines of archival documents, the degree of their preservation, the features of formation, description and systematization, information about changes in the composition and volume of the archival fund and their reasons, the presence of archival documents of other organizations or persons (fund inclusions), FA to the archival fund.

334. The historical reference shall be supplemented with further replenishment of the fund, as well as in cases of reorganization, changes in the structure, functions of the fund creator, and so on.

335. Historical reference to the archival collection includes information about the history of its creation, time, conditions, reasons for creation, principles of construction, location of the collection before entering the archive, as well as the compiler.

336. The abstract includes a brief generalized description of the composition of archival documents by the structure of the fund and types of archival documents, the content of archival documents on topics, issues reflecting the activities of the fund creator, indicating the chronology of topics and designating their geographical (administrative-territorial) boundaries.

337. Information about the conditions of access and use includes information about

:

1) the availability of archival documents, access to which and the procedure for their use are limited by the legislation of the Republic of Kazakhstan or the fund creator;

2) the authenticity or copies of archival documents, including those classified as cultural property, and especially valuable documents;

3) the physical condition of archival documents that affect the possibility of their use;

4) the availability of the usage fund;

5) the availability of FA to the unit of description;

6) the language of documents, the way they are reproduced and other features.

338. The bibliography for the archival fund includes a list of published and unpublished reference books on the fund and documentary publications based on it.

339. Description of archival documents at the level of storage unit or accounting unit includes:

1) the serial number of the storage unit or accounting unit;

2) old inventory number;

3) the heading of the storage unit or accounting unit;

4) reference data on storage units or accounting units;

5) indications of authenticity or copies;

6) indication of the type of media or method of reproduction;

7) language, external features;

8) conditions of access and use of archival documents.

340. The heading of the storage unit of management documentation, the storage unit of archival documents of personal origin includes the name of the type of archival documents, the author(s) of the archival document(s), the addressee(s) or the correspondent(s) to whom the documents were sent or from whom the documents were received, question or the subject, the name of the event, fact, locality, surname and initials of the person to whom the content of these documents refers, the dates of events.

In the absence of the necessary information, explanatory information shall be included in the heading - "the author is not established", "no date", "not earlier than ... year" and so on.

When compiling the heading of a storage unit, the type of storage unit (case, correspondence, documents, register, album, magazine, book, etc.) or the type (variety) of documents (minutes, reports, orders, reports, acts of remembrance, articles, novel, notebooks), characterizing the composition of the storage unit, shall be indicated at the beginning of the heading.

The headings of judicial, investigative, private, personal, arbitration and other cases containing documents related by the sequence of office work on one issue begin with the word "case".

Storage units containing documents on the same issue, but not related to the sequence of office work, begin with the word "documents", and at the end of the headings indicate the main types of documents. The term "documents" refers to documents-appendices to any generalizing document (order, instruction, protocol). In funds of personal origin, this term is used to describe heterogeneous documents related to the same person.

In the heading of a storage unit containing correspondence with homogeneous correspondents, the general specific name of the correspondents shall be indicated.

The heading of the project or design documentation storage unit includes the object code, project name, stage, part, volume number, author, year of completion of development.

The heading of a film or video document accounting unit includes the author's title of the film, special issue, film magazine or the name of the event reflected in the film or television story, the date of production and/or the date of shooting, the names and initials of the director and/or cameraman, the language of the document.

The heading of an accounting unit of a phono document includes the name and genre of the phono document, name, place and date of the recorded event. In the absence of the name of the audio document, the main content of the television or radio program, speeches, conversations, etc. shall be indicated. The heading of an accounting unit of a phono document containing a record of a work of literature and art includes the title of the work and its genre, the first line of the text enclosed in quotation marks if the phono document is a work that does not have an author's title and has not been published before, the names and initials of the authors and/or performers as the work itself, as well as its adaptations, arrangements, translations, the language of the phono document.

The heading of a photo document storage unit includes a description of the image or the name of the photo album, slide, negative, the surname and initials of the author, place and date of shooting.

341. Reference data on storage units or accounting units include archival cipher, volume of a storage unit or accounting unit, deadline dates of archival documents, for audiovisual documents - the date of recording or rewriting, for documents on electronic media - the date of recording or rewriting to a new electronic media.

342. The authenticity or copy number of documents of a storage unit or an accounting unit shall be indicated after the heading with a capital letter.

343. The method of reproduction shall be indicated for case documents if it is unusual for the type (variety) of documents contained in the case or is of fundamental importance for characterizing the content.

To indicate the method of reproduction of documents, the terms are used - "manuscript", "autograph", "typewriting", "printed", "hctograph", "glassograph" and others.

344. The external features of archival documents (files) include:

- 1) special writing material (parchment, silks, etc.);
- 2) special cover and binding material (leather, printed fabric);
- 3) the presence of decorations on the cover, illustrations or decorations of the text;
- 4) the language of documents that is different from the language of other documents of the archival fund;
- 5) printing;
- 6) the availability of attached samples of paper, fabrics, and so on.

345. Data on the degree of completeness, method of reproduction, external and other features of the documents of the case shall be given after the heading and annotation on a new line.

346. Conditions for access to storage units or accounting units and their use include information about the availability of:

- 1) archival documents, access to which and the procedure for their use are limited by the legislation of the Republic of Kazakhstan or the fund creator;
- 2) original documents classified as cultural property, especially valuable documents and documents in poor physical condition;
- 3) fund of usage;
- 4) FA to storage units or accounting units.

347. The description of archival documents, if necessary, shall be supplemented by the name of the archival fund and its structural part (inventory), an abstract of individual archival documents or their groups of a given storage unit or accounting unit

Abstract of documents of the storage unit is a brief description of the content of individual archival documents, the features of which are not reflected in the heading of the storage unit.

В аннотациях чертежных и других изобразительных материалов указываются материал, вид, формат документа и способ его исполнения, для карт – масштаб.

Particularly valuable documents, annex documents to the main document, documents of predecessor organizations, documents containing information on personnel of reference value, documents that can serve as the subject of an independent

search, the presence of which in this case cannot be determined by its heading (appeals, leaflets, proclamations, brochures, maps, plans, drawings, photographs, and so on) shall be annotated.

When annotating printed materials, the type of document, its name or the initial words of the document (in the absence of a name), output data shall be indicated.

The abstract of drawing and other visual materials indicate the material, type, format of the document and the method of its execution, for maps – scale.

At the end of the abstract, under the heading "mentioned", the names of individuals, names of organizations, geographical names and other information mentioned in the documents and of significant importance are listed, then the numbers of the sheets of the annotated documents are indicated.

The abstract shall be made after the heading with a new line.

With significant volumes of annotated documents, the abstract shall be drawn up on a separate sheet, which is inserted between the cover and the first sheet of the document.

348. When annotating, it is not allowed to use subjective formulations and expressions that do not carry the main semantic load ("very valuable documents", "very interesting documents", "documents contain", "documents concern").

349. The description of the archival document includes:

- 1) heading of the archival document;
- 2) reference data on the archival document;
- 3) an indication of the authenticity or copies of the archival document;
- 4) type of media or method of reproduction;
- 5) conditions of access and use.

350. The heading of an archival document includes the name of the type of archival document, the author, addressee or correspondent to whom the archival document was sent or from whom the archival document was received, the question or object, event, fact, person, the name of the locality to which the content of the specified archival document relates, the date of the event.

351. Reference data on an archival document include an archival code, information on the volume (number of sheets) of an archival document, and the dates of its creation

352. An indication of the authenticity or copy of the document shall be given after the abstract to the document with a capital letter.

353. The verbal-numerical method of date registration (day, month, year) is used when describing legal acts, creative documentation, documents relating to the rights and legitimate interests of citizens, financial documents, cases on one issue, as well as documents for which dating is important. meaning (reports, leaflets, transcripts, letters)

354. When identifying the deadlines for the documents constituting the case, it is taken into account that:

1) the start date of the case is the date of compilation (registration) of the earliest document, and the end date is the date of compilation (registration) of the latest document;

2) the dates of decrees, acts, agreements, resolutions, orders, instructions, etc. are indicated by the time of their signing, if the documents are not dated, the dates are indicated by the time of publication or entry into force;

3) deadlines for programs, plans, cost estimates, staffing tables, reports and documents are not affixed;

4) if the attachment documents in the case are dated earlier than the first document of the case, then their dates are specified from a new line - "there are documents for ... a year";

5) if the case is books or magazines, then the deadlines for them will be the dates of the first and last entries;

6) if the case consists of copies of documents made much later than the creation of their originals or received by the fund creator for work (for example, in the archival funds of editorial offices, various commissions), then the deadline dates will be the dates of making copies (the dates of the originals are given in the heading);

7) if the case was started in one organization and completed in another, then three dates are revealed - the date the case was opened in the office work of the first organization, the date it was received by the second organization and the date it was completed in the office work of the last organization (the first two dates are indicated as a fraction);

8) if there are documents of the pre-revolutionary and Soviet periods in the cases, the dates of the documents of both periods are included in the deadline dates;

9) when designating a date, first indicate the day, then the month and year.

355. Dates are given in the style and order in which the documents themselves are dated, with the exception of:

1) cases containing documents relating to the time of the transfer of the old to the new style, that is, from February 14 to July 1, 1918, which are given double dating - first the date is given according to the new style, and after it in brackets - in the old way;

2) cases containing documents that were formed before the transfer of the old to the new style and related to events of international significance, which are given the date according to the old style, and after it in brackets - in a new way.

356. If it is impossible to establish the exact date, based on the analysis of the content of the documents of the case, its approximate dates are determined, the limits of fluctuations of which are stipulated. Dates or individual elements of them are

enclosed in square brackets. Complete or individual elements of them, not absolutely reliable, are accompanied by a question mark.

Paragraph 2. The procedure for compiling the FA

357. Mandatory elements of the FA system shall be archival reference books and databases on the composition and content of archival documents, the types of which shall be determined by the intended purpose: inventory, guide, catalog, index, review of documents.

358. Inter-archival, inter-fund and intra-fund archival reference books and databases on the composition and content of archival documents are being compiled.

359. The inventory is used as an archival reference book designed to disclose the composition and content of storage units, fixing them within the stock systematization and accounting.

The inventory consists of descriptive articles of storage units, a final record, a sheet of certification of the case and a reference apparatus for the inventory. The object of description of archival documents of the inventory is a unit of storage or a unit of accounting.

360. The descriptive article of the inventory includes:

- 1) serial number of the storage unit, accounting unit;
- 2) record keeping index or old inventory number;
- 3) heading of the storage unit or accounting unit;
- 4) deadlines for documents, the number of sheets in a storage unit;
- 5) indication of authenticity/copy;
- 6) language, method of reproduction, degree of preservation of archival documents, external features.

A descriptive article can be supplemented with an abstract of individual documents (a group of documents) of a storage unit or an accounting unit.

361. The reference apparatus for the inventory includes:

- 1) title page;
- 2) content (table of contents);
- 3) preface;
- 4) list of abbreviations;
- 5) translation tables of archival ciphers;
- 6) indexes.

362. The title page of the inventory shall indicate the full name of the archive, the name of the archive fund, the number of the archive fund, the number of the inventory, the name of the inventory, the deadlines for the archival documents included in the inventory. If cases are included in the inventory for several years with interruptions, only those years for which documents are available shall be affixed on the title page.

363. The preface, the list of abbreviations for the names of all sections, subsections and smaller groups of cases included in the inventory, indexes, translation tables of ciphers indicating the numbers of the corresponding sheets of the inventory are listed in the content (table of contents) of the reference apparatus to the inventory.

364. A preface shall be compiled to a separate inventory or general for all inventories of the archival fund, which is signed by the compiler indicating the date of compilation.

The preface briefly describes the history of the fund creator with references to legal acts and documents of the fund. A general preface shall be compiled to a single inventory of the joint archival fund.

365. A list of abbreviations shall be compiled if abbreviated words are used in the inventory. The abbreviations are in alphabetical order. The list does not include common word abbreviations. Arbitrary formation of abbreviations is excluded.

366. General and special indexes shall be compiled for the inventory.

The general index of the inventory consists of reference data to the serial numbers of the storage unit or accounting unit.

For archival funds included in scientific circulation, including archival documents of other fund creators, in order to ensure the search for archival documents of a specific fund creator, a special index of included funds shall be compiled. They indicate the numbers and names of archival funds, the numbers of cases related to these archival funds.

367. Translation tables of archival ciphers shall be compiled in case of reworking the inventory and contain references from old to new archival ciphers in the form:

- 1) case number according to the old inventory;
- 2) case number according to the new inventory;
- 3) notes.

Processing of the inventory consists in compiling a new inventory by clarifying or compiling the headings of storage units or accounting units, compiling the necessary reference apparatus for the inventory. In the process of editing headings, the correctness of the transfer of content of case documents by the heading shall be checked, the dates, fund, structural, belonging of the cases shall be specified. Distortions, inaccuracies, stylistic and grammatical errors shall be eliminated, headings shall be unified, abbreviations shall be deciphered. In necessary cases, annotation of individual documents shall be carried out.

Headings shall be edited according to the text of the second copy of the inventory with its subsequent reprint. All changes and clarifications of headings shall be transferred to the covers of cases.

Destruction of old inventories after their processing shall be prohibited. Old inventories shall be accounted for by new inventories as separate storage units and

shall be placed at the end of the new inventory after the last number under their heading and marked "Inventory recompiled".

Based on the results of processing the inventory, an act of describing archival documents shall be compiled.

Paragraph 3 The procedure for compiling guidebooks, catalogs, indicators, reviews, dope sheets of film and video documents and automated FA

368. The guidebook is an archival reference book containing information about the archival funds of the archive in a systematic form and intended to familiarize the user with their composition and content.

The guidebook consists of descriptive articles from the archival fund and a reference apparatus.

The reference apparatus of the guidebook includes:

- 1) title page;
- 2) content (table of contents);
- 3) preface;
- 4) list of abbreviations;
- 5) annexes (if any);
- 6) indexes.

A general bibliography shall be compiled for the guidebook.

In multi-volume editions of guidebooks, a reference apparatus shall be compiled for the entire publication as a whole or for its individual volumes.

369. Types of guidebooks:

- 1) a guidebook to the funds of the archive (archives);
- 2) a thematic guidebook to the funds of the archive (archives);
- 3) a brief guide to the funds of the archive (archives).

Archival (intraarchival) and interarchival guidebooks shall be compiled.

The type of guidebook and the construction scheme is determined by its intended purpose.

The guidebook to the archives (archives) contains a systematic list of characteristics of archival funds, consisting of the name of the fund, the fund number, the volume of the fund in storage units or accounting units, the latest dates of documents for each type of documentation, historical information, annotations, bibliography on the fund. The list of characteristics can be supplemented by a list of non-annotated funds, consisting of the names of funds and reference data about them.

The object of description in the guidebook to the funds of the archive (archives) is the fund.

The thematic guidebook to the funds of the archive (archives) consists of a systematic list of characteristics of funds or parts of funds containing documents on a specific topic (topics).

Characteristics of the documents of the fund (funds), part of the fund (funds) of the thematic guidebook to the funds of the archive (archives) consists of the name of the fund, the fund number, the latest dates of the fund documents, the number of the inventory (s) containing documents on the topic, an indication of the presence of an archive FA to the fund (funds), abstracts of documents and bibliography on the topic.

A brief reference book to archive funds (archives) contains a systematic list of characteristics of archival funds, including the names of archival funds and reference data about them. A brief reference book is compiled for all stored funds of the archive or a certain group of funds (new acquisitions, declassified and transferred to open storage).

Brief reference books are divided into annotated and non-annotated.

370. The composition of details of the guidebook shall be approved by the authorized body.

371. The catalog is an inter-fund archival reference book, in which information about the content of archival funds, storage units, archival documents (or parts thereof) is grouped by subjects (topics, industries) located in accordance with the accepted scheme for classifying documentary information.

372. A set of various interconnected and complementary catalogs forms an archive catalog system.

373. The composition of the archive catalog system shall be determined by the composition and content of archival documents, the intensity of their use, the degree of development of archival funds, the availability and quality of other types of archival reference books.

374. The archive catalog system complies with the following requirements:

- 1) compliance of the principles of building catalogs with their intended purpose;
- 2) a rational structure of catalogs, providing an optimal variety of aspects of information search;
- 3) exclusion of parallelism in the grouping of information in various catalogs of the system;
- 4) exclusion of unjustified duplication and the widespread use of reference cards and indexes.

375. Intra-archive and inter-archive catalogs shall be compiled.

The object of description in the catalog is a document (group of documents, part of a document), storage unit or accounting unit, inventory, fund (group of funds) containing information on a specific topic (issue).

Work on the preparation, creation and maintenance of catalogs (catalogization) shall be carried out on an ongoing basis in the archive.

In the course of cataloging, the order of selection of archival funds, their structural parts shall be determined, cases and archival documents shall be selected and made an inventory.

376. Depending on the construction scheme, catalogs are divided into systematic, thematic (catalogues on the history of organizations, administrative-territorial division, and others), subject and their varieties (nominal, geographical, object).

377. In a systematic catalog, the object of inventory shall be classified by branches of science, knowledge, production, economics and shall be arranged in a logical sequence in accordance with the accepted scheme for classifying documentary information. In the absence of corresponding catalogs for the systematic catalog or its subsections, subject, geographical and nominal indexes shall be compiled.

378. In the thematic catalog, the inventory object on the topic is grouped into subtopics, headings and subheadings in a logical sequence. A thematic catalog shall be created in case of grouping information in it according to a feature that is not in the systematic catalog.

379. In the catalog on the history of organizations, the object of inventory is classified by branches of science, knowledge, production, economics, then by jurisdiction, types of organizations (banks, plants, factories, trusts, and so on) and names of organizations in alphabetical order of names.

380. In the catalog on the history of administrative-territorial division, the object of inventory is classified by types of administrative-territorial units and their names in alphabetical order.

381. In subject catalogs, the object of inventory is classified alphabetically by subject concepts (facts, events, geographical names), names of persons and is systematized in a chronological or logical sequence.

382. Independently existing card files are linked to the catalog system by reference.

383. The composition of the descriptive article of the catalog includes: the name of the archive, index, heading, subheading, date of the event, place of the event, content, fund number, fund name, inventory number, storage unit or accounting unit, sheets, document language, reproduction method, surname compiler and date of compilation of the descriptive article.

384. The sources of replenishment of the catalog system are thematic and subject-thematic card files, personnel files for documents of the most informative and frequently used funds.

385. The information of the catalog card, on which the inventory of documents is carried out during cataloging, represents a set of information about the content and search data of documents concentrated in the descriptive article.

The following is made an inventory on one catalog card:

1) when making an inventory of a document - a separate document from the case, devoted to one issue (particularly valuable or important in content), provided that the remaining documents of this case relate to other issues, or part of one document, if the entire document concerns many issues (for example, reports, protocols);

2) when making an inventory of a unit of storage or unit of accounting - the whole case, relating to one issue, event, correspondence on one issue;

3) in case of making a group inventory - a group of documents of one case on one issue, subject, if there are documents on the same issue in other cases, then the documents of each case shall be inventoried on a separate card;

4) a group of similar cases of one archival inventory.

386. Methods for grouping information for description shall be determined by the content of documents. A group card shall be compiled for a separate archival inventory or a group of archival inventories, if they combine a thematic group of documents, as well as for the archival fund as a whole.

387. After completing the inventory of the documents on the catalog card, its indexing shall be carried out, which consists in choosing or compiling a certain index (indices), and referring it to the corresponding information of the catalog card. Indexing shall be carried out by analyzing the content of a catalog card and assigning it to a specific structural unit of the classification scheme.

388. Cards shall be systematized by indexes and headings and placed in the catalog

389. A reference system is used to establish a link between the catalog sections or catalog sections with other archival reference books. In the reference cards, the columns "Heading" and "Subheading" are filled in as usual. In the column "Content" it is written – "see also ..." and the indexes of the names of the corresponding divisions of the catalog or other reference books to which the reference is given shall be indicated.

390. When indexing, cards are edited and their primary examination shall be carried out, during which cards of the same content shall be combined, poor-quality and insignificant cards shall be allocated for further processing. Secondary examination shall be carried out in the process of systematization of cards by indexes, while doublet and absorbed cards are shall be allocated.

391. At least once every three years, a periodic check of the systematic catalog shall be carried out for the correct placement of cards between separators and the need to introduce new separators.

392. In order to account for the cataloging of archival documents in the case, a stamp shall be placed below the certification inscription – "catalogue" or it is noted – "

ll. ... described for the catalogue". Similar marks on the completion of the cataloging of documents for individual inventories shall be affixed to the sheets for certification inscriptions in the inventories.

393. Completion of the cataloging of documents of the archival fund shall be formalized by a certificate, which is included in the file of the archival fund. The certificate indicates the number and name of the archival fund, the date of the cataloging, its performer, the number of cards compiled and included in the catalog of the archive, the date of the certificate, the position of the person who compiled it and his/her signature.

394. In the journal, card file or database of the archive, a fund based (for each inventory) state record of cases subjected to cataloging shall be maintained, indicating the case numbers.

395. Accounting for the receipt of cards in the catalog shall be carried out for each catalog separately in special books or databases, in which the date of receipt of cards in the catalog, the name and number of the archival fund, the surname of the compiler, a mark on the inclusion of an array of cards in the catalog shall be noted.

The number of cards received and included in the catalog shall be established annually. Accounting for the cards compiled and included in the catalog shall be kept in the passport of the archive.

396. Indexes are an alphabetical, systematic or otherwise compiled list of names (names) of objects mentioned in archival documents, indicating their archival ciphers.

397. Indexes are divided into intra-fund, inter-fund, inter-archival, as well as thematic, subject (general and special), chronological.

398. The descriptive article of the index consists of a subject concept (heading) and archival ciphers.

Depending on the purpose of the index, a rubric can be:

- 1) simple, that is, not to have subheadings;
- 2) complex, that is, have one subheading or definition;
- 3) nested, that is, have two or more subheadings.

According to the structure of headings, deaf, annotated short and annotated full indexes are distinguished.

Deaf are indexes, the headings of which include designations of concepts and archival ciphers.

Annotated short indexes are indexes, the headings of which include designations of concepts, archival ciphers, brief explanations and definitions; annotated full - indexes, which include designations of concepts, archival ciphers, brief explanations, definitions and detailed characteristics.

399. The connection between similar concepts in the index shall be carried out by using general references (referrals) - "look" and private ones - "look also".

The general link is used in case of referral:

- 1) from synonyms not accepted as a heading or subheading;
- 2) from the abbreviated form of the concept to the full one and vice versa;
- 3) from a particular, specific to generic concept, if the system provides reference data in the index only in a complex rubric;
- 4) from the second and subsequent from the group of concepts, connected by the union "and" or commas, to the first;
- 5) from a concept in direct form to a concept in inverse form.

A private link is used to connect a generic concept with a specific one, if they constitute separate articles of index, as well as for concepts related by associative relations.

400. Indexes consist of headings that include dates of events, phenomena and facts, or dates of documents arranged in chronological order; in search data, links are given to pages or sections of a catalog or reference book.

401. In a thematic index, concepts are disclosed or presented in a logical (systematic) sequence through a group (number) of subject concepts arranged according to an accepted classification scheme and interconnected by causal and systemic relationships: historical facts, events, phenomena, names of organizations, and others related with these events.

The elements of description of the thematic index are heading, subheading, date of the event, place of the event, content, archive code. Headings and subheadings are given in the nominative case.

402. Grouping of concepts within general and special indexes shall be carried out in alphabetical order. In general indexes, in the presence of complex, heterogeneous concepts, a systematic principle of grouping concepts can be used, alphabetical arrangement is used at the last stage of systematization.

The main requisites of a descriptive article is the subject concept (heading, subheading) formulated as a name, expressed mainly as a noun or a combination of nouns (sometimes with adjectives) in the nominative case, in the singular or plural.

403. Headings in the geographical index are the names of states, administrative-territorial units, seas, rivers and other geographical concepts. When renaming a geographical point in the text, it is indicated under the old and new names, the designation that is chronologically the last is taken as the main one. The former name is indicated next to the new one in brackets and is entered in the index in the appropriate alphabetical sequence with reference to the new name.

Geographical names, which are complex concepts, shall be given without inversion on the first word.

404. Generalizing concepts or administrative-territorial names shall be included in the index without explanation.

405. The nominal index includes surnames, first names, patronymics, (variances, pseudonyms, nicknames, by names).

In the nominal index, the names of persons shall be indicated in accordance with the documents. When using an incomplete name (abbreviated name, nickname, pseudonym), but it is well known, the full name shall be indicated in brackets and entered in the index under the corresponding letter of the alphabet with reference to the main designation of the person in the index.

In case of discrepancies in the spelling of the same surname, information and reference data shall be given under the correct name of the person. Discrepancies are given in parentheses following the correct spelling in the appropriate alphabetical order with references to it.

Surnames, first names and patronymics are given in the index according to the modern phonetic designation. Old spellings appearing in the text are listed next to the modern spellings in parentheses and are entered into index with a reference to the modern form.

When mentioning in the text of persons with the same surname and initials, the names and patronymics shall be indicated in full and explanations shall be made.

Double surnames are entered in the nominal index by the first word without inversion.

406. The chronological index consists of headings, including dates of events, phenomena and facts, or dates of documents arranged in chronological order. The chronological index is made deaf.

407. Reviews are archival reference books including systematized information about the composition and content of individual sets of archival documents, supplemented by their source analysis, and are divided into reviews of funds and thematic reviews.

The fund review includes systematized information about the composition and content of archival documents of one archival fund. The object of description for a fund review is a document (a group of documents, a part of a document), a storage unit or an accounting unit of one fund.

A thematic review includes systematized information about the composition and content of archival documents of one or a group of archival funds of one (intraarchival) or several archives (interarchive) on a specific topic. The object of description for a thematic review of documents of an archive (archives) is a document (a group of documents, part of a document), a storage unit or an accounting unit of one fund (part of a fund, a group of funds) of an archive (archives).

408. The review consists of a set of individual or group annotations of individual groups of storage or accounting units, documents and FA.

The annotation sets out the content of a group of storage units or accounting units, documents with source analysis, indicates the main types of documents, their authors, content, chronological framework, authenticity, archival ciphers.

The reference apparatus of the review includes the title page, contents (table of contents), preface, list of abbreviations, indexes. A list of funds is compiled for the thematic review, information about which is contained in the review, and a bibliography on the topic of the review.

409. The dope sheet of a film, video document is an archival reference book that records, reveals the content and fixes the systematization of individual plans (montage shots).

The dope sheet of a film or video document is a frame-by-frame description of a finished film work (film, special issue, newsreel, TV report). The dope sheet is formed in the process of creating a film work and enters the archive as part of the accompanying text documentation for a film document or video phonogram.

The dope sheet is compiled in two copies, one of which is used in the work of researchers and archive workers, the second one is bound and serves as an insurance copy.

410. The dope sheet of a film, video document shall be compiled in the archive in case of its absence and consists of headings, descriptive articles and a final entry.

The title inscriptions indicate the name of the archive, the number of the dope sheet, the name of the film document with its characteristics (dubbing, color, number of parts), the name of the studio, the date of production of the film document, the authors of the film (directors, cameramen, script authors).

411. The compilation of the dope sheet shall be carried out according to the positive of the film document when viewing it on the sound editing table with its simultaneous description in the following sequence:

- 1) plan number in order;
- 2) definition of the plan (general, medium or large);
- 3) the footage of the plan;
- 4) a summary of the image plan of the film document.

412. After finishing the work with the positive on the sound editing table, if necessary, the positive shall be checked with the negative and lavender for compliance with each other of all elements of the film set.

413. A dope sheet for a video document is created in the archive.

Dope sheets of special issues, film magazines or chronicle material begin with the design of the title page, which indicates their names, year of release, production studio, color, sound, seconds, per-second timing (beginning and end of recording).

After the description of the title page, a planned description of the video phonogram shall be carried out, which occurs in the following sequence:

- 1) plan number in order;
- 2) definition of the plan (general, medium or large);
- 3) the serial number of the second from which the recording of the plan image begins;
- 4) an indication of the presence of color plans in the black and white image of the video phonogram or black and white in color.

At the end of the dope sheet, the position, surname of the compiler of the dope sheet and the date of compilation shall be indicated.

414. Archival reference books shall be maintained in the archive in an automated mode, which provides the possibility of prompt and multifaceted search and presentation of documentary information, including in remote access mode.

415. The basis for the formation of an automated FA is the descriptive articles of archival reference books of the archival fund, storage units or accounting units, an archival document, as well as keywords and rubricators.

416. The main types of keywords when maintaining an automated FA shall be:

- 1) "subject" - terms briefly denoting facts, events, phenomena, activities reflected in the documents of the object of description, and so on;

- 2) "personalities" - terms identifying persons with whom units of description of a given level are associated, terms can be surnames with name and patronymic, surnames with name, surnames without initials, with one or two initials, pseudonyms, nicknames, and so on;

- 3) "geography" - terms that are geographical or toponymic names (names of countries, regions, provinces, counties, townships, settlements, seas, rivers, and so on).

417. Keywords are entered into the database during the description of a specific object or after its completion, can consist of one word or a short phrase and are placed in a special file of keywords.

418. The output forms of the automated FA shall be the lists of archival funds, storage units or accounting units, documents that meet the conditions of operational search. Based on the information contained in the automated FA of the archive, the texts of reference books shall be formed along with their internal reference apparatus (guides, short reference books, archival inventories). In the automated formation of the reference text, files of keyword shall be used for the automated compilation of indexes to the reference book.

419. For each level of descriptions, systematic and thematic rubricators are created in the database of the automated FA.

For the level of the archival fund, the rubricator intended for the formation of the text of the guidebook on archival funds of the archive is the systematization scheme of archival funds in the guidebook.

420. For each level of description in the databases of the FA of the archive, a set of procedures shall be provided for the multidimensional search for information by keywords, by the texts of annotations, historical references, by the texts of full and abbreviated names of the object of description, by full and abbreviated renaming of the archival fund and/or fund creator, by chronological accessories of the description object (by the latest dates of the documents included in the description unit), by any combination of the listed details.

421. Presentation of search results shall be made in the following forms:

- 1) a database reduced in accordance with the conditions of the request;
- 2) text file or printout of descriptions that satisfy the request.

422. The reference apparatus for databases on archive documents shall be implemented in the form of a database containing a description of the databases available in the archive. The databases contain information on each autonomous database - the name of the database, a list of its details, the level (levels) of the unit (units) of description, the current volume in records and/or in megabytes, an indication of the database management system or the programming language used to create a database.

Paragraph 4. Use of archival documents of the archive

423. According to the categories of access, archival documents shall be divided into open and of restricted access.

All archival documents are open, access to which is not limited in accordance with international treaties of the Republic of Kazakhstan, the legislation of the Republic of Kazakhstan, as well as with the consent of the owner or possessor of archival documents that are in private ownership.

Archival documents of restricted access include:

- 1) archival documents containing information constituting state secrets or other secrets protected by the laws of the Republic of Kazakhstan;
- 2) archival documents containing information about the personal and family secrets of an individual, his/her private life, as well as information that poses a threat to his/her security;
- 3) archival documents, the owners or possessors of which, by transferring them to the archive, have established in the contract the conditions for access to them and their use;
- 4) originals of especially valuable documents, documents classified as cultural values, and archival documents of the NAF, recognized in accordance with paragraphs 203-204 of these Rules as being in unsatisfactory physical condition.

Access of a user to such documents, databases and their use shall be carried out subject to restrictions established by the legislation of the Republic of Kazakhstan, and

the conditions established by the owners or possessors of archival documents when they were transferred to the archive.

Access of users to the documents specified in subparagraph 4) of this paragraph, as well as their use, shall be carried out in exceptional cases with the written permission of the head of the archive. The user is provided with copies of these documents (usage fund) or documentary publications containing these documents.

424. The archive provides the user with access to open archival documents, FA to them and publications of the library fund.

425. The archive does not limit or determine the terms for the user to use information obtained by him as a result of an independent search or provided to him in the manner of rendering paid services by the archive, except as provided by the legislation of the Republic of Kazakhstan or specified in the archive agreement with the user for information services.

426. The main forms of use of archival documents:

1) information provision of users in accordance with their requests, as well as on their own initiative;

2) provision of archival documents to users in the reading room of the archive;

3) exposure of archival documents at exhibitions;

4) the use of archival documents in the media;

5) holding information events (meetings with the public, excursions to archives, presentations, open days, lectures, reports, oral journals, conferences, lessons for students and schoolchildren, etc.) using archival documents;

6) publication of archival documents.

427. The main documents of the archive in the work of providing information to users shall be an archival certificate, an archival copy, an archival extract, an information letter, a thematic list of archival documents, a thematic selection of copies of archival documents, a thematic review of archival documents.

428. Requests received by the archives, including information systems, shall be divided into:

1) thematic requests (requests for information on a specific issue, topic, event, fact, biography);

2) genealogical requests (requests for the provision of information necessary to establish kinship, family ties of two or more persons, family history, clan);

3) requests of a social and legal nature (requests for confirmation of work experience and salary, age, family members, education, awards, transfer of pension contributions and social contributions, conferment of academic degrees and titles, accidents, being treated, evacuation, applications repressions, rehabilitation, service in

military units and formations, living in zones of ecological disaster, stay in places of deprivation of liberty, acts of civil status, property rights and other information stored in the archives).

429. Answers to requests of a thematic, genealogical, social and legal nature shall be divided into:

1) positive answers - when the requested information is confirmed on the basis of documents available in state storage in the archive;

2) negative answers are given in the case when the documents are in state storage in the archive, but the requested information is not in them;

3) answers on the absence of documents in storage are given in cases of non-receipt of documents of an institution or enterprise for state storage in the archive and the inability to establish their location;

4) by accessory (non-core).

If there are no documents in state storage and information about their location is established (in departmental storage in an organization or in another archive), the request received by the archive shall be sent by ownership to the organization or archive where the documents are located according to the requested information.

430. The user's request shall be considered and executed by the archive if the request for an individual contains the surname, name, and (if any) patronymic, individual identification number, postal and/or electronic address of the user, for a legal entity - its name, postal and/or email address, business identification number. The request indicates the topic (question), the chronology of the requested information. The request shall be signed by an individual or a representative of a legal entity.

431. A request that is not related to the composition of archival documents stored in the archive, within 3 working days from the moment of its registration, shall be sent, according to its ownership, to another archive or organization where the necessary archival documents are stored, with notification of the user.

432. The archive accepts individuals. The head of the archive is personally responsible for organizing the reception and consideration of requests from individuals.

433. The thematic request of a state body, local executive body, judicial body related to the performance of their functions, the archive considers in accordance with the legislation of the Republic of Kazakhstan. The execution of such a request is carried out free of charge.

434. Identification of documents on thematic and genealogical requests of individuals and legal entities shall be carried out on a paid basis.

435. Requests of a social and legal nature shall be executed by the archive free of charge within the time limits established by the legislation of the Republic of Kazakhstan, and in accordance with the Administrative procedural code of the Republic of Kazakhstan.

When executing a repeated request of a social and legal nature or compiling, at the request of the user, an archival certificate similar to the previously issued one, the archive checks the compliance of the information included in this certificate with those contained in archival documents, and, if additional information is found, includes them in the issued archival certificate.

436. There is a reading room, a screening room, a room for listening to audio documents with special equipment for working with microcopies of archival documents, audiovisual and electronic documents to serve users in the archives,. In the absence of a specially allocated room, service of users shall be carried out in the working room of the archive under the supervision of an archive employee.

437. The procedure for the work of users with archival documents in the reading room of the archive shall be determined by the regulations for the work of users of the archive reading room, approved by the head of the archive. The archive acquaints users with this regulation against signature.

438. In cases of theft or damage of archival documents, technical equipment and property by the user, the archive, from the moment of detection, shall apply with a corresponding application to the internal affairs body at the location of the archive, take measures to compensate for the damage.

439. At the request of users, taking into account the technical capabilities of the archive, copies of archival documents (photocopies, microcopies, photo prints, film copies, video copies, copies of audio documents, as well as copies on electronic media) shall be made.

NAF documents that are in unsatisfactory physical condition shall not be copied.

Copying of archival documents of limited access shall be carried out in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

440. The procedure for fulfilling orders for copying, including the volume of copying of archival documents, unpublished inventories, FA, the cost of making copies and the procedure for paying for their production shall be determined by the Rules for the provision of paid activities for the sale of goods (works, services), approved by order of the authorized body.

441. The archive indicates the archival cipher and sheet numbers of the storage unit of the archival document on the copy of an archival document made by the order of a user.

When making a copy of a declassified archival document, the stamp "Declassified" shall be affixed on the front side in the upper right corner of the first and last sheet of the copy. If necessary, this stamp shall be affixed on the front side of all sheets of a copy of a declassified archival document.

442. Copies of archival documents shall be issued to users, their authorized representatives or sent to the specified addresses.

Accounting of orders for copying shall be carried out on paper or in an automated form.

443. The archive organizes independently or jointly with other archives and organizations the preparation and holding of exhibitions of archival documents.

To prepare the exhibition of archival documents, thematic (concept), thematic-exposition and graphic plans shall be developed.

Based on the thematic plan, archival documents, illustrative and other materials shall be identified and selected.

The thematic and exposition plan includes an annotated list of archival documents selected for display, illustrative and other materials, systematized in accordance with the sections of the exhibition, indicating their size. All archival documents and other materials selected for exhibiting shall be annotated. For foreign-language materials, if necessary, a translation or a detailed annotation of the content shall be given.

The graphic plan indicates the procedure for placing exhibition documents on stands or in showcases, Internet resources, social networks.

The organizers of the exhibition shall be responsible for the safety of archival documents. The archive that has submitted archival documents for the exhibition provides control over compliance with the requirements for ensuring the safety of documents during exposure.

444. When preparing publications of archival documents, the archive shall be guided by the Rules for the publication of documents of the National Archival Fund, approved by order of the Minister of Communications and Information of the Republic of Kazakhstan dated November 16, 2011 No. 349 (registered in the Register of state registration of regulatory legal acts No. 7342), and other methodological documents of the authorized body.

445. Types (scientific, science-popular and educational) and types (fund-based, thematic or other) of the publication of archival documents shall be determined by their intended purpose, the specifics of the sources selection, methods of transmitting the text of archival documents and the composition of the FA to them.

446. Forms of publication of archival documents:

1) printed: series, collection, album, booklet, prospectus, poster, publication in the media;

2) electronic: hypertext, multimedia, database.

447. The archive shall carry out measures to ensure research and technical processes for the preparation of documentary publications: the formation of an editorial board, a team of compilers, the preparation of organizational and methodological documents, the conclusion of an agreement with interested organizations and publishing houses, etc.

448. The prepared and edited manuscript shall undergo internal and external peer review and shall be discussed by the scientific advisory body of the authorized body or archive, the Scientific Council of the Archive of the President of the Republic of Kazakhstan, which shall have the rights to recommend it for publication.

The manuscript shall be considered prepared if, in accordance with the established requirements, it shall be finalized based on the comments of reviewers and the results of the discussion and approved for publication.

An agreement shall be concluded with the publishing house, which provides for the rights and obligations of the publishing house and the customer (archive).

449. The archive shall record the use of archived documents.

Paragraph 5. Procedure for drawing up archived certificates, archived extracts and archived copies

450. Archival reference shall be executed in the form approved by the authorized body in chronological sequence of events with indication of types of archival documents and their dates.

Archived documents may be cited in the archival reference.

451. In the archive certificate, the data shall be reproduced in accordance with their presentation in the archive documents.

Discrepancies, discrepancies of individual data of archival documents, inaccurate names, lack of a name, patronymic, initials or the presence of one of them, illegible written, corrected by the author, not readable due to damage to the text of the original place, shall be stipulated in the text of the archival certificate in brackets ("So in the document," "So in the text of the original," "In the text illegible").

452. Information on work, study in several organizations, educational institutions, identified according to the documents of one archive, shall be included in one archive certificate.

Amendments, corrections, comments, own conclusions of the executor on the content of archival documents, on the basis of which the archival help be compiled, shall not be allowed in the text of the archival help.

453. At the end of the archival help, archival codes and sheet numbers of the unit of storage of archival documents, print media used to compile the archival help shall be provided. Archival codes and sheet numbers of the archival documents storage unit may be entered in the archival help text immediately after each fact or event shall be presented.

454. In the archive help, the volume of which exceeds one sheet, the sheets shall be stitched, numbered and sealed with the archive seal.

455. The archive certificate shall be signed by the head of the archive or an authorized official and certified by the seal of the archive. In case of incompleteness of

the information provided in it, a cover letter shall be drawn up with an indication of the reasons.

In information systems, archive help shall be signed by the EDS of the archive manager.

If necessary, copies of archive documents or extracts from them confirming the information specified in the archive help shall be attached to the archive help.

456. Archival certificates sent to the states that signed the 1961 Hague Convention, which shall not require consular legalization of official documents, shall be certified by affixing and filling out a special stamp - "apostille."

Apostille shall not be on archival certificates intended for sending to states, with which the Republic of Kazakhstan shall have concluded agreements on legal assistance and legal relations in civil, family and criminal matters, as well as in the States participating in the Commonwealth of Independent States, signatories of the Agreement on Principles and Forms of Cooperation in the Use of Archival Information dated 4 June 1999, or with which there shall be bilateral cooperation agreements.

457. In the absence of archival documents in the archive required for execution of the request, an answer shall be drawn up on the archive form about the reasons for the absence of archival documents on the topic of the request, and recommendations shall be given on the possible location of the necessary archival documents.

458. In the case of documented facts of loss of archival documents containing the requested information, the archive issues a certificate on this issue, certified by the archive seal.

459. The archival extract shall be executed in the form approved by the authorized body.

In the archive statement, the name of the archive document, its number and date shall be reproduced in full. Extraction from the texts of archived documents exhausts all available data on request.

The beginning and end of each extraction, as well as omissions in the text of the archive document of individual words, shall be indicated by ellipsis.

The notes to the text of the archival extract contain relevant reservations about parts of the text of the original, illegibly written, corrected by the author, not readable due to damage to the text, and so on.

Individual words and expressions of the original, raising doubts about their accuracy, shall be stipulated by words in parentheses ("So in the text of the original," "So in the document").

The authenticity of archival extracts issued at the request shall be confirmed by the signature of the head of the archive and the seal of the archive, electronic - by the EDS of the head of the archive.

460. After the text of the archival copy or archival extract, the archival code of the document and the sheet numbers of the storage units of the archival document shall be indicated. If a copy or extract occupies more than one sheet, the archive code shall be indicated on the back of each sheet. All sheets of archival copy shall be fastened, numbered and certified at the place of fastening by the signature of the head of the archive and the seal of the archive.

In information systems, archival copies and archival extracts shall be signed by the EDS of the archive manager.

461. Archive help, archive statement, archive copy and responses to requests shall be sent by mail in simple or registered letters.

Archived help, archived statement, and archived copy, including answers about the absence of requested information, shall be sent by the archive directly to the applicant.

462. The archival certificate received through diplomatic channels shall be sent for stamping the apostille stamp to the authorized body.

463. Archival certificate, archival extract and archival copy, in the case of personal appeal of an individual or his trustee to the archive, shall be issued to them against receipt upon presentation of an identity document or a digital document from the digital document service to the trustee - upon presentation of a power of attorney executed in accordance with the established procedure. The recipient of the archived help and archived extract shall sign on their copies or on the back of the cover letter to them, indicating the date of their receipt.

Paragraph 6. Procedure for returning original archival documents

464. According to written statements, with the permission of the head of the archive, on the basis of the conclusion of the ERC or the expert commission of the archive, rehabilitated persons and their heirs receive originals of archival documents of a creative nature - manuscripts, photographs, letters and other personal documents (with the exception of passports, military tickets, official certificates and other archival documents of official origin), preserved in terminated criminal and administrative cases.

According to written statements with the permission of the head of the archive, on the basis of the conclusion of the ERC or the expert commission of the archive, individuals shall receive the originals of their own work books, tickets of members of the Communist Party of the Soviet Union, preserved in the archive.

465. Copies that shall be attached to cases shall be removed from the seized archival documents. The withdrawal of archival documents, as well as their replacement with copies, shall be reflected in the certification sheets of cases and case records, documents.

466. The return of archival documents shall be formalized by the act of withdrawal from the files of these documents. The act of withdrawal from the cases of these documents and other documents on the basis of which the archival documents have been returned, and the receipt of the person who received them in his hands, shall be included in the fund's case.

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